

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 WebAdvisor box.

A student can register online using WebAdvisor. Students can register through the seventh day of the semester. Students should consult the Academic Calendar for appropriate registration dates. 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 WebAdvisor is a fully encrypted website 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 WebAdvisor 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 full-time. In graduate degree programs, a student enrolled in 9 semester credit hours is considered to be 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 requesting 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 and Master's Degree Graduation Requirements.

Registration Confirmation

Students can confirm their registration at any time by using the "My Class Schedule" link on WebAdvisor. 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.

Prerequisite 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. All students

must follow course prerequisites unless otherwise noted. 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 this catalog 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. See the Tuition Refund Policy section of the Catalog for information on refundability of 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 they appear on the instructor's official class roster.

Exception Requests

Students are expected to complete all of the required courses for their degree program. In extenuating circumstances, a student may submit a request for an exception as it pertains to a specific course or prerequisite. Exception requests will only be considered if there are extenuating circumstances and no other course option. All exception requests must be submitted through an academic advisor to the appropriate academic chairperson by submitting an e-mail request to advising@walshcollege.edu. The reason for the request must be included and documentation provided. Additional approvals may be needed when applicable.

Class Cancellations/Changes

The College reserves the right to cancel classes and make changes to the 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 dropped online using WebAdvisor or Walsh College email. 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.

A student may add classes to their schedule through the seventh day of the semester*. Please refer to the Academic Calendar for specific registration dates for the current semester.

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A student may drop classes through the fourteenth day of the semester*. For courses dropped through the eighth day of the semester, 100 percent of the tuition charges will be credited to the student's account*. For courses dropped between the ninth and fourteenth day of the semester, 50 percent of the tuition charges will be credited to the students account.

**See the Tuition Refund Policy section of the Catalog for information on refundability of fees. Please refer to the Academic Calendar for specific refund dates for the current semester.*

Add/drop requests submitted by Walsh College email will be considered as received on the date submitted.

The student is solely responsible for adjustments to their personal, professional, extracurricular, and employment schedules as they relate to class attendance.

A student who does not officially drop their course within the first two weeks of classes is financially obligated to pay for the course(s) even if they have 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.

**Dates pertain to 11 week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found on Web Advisor and/or the course syllabus.*

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

For 11 week courses, students may withdraw from courses beginning the third week of the semester through the ninth week of the semester. Students should refer to the current Academic Calendar for the most accurate dates pertaining to withdrawing from courses. For courses that meet for less than 11 weeks, withdrawal dates will be published in Web Advisor each semester. Withdrawing from courses is a formal procedure that must be initiated by the student in writing, Walsh College email or online through WebAdvisor. The College does not allow faculty to initiate a withdrawal for a student for any reason including nonattendance.

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 their academic career. Withdrawing from separate sections of courses that are equated 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 submitted online through WebAdvisor or Walsh College e-mail will be considered as received on the date submitted.

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.

Late Withdrawal Requests

If documentable unforeseen and unavoidable circumstances occur that prevent a student from withdrawing within the published withdrawal period and from completing a course, a late withdrawal may be requested. To be considered for a late withdrawal, a student must submit a Late Withdrawal Request form to the director, records, registration, and veteran services, along with a written explanation of the circumstances and supporting documentation. Requests must be received within four weeks after the start of the subsequent term (refer to the Academic Calendar for dates). Late requests will not be reviewed.

The request and documentation will be reviewed by the director of records, registration, and veteran services and a response will be sent in writing within 30 days. If a late withdrawal is granted, a grade of "W" (withdrawal) will appear on the student's transcript. The student will be responsible for all tuition and fees. Note that a student is only allowed two withdrawals per course and that a late withdrawal cannot be granted for any course that has been completed (final exam taken; final project submitted, etc.).

Examples of circumstances that may qualify for an exception include, but are not limited to:

- Illness or injury with signed doctor's note on letterhead indicating inability to attend course(s);
- Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice.

Late Withdrawal requests will not be granted for:

- Conflicts between personal and class schedules;
- Change in work schedule, accepting a new position or voluntary transfer within current employment;
- Difficult class schedules or non-attendance;
- Being a new student; not knowing the withdrawal policy or the withdrawal deadline;
- Completed courses.

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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 record will not be eligible to register for courses, and must contact the appropriate office for resolution.

- **Academic Standing Hold** – Applies when a student's cumulative GPA falls below the minimum required to maintain satisfactory academic progress. Contact the Admissions and Academic Advising office for resolution.
- **Administrative Hold** – An administrator of the College has placed a hold to prevent the student from registering and/or receiving an academic transcript. Contact the Records, Registration, and Veteran Services 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 with 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. Contact the Admissions and Academic Advising office for resolution.
- **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.

Textbooks and Course Materials

Walsh College has an online tool to provide students with textbook and course materials information. Once registration for each term begins, go to textbooks.walshcollege.edu to view the required materials.

Advanced Assignments

Many classes have advanced assignments that need to be completed before the semester begins. Advanced assignments are available a week before the semester starts, and can be found by logging into Moodle through the Walsh College portal.

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 Website, 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

Most courses taken at Walsh College are recorded by letter grade (A-F); the 4-point system (4.000) is used to compute the grade point average (GPA). Grades are awarded according to the following system:

GENERAL GRADING SCALE	
Grade	Grade Points per Credit Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following grades are not computed in GPA:		
Grade	Description	Grade Points per Credit Hour
AU	Audit	O*
I	Incomplete	O*
NR	No grade reported	O*
N	Not Passing	O*
P	Passing	O°
W	Withdrawal	O*

* Not included in computing hours, grade points or GPA.

° Included in computing hours, but not included in computing 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 their major. For undergraduate degree programs, satisfactory academic progress is a cumulative grade point average of 2.000 or better.

For all graduate programs, including dual degree programs and graduate certificates, the grade of “C” (2.000) is an acceptable grade for the purposes of course completion for all courses. However, a 3.000 overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic progress 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.

“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 their academic career. Withdrawing from separate sections of courses that are equated 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:

- Approved in advance by the instructor.
- The remaining coursework cannot be completed for reasons clearly beyond the student’s control.
- The student has only a minor portion of the semester’s coursework to complete.
- The work completed to date is not less than “C” (2.000) in quality.
- The 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 their 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 their 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 they have previously received equivalency transfer credit, an exclusion, waiver or advanced standing. After grade replacement, once a course has been completed at Walsh College with a grade of “C” or better, all subsequent attempts will receive a grade of “AU” and no credit.

“NR” (no grade reported) is a temporary grade indicating the final grade has not yet been submitted. The “NR” grade will be replaced by the appropriate letter grade (A-F) when submitted by the instructor.

Viewing Grades

Grades may be viewed online through WebAdvisor. Log in to WebAdvisor and click on “Grades by Term.”

Grade Changes

A student who questions or wishes to clarify a grade must contact the instructor and provide specific arguments for the grade change on individual assignments to resolve the dispute within four weeks after the start of the next semester. A request by a student to dispute their 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, registration, and veteran services, certifying reasons for the change of grade. Upon receiving documentation from the instructor, the director of records, registration, and veteran services will change the grade and post the grade on WebAdvisor (click on “Grades by Term” to view). In exceptional or unusual circumstances, the director of records, registration, and veteran services 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 Final Grades

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

Step 1 – Instructor

Contact the class instructor involved to resolve the problem. If resolution cannot be achieved at the instructor level, a student can petition the chair of the department involved. The student may not proceed to step two until the final grade is discussed with the instructor.

Step 2 – Department Chair

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. The student may not proceed to step three until the final grade is discussed with the department chair.

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Step 3 – Final Appeal

If resolution cannot 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.

**If the Instructor or department chair do not respond to your initial correspondence within seven business days, please contact the Academic Office at 248-823-1635 for assistance.*

Semester Grade Point Averages

A student's semester grade point average is computed by dividing the total grade 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 grade 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. Grade points are calculated by multiplying the number of credit hours for the course by the number of points earned on the grading scale. For example, a grade of B for a 3 credit hour course produces 3 (credit hours) x 3 (points for a grade of B), or 9 grade points. The grade of "F" (0.000) is included in the calculation of cumulative grade point averages. When a student repeats a course under the Course Repeat Policy (see page 61), both grades will appear on the academic transcript, but only the better grade will be used to compute the cumulative grade point average. If, after the one time replacement, the course has not been passed, all subsequent grades will be factored into the cumulative grade point average along with the better of the original and replaced grades. Only courses taken at Walsh College are used to determine a student's 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 grade points earned for all major courses 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, with the exception of those courses and grades that have been replaced under the Course Repeat Policy (see page 61). Courses repeated under this policy will be excluded from major grade point

average calculation. Please refer to the Undergraduate Graduation Requirements section for each individual program for the courses that are used to compute the major grade point average.

Undergraduate and Graduate Earned Credit Policy

Undergraduate Policy

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 level) courses for up to 12 semester credit hours. 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.

An undergraduate student who wishes to take a graduate course to fulfill their 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 Policy

All grades from Walsh College graduate coursework will be used to compute the student's graduate cumulative grade point average, with the exception of those grades that have been replaced under the Course Repeat Policy (see page 61). Grades replaced under this policy will be excluded from the cumulative grade point average. A graduate student may enroll in undergraduate courses. Students must complete a non-degree application for admissions in order to take an undergraduate course. Grades received 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 and certificate 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 Information Technology

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3.000 cumulative GPA:

- Master of Arts in Business
- Master of Business Administration
- Master of Science in Accountancy
- Master of Science in Finance
- Master of Science in Information Technology
- Master of Science in Information Technology Leadership
- Master of Science in Management
- Master of Science in Marketing
- Master of Science in Taxation
- Dual Master of Business Administration and Master of Science in Finance
- Dual Master of Business Administration and Master of Science in Information Technology Leadership
- Dual Master of Business Administration and Master of Science in Management
- Dual Master of Business Administration and Master of Science in Marketing
- Cybersecurity certificate
- Global Project and Program Management certificate
- Human Resources Management certificate

Probation

A student will be placed on academic probation whenever their cumulative grade point average (cumulative GPA) falls below satisfactory academic standing; either a 2.000 or 3.000 cumulative GPA, depending on their academic program. Probation status is calculated based on cumulative credit hours attempted and grades received at Walsh College and are noted on the student's academic transcript. Once a student's cumulative 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 cumulative 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, N or P" grades will not be counted as one of the four semesters. A student may elect to take a semester off while 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 their 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 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 (cumulative 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. Academic dismissal is 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, 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 cumulative 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.

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. A second 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

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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.

Permanent Dismissal

A second dismissal from Walsh College is final. Permanent dismissal from the College will irrevocably terminate the student's status at Walsh College. A permanent dismissal may not be appealed and the student will be ineligible to enroll in courses, reapply for admission, or earn a Walsh College degree. A student who has been permanently 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.

Residency Policy

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College. However, certain undergraduate students may be eligible to transfer up to a maximum 9 additional semester credit hours of approved equivalent junior/senior (300-400) level coursework from an institution accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC). 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 Arts in Business degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Business Administration degree requires a minimum of 30 semester credit hours in residence at Walsh College.
- Master of in Accountancy degree requires a minimum of 18-24 semester credit hours in residence at Walsh College.
- Master of Science in Finance degree requires a minimum of 21 semester credit hours in residence at Walsh College.
- Master of Science in Information Technology degree requires a minimum of 22–28 semester credit hours in residence at Walsh College.
- Master of Science in Information Technology Leadership degree requires a minimum of 27 semester credit hours in residence at Walsh College.
- Master of Science in Management degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Marketing degree requires a minimum of 21 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 of 45 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Information Technology Leadership degree requires a minimum of 48 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Management degree requires a minimum of 42 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Marketing degree requires a minimum of 48 semester credit hours in residence at Walsh College.

A certificate candidate must complete the following minimum residency requirements at Walsh College.

- The Cybersecurity certificate requires a minimum 9 semester credit hours in residence at Walsh College.
- The Global Project and Program Management certificate requires a minimum 9 semester credit hours in residence at Walsh College.
- The Human Resource Management certificate requires a minimum 9 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 College 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" (2.000).

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.

Applying for Graduation

Students are required to submit an Application for Graduation for degree and certificate programs five months prior to their intended graduation date. Graduation application forms are available through WebAdvisor and at each campus location. Once an Application for Graduation is submitted, a fee will be charged. A preliminary graduation audit will then be completed and notification of the status of the application will be sent to the student's Walsh College email account.

Graduation Applications may be carried over to a future semester but are only valid for a total of four consecutive semesters. If a Graduation Application has exceeded the four-semester limit, the student will be required to complete a new Application for Graduation and resubmit the graduation application fee.

A separate fee for cap and gowns is assessed for students who choose to participate in Commencement ceremonies.

Graduation Application Deadlines

Winter Semester (Ending in March)	November 1
Spring Semester (Ending in June)	February 1
Summer Semester (Ending in September)	May 1
Fall Semester (Ending in December)	August 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 included in hours 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:

3.900–4.000	Summa Cum Laude
3.750–3.899	Magna Cum Laude
3.500–3.749	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 honor graduates who participate in Commencement ceremonies will be recognized by the following honor cord color designations:

- Gold Honor Cord - Summa Cum Laude (3.900–4.000)
 - Silver Honor Cord - Magna Cum Laude (3.750–3.899)
 - White Honor Cord - Cum Laude (3.500–3.749)
- 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 dates, cap and gown purchase, tickets, time, location, and other relevant information two-three months prior to the ceremony.

Honors Lists

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 President's Honors List. The names of students who attain these academic achievements may be published in the Walsh Journal. The Honors Lists may also be submitted to local newspapers.

Awards

Walsh College students are eligible to earn the following prestigious academic awards. Award winners are presented with a certificate at Commencement and a plaque is inscribed with their names and displayed at the College.

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.

The Financial Executives Institute Award

Each year, the Financial Executives Institute honors one outstanding undergraduate and one outstanding graduate accounting or finance student for academic achievement. The student is presented with a medal at a Financial Executives Institute Detroit chapter meeting.

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 cumulative GPA of 3.500 or better and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities. The student is also presented with a cash award.

General Procedures and Regulations

Student Personal Information

Students are required to submit Social Security numbers with their Federal and state financial aid applications, and loan programs forms, scholarship, and veteran certification forms. Upon admittance to the College, students will be issued a unique student identification number that will serve as the primary student

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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.

A student who forgets their student identification number can obtain it in several ways: online through WebAdvisor, in person at any campus (with picture ID), from the official Program Plan (created upon admission), or by calling student services.

Social Security numbers or student identification numbers are not released to agencies or individuals outside the College without the written permission of the student, except as permissible under the Federal Educational Rights and Privacy Act (FERPA).

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 at any campus or online) by sending a request from a Walsh College email account, or by mailing or faxing a letter with the new information to the records, registration, and veteran services 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, registration, and veteran services 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, unless the student is deceased. 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 of 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/awards
- Participation in officially recognized activities
- Graduation information including degree earned, major, specialization, certification, honors, awards received and/or date of graduation
- Dates of attendance
- Photographs
- Walsh College email 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, registration, and veteran services. 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.

FERPA authorizes disclosure of educational records without the consent of the student under certain circumstances, including but not limited 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 CFR 99.31(a) governing the use and re-disclosure [CFR 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.
- Officials of other schools in which the student seeks or intends to enroll;
- Federal, state, and local authorities involved in an audit or evaluation of federal legal requirements for compliance with education programs;
- Veterans Administration officials;

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- Persons or organizations providing financial aid to students if the information is necessary to determine eligibility for an 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.

A school official has legitimate educational interest in the protected education records if the official is:

- Performing a task that is specified in the official's position description or contract agreement; related to a student's education; or related to the discipline of a student;
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid;
- Maintaining the safety and security of the campus;
- Legitimate educational interest does not include simply having a curiosity about the academic record or disciplinary proceedings with regard to a student without some legitimate academic reason;
- All records of all students are not open to all faculty or staff at the College regardless of access;
- Consult with the records, registration, and veteran services office if you have any question about whether a legitimate educational interest exists in connection with a request for student data.

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 cumulative grade point average for purposes of graduation, with the exception of those courses and grades that have been replaced under the Course Repeat Policy (see page 61). Courses repeated under this policy will be excluded from the cumulative grade point average calculation. Undergraduate courses taken by a graduate-level student will appear on a non-degree transcript and will not be computed into the student's graduate grade point average.

Academic transcripts will reflect all courses taken, applicable 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, registration, and veteran services office and are regularly audited and corrected as necessary. A student wishing to inquire about their record should contact the director of records, registration, and veteran services.

Request for Academic Transcripts

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.

The College has partnered with the National Student Clearinghouse (www.studentclearinghouse.org) to offer an online option for ordering and receiving official transcripts. Transcripts ordered online can be delivered by email, U. S. Mail, or held for pickup at the Troy campus. The processing fee for an electronic PDF version of official Walsh College transcripts is \$5.00. This charge is paid directly to the National Student Clearinghouse, not to Walsh College.

Walsh College continues to produce and mail paper transcripts free of charge. Requests will be processed within 24-48 business hours. A Transcript Request Form may be obtained on campus or online at www.walshcollege.edu/transcript. Requests for transcripts cannot be accepted via phone.

Official transcripts will not be provided for those with outstanding financial obligations. The eTranscript service is not available for students who last attended Walsh College before 1990.

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

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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 200-499

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 500-699

Courses with these numbers are graduate 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.

Course Repeat Policy

The Course Repeat Policy will apply to undergraduate, graduate and non-degree programs.

- The grade of any eligible course repeated beginning fall 2012 may be replaced one time, regardless of when the course was taken previously or how many attempts of the course were made prior to fall 2012. This policy applies only to courses that are repeated fall 2012 or later.
- Any eligible course, regardless of grade, may be repeated once at Walsh College for a grade replacement.
- There is no appeal process to this limit. Additional repeats will be allowed without grade replacement. If, after the one time replacement, the course has not been passed, all subsequent grades will be factored into all GPA calculations, along with the better of the original and replaced grades.
- Courses that are not eligible for grade replacement:
 - Courses that have been graduated in any program may not be replaced in that program.
 - Courses for which transfer credit has been awarded.
 - Courses whose grades have been affected by findings of academic misconduct.
 - Courses that are dual listed.
- The better grade of the original and replacement attempt will be used in calculating both cumulative grade point average (cumulative GPA) and - for undergraduate students - major/minor GPA. If the course was attempted multiple times previously, the lowest grade will be replaced.
- After grade replacement, once a course has been completed

at Walsh College with a grade of "C" (2.000) or better, all subsequent attempts will receive a grade of Audit ("AU") and no credit.

- Students who repeat courses at other institutions will not receive transfer credit if Walsh College credit has been earned, nor will they improve their Walsh grade point average. A grade of Audit ("AU") will automatically be issued to a student who repeats a course in which they have received course equivalency transfer credit, an exclusion, waiver or advanced standing.
- All grades will remain visible on the transcript. All academic standings originally calculated will remain visible on the transcript.
- In any one program, credit can only be earned once for any course.
- Withdrawn classes will not replace grades and will not be included in the one-time grade replacement limit. Students will still be allowed two withdrawals in addition to one replacement attempt per eligible course. In the case of a withdrawal, a grade of "W" will appear on the transcript.
- Federal and/or state regulations may supersede portions of this policy. For example, students with financial aid or GI Bill benefits are required to follow federal regulations regarding repeating courses. Please see the financial aid and veterans' sections of the catalog for details.

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 and on the College website.

Student Policies and Conduct

Academic Honor Code

The Walsh College 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 generally recognized standards of academic conduct.

All coursework including, but not limited to, examinations, quizzes, homework exercises, projects, presentations, online discussion boards, papers or other assignments should reflect professionalism and appropriate academic standards.

By choosing to attend Walsh College, both students and faculty members agree to the provisions 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 suspects a student of engaging in academic misconduct, that person MUST report it to the Academic Conduct Committee. Academic misconduct is defined as any act of commission or omission by a student designed to affect the grade of that student or another student, where such act is unfair, unethical, or outside of the rules of Walsh College or the rules 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 use of another's work, words, ideas or images without properly citing the source and thereby representing this work as one's own, whether the representation is oral or written, expressed or implied. Examples include:

- Failure to give credit for work (including ideas and materials) taken from other sources (public or private), including quoting, paraphrasing, rephrasing or condensing that work;
- The submission of one's academic work from a previous course without prior written approval of the current instructor;
- Using graphics, graphs, images, tables or other illustrative work without giving credit to the original source;
- Using materials that were assembled by or collected by others without acknowledging their contribution;
- Contributing to another student's work or helping another to plagiarize.

2. Cheating: Cheating includes, but is not limited to, the following actions in regards to coursework:

- 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;
- Sharing of completed or partially completed coursework which includes, but is not limited to, examinations, quizzes, homework exercises, projects, presentations, discussion boards, papers or other assignments, except where expressly allowed by an instructor for a particular course.
- Use of unauthorized aids while completing coursework;
- Failure to follow administrative instructions on exam-taking or other assessment procedures;

- Completing coursework, including taking an examination, for another student or asking or paying someone else to do the same;
- Allowing another person to access online coursework to review, copy, submit, or complete that coursework;
- The theft, sale, purchase, unauthorized procurement or possession of examinations or other coursework (or any attempt to do so);
- Copying another student's work;
- Unauthorized distribution or uploading of copyrighted materials, including but not limited to:
 - Any portion of course content such as, lectures, presentations, videos, assignments, examination or quiz questions, etc.
 - Library materials subject to copyright whether or not noted as "do not copy."
- Copying of library materials designated "do not copy";
- Damage, destruction or modification to College computers/servers/printers including but not limited to:
 - Copying, modifying or removing software
 - Unauthorized uploading of computer software and/or introducing a virus or malware

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

B. Penalties for Academic Misconduct:

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

- A directed zero on the assignment;
- Re-doing the assignment for a reduced grade;
- A reduction in the earned grade on the assignment;
- A reduction in the overall semester grade;
- Loss of College-awarded scholarship money or awards.

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

- A directed "F" in the 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;
- Suspension from the College;
- Expulsion from the College.

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

- Suspension from the College;
- 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 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 Process

The suspected misconduct should be reported promptly to the Academic Conduct Committee, which will examine the evidence, determine whether the student was a repeat offender, and impose the appropriate disciplinary action and/or remediation. Formal documentation of the infraction will be noted in the student's file. Under no circumstances shall any faculty, staff or administrator determine their own punishment or remediation for academic misconduct.

A student may appeal a finding of academic misconduct by applying in writing to the Academic Conduct Committee AcademicConduct@walshcollege.edu within seven calendar days of notification for an appointment to appear before the Committee.

A final written appeal may be directed to the office of the chief academic officer of the College, who in their 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

A student who receives a disciplinary action for academic misconduct or is being investigated for misconduct:

- may not withdraw from the course at any time;
- may not seek financial relief for withdrawal;
- may not utilize the grade replacement feature of the Course Repeat policy.

A finding of academic misconduct will become a permanent part of the student record. Subsequent acts of any level of academic misconduct will be considered a basis for suspension or permanent expulsion from the college.

E. Responsibility of Faculty Members

All faculty members must promptly report all apparent instances of academic misconduct to the Academic Conduct Committee. Under no circumstances shall any faculty member determine on their own a punishment for academic misconduct.

Academic and Student Misconduct Disciplinary Designations

Disciplinary action for academic and student misconduct can take multiple forms. For academic misconduct, disciplinary action may

include those listed under Section B. The most serious disciplinary procedures include suspension and expulsion, as defined below.

Suspension from the College;

A suspension will terminate the student's status at Walsh College for a specified period of time, not to exceed one year. This may be posted on the student's academic transcript at the direction of the chief academic officer.

At the end of the specified period, the suspended student will be required to request reinstatement to the College. If granted, the student will be admitted conditionally. ANY additional act of academic misconduct committed during the remainder of the student's academic program will result in permanent expulsion from the College, without the possibility of appeal.

Expulsion from the College;

Expulsion from the College will permanently and irrevocably terminate the student's status at Walsh College. This may be posted on the student's academic transcript at the direction of the chief academic officer. An expulsion may not be appealed and the student will be permanently barred from earning a Walsh College degree.

Student Requests for Exceptions to Academic Policies

This section does not apply to academic policies mentioned elsewhere in this Catalog, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

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 and/or by submitting the final project. 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 may be retained in the student's file.

Student Requests for Exceptions to Non-Academic Policies

This section does not apply to non-academic policies mentioned elsewhere in this Catalog, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

Policies and Procedures

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. 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. 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 documentation necessary (e.g., 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 and/or submitting the final project. 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 may be retained in the student's 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, Accreditation and Academic Administration that it be considered by the Student Conduct and Appeals Committee.

Cases involving discrimination, harassment or sexual misconduct are subject to a separate College policy, included in the Catalog as the Policy on Discrimination, Harassment and Sexual Misconduct, which contains guidance on reporting and procedures.

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, Accreditation and Academic Administration within 90 days of the incident to be reconsidered by the committee.

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:

- Requirements for completion of a degree program;
- Propriety of the requirements for completion of a degree program;
- Propriety of an individual course;
- Issues of sexual harassment (See Harassment Policy);
- An individual student's evaluation which represents an instructor's good faith judgment of the student's academic performance;
- Course grades. An issue involving a course grade will be addressed within the academic department responsible for the course; and
- Any action taken as the result of academic misconduct.

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, Accreditation and Academic Administration 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, Accreditation and Academic Administration 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, Accreditation and Academic Administration 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

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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, and;
- 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; and,
- 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; and,
- Notifying the student within five business days of the decision of the committee.

Six 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, Accreditation and Academic Administration.

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 seven calendar days after being notified of the committee's decision. The appeal should be directed to the President of the College who, in their 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.

- Forgery, alteration or misuse of College documents, records, or instrument of identification, as well as knowingly furnishing false information to the College;
- Representing or acting on behalf of the College or another individual when not authorized to do so;
- Misrepresenting oneself or one's circumstances to gain an unfair advantage;
- 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, nonregistered 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;
- Intentionally making false allegations or filing a false report regarding the College with local, state or federal agencies. Such conduct may serve as a basis for discipline, including but not limited to suspension or permanent expulsion from the College; and
- Discrimination, harassment (including sexual harassment) and sexual misconduct. Please refer to the College's Policy on Discrimination, Harassment and Sexual Misconduct, included in 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 must be reported to the assistant vice president of facilities and auxiliary services. Academic misconduct should be reported to the academic conduct committee. 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.

Harassment, Discrimination & Sexual Misconduct Policy

Notice of Nondiscrimination

The College strives to maintain an environment free of discrimination and harassment. The College prohibits discrimination or harassment based on any protected status on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. The College complies with all applicable federal and state laws regarding nondiscrimination, including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination and Employment Act of 1967, Michigan's Elliott-Larsen Civil Rights Act and Michigan's Persons With Disabilities Civil Rights Act.

The following person is designated to handle inquiries and reports regarding nondiscrimination and Title IX compliance:

Beth Barnes

Vice President, Chief Human Resources & Administrative Officer
3838 Livernois Road
Troy, MI 48007-7006
bbarnes@walshcollege.edu or 248-823-1239

Title IX Policy Statement

Walsh College does not discriminate on the basis of sex in the education programs or activities it operates and complies with Title IX's non-discrimination requirements. The College views all forms of sex discrimination, including sexual misconduct, relationship violence, stalking and sexual or gender-based harassment, as reprehensible and therefore prohibited in connection with any College related activity. Sex discrimination 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. Sex discrimination violates those standards. Therefore, violations of this policy may lead to disciplinary action, as determined appropriate by the College.

The College will strive to take prompt and appropriate action to eliminate sex discrimination within its operations, prevent its recurrence and remedy its effects. The College conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy.

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To Whom Does the Policy Apply?

This policy is applicable to students, employees and third parties. Third parties include all contractors, vendors, visitors, guests or any other third parties.

Definitions

Complainant means an individual who reports an alleged violation of this policy.

Respondent means an individual against whom a report has been made or complaint filed alleging a violation of this policy.

Discrimination

The College does not discriminate against students, employees, applicants for admission or employment, or those seeking access to programs, on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. Such discrimination is unlawful.

Sexual Harassment and Gender-Based Harassment

Sexual harassment is a form of sex discrimination. It is defined as unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome behavior of a sexual nature when one of the conditions outlined below are present:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College programs and/or activities, or is used as the basis for College decisions affecting the individual (often referred to as "quid pro quo" harassment); or
2. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the College's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

Gender-based harassment is a form of sex discrimination. It includes harassment based on actual or perceived gender or sexual orientation, which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions described in (1) and (2) above are present.

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 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 development 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 development 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 Misconduct

Sexual misconduct is a broad term that encompasses sexual assault, including sexual contact and rape. Sexual misconduct is also referred to as sexual violence.

Sexual Assault

Sexual assault is a touching of a sexual nature, including the following: vaginal or anal intercourse; anal, oral or vaginal penetration with an object; oral-genital contact; or other sexual contact that occurs without consent (defined below).

- Consent is a voluntary, willful and unambiguous agreement to engage in a particular sexual activity.
- Consent cannot be obtained through coercion or force. Coercion is conduct, including intimidation and express or implied threats of immediate or future physical, emotional, reputational, financial, or other harm to the complainant or others, that would reasonably place an individual in fear and that is used to compel into sexual activity.
- Consent can be withdrawn by any party at any point. Consent to one sexual activity does not mean consent is granted for other sexual activities. Once consent is withdrawn, the sexual activity must stop immediately.
- In determining whether consent was freely sought and given, the issue is whether the respondent knew, or reasonably should have known, that the activity in question was not consensual or that the complainant was unable to consent due to incapacitation.
- An incapacitated person cannot consent to sexual activity. A person who is incapacitated is unable, either temporarily or permanently, to give consent due to sleep, unconsciousness or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or drugs or due to a temporary or permanent physical or mental health condition.

Sexual contact is a form of sexual assault that includes: intentional touching of the breasts, buttocks, groin, or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; or making an individual touch another person or themselves with or on any of these body parts.

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Rape is a form of sexual assault that includes: non-consensual penetration, however slight, of the genital opening, anus or mouth of a person with any body part or object; or non-consensual use of the sex organ of a person to penetrate, however slight, the genital opening, anus or mouth of another person.

Stalking

Stalking means engaging in a course of conduct toward another person under circumstances that would cause a reasonable person to fear bodily injury to themselves or to others, or experience substantial emotional distress. Stalking usually involves individuals who are known to one another or who have a current or previous relationship, but the respondent may also be a stranger.

“Course of conduct” means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. “Substantial emotional distress” means significant mental suffering or anguish.

Stalking may include “cyber-stalking” or “cyber-bullying,” in which the respondent uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other devices or forms of contact in the course of conduct.

Relationship Violence

Relationship violence, also referred to as intimate partner violence, dating violence, domestic violence, is any act of violence or pattern of emotionally or financially abusive behavior that one person uses against a current or former partner in a sexual, dating, spousal, domestic or other intimate relationship to gain or maintain power and control over another.

The determination of whether any conduct constitutes relationship violence is whether the conduct is so severe, pervasive or persistent as to significantly interfere with an individual’s ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a “reasonable person” would find the behavior to be emotionally abusive) and subjectively (meaning the impacted individual felt the behavior was emotionally abusive).

Relationship violence may include any form of prohibited conduct under this policy (i.e., sexual misconduct or stalking); physical assault; or a pattern of abusive behavior. Intimate partner violence can be a single act or a pattern of behavior within a relationship.

Reporting Complaints

The College strongly encourages the reporting of sex discrimination incidents. However, the College encourages every person who may have experienced harm to get the support and information he or she needs, regardless of whether he or she wishes to report an incident to the College.

The College’s Title IX [webpage www.walshcollege.edu/title-IX](http://www.walshcollege.edu/title-IX) provides a link to a complaint form. A person reporting an incident under this policy may submit an official complaint form or report the incident or concern verbally or in writing to the following:

1. A Title IX Coordinator;
2. The appropriate department chairperson, if the complaint is against a faculty member or instructor;
3. The chief academic officer, if the complaint is against a faculty department chairperson;
4. The president of the College, if the complaint is against the chief academic officer or some other officer of the College;
5. 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;
6. The chief academic officer, if the complaint occurs in connection with a non-credit course or seminar; or
7. The College’s human resources office, if the complaint is against a staff or faculty member, a third party, or if the person reporting is uncertain.

Complaints and reports submitted per this policy and received by the College alleging violations of this policy will be sent to the appropriate Title IX Coordinator as promptly as possible.

Timeframe for Reporting

Complaints or reports of incidents should be submitted within one hundred eighty (180) days of the last act that the complainant believes was a violation of this policy. The College may investigate older allegations or investigate in the absence of a written complaint on a case by case basis, in the discretion of the Title IX Coordinator.

Investigation Process

The College will make every effort to resolve complaints under this policy and conduct investigations as promptly as possible. All investigations will be conducted in an impartial, fair, prompt and unbiased manner. The following complaint resolution procedure will be utilized for all College investigations under this policy.

Initial Steps

An initial interview will be conducted between the complainant and the Title IX Coordinator (or another College official, if appropriate), during which the investigation process and the options of informal resolution and formal investigation will be discussed. If the Title IX Coordinator decides that further action is required, an investigator will be designated and the investigation procedures outlined below will be followed. The investigator may be a Title IX Coordinator, an employee of the College or a neutral third party investigator. The Title IX Coordinator will determine at this initial stage whether to issue interim protective measures to the complainant, and may issue such measures at any time during, as well as after, the investigation process.

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Informal Resolution

If the complainant wishes to seek informal resolution, prompt notification of the complaint will be provided to the respondent and informal proceedings will begin. The investigator will attempt to achieve a mutually acceptable resolution. If a resolution is reached, a written record of the resolution shall be documented and maintained in accordance with applicable College recordkeeping policies and the matter shall be considered closed. If a resolution has not been reached, further investigation will be undertaken if determined to be necessary. It is voluntary whether a complainant engages in the informal resolution process. The complainant may request that the matter proceed directly to the Formal Investigation stage. The complainant and respondent are expected to be respectful and keep the matter as confidential as possible during the process of an informal resolution.

Formal Investigation

At the start of a formal investigation, both the complainant and respondent will simultaneously receive written notice that an investigation has been initiated. The notice of investigation will include a description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigator and a copy of this policy. The formal investigation will entail interviewing the parties and relevant witnesses, and reviewing written statements, documents, records and other potential evidence. The complainant and respondent shall have equal opportunities to present relevant witnesses and evidence in connection with the investigation. The preponderance of the evidence (i.e., more likely than not) is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted under this policy. All parties (complainant, respondent, witnesses, support persons) are expected to be respectful and keep the matter as confidential as possible during the process of a formal investigation.

Investigation Outcome

When the formal investigation is completed, the investigator will prepare an Investigation Report. The Investigation Report will contain (1) the complainant's allegations of violations; (2) the respondent's reply; (3) relevant information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) considered pertinent to the disposition of the complaint.

The Title IX Officer will review the Investigation Report and determine if further investigation is needed. If the Title IX Coordinator has served as the investigator, an appropriate College officer will make this determination. Once the Investigation Report is determined to be final, copies will be provided to the complainant, respondent, human resources (for employees and third parties) and the chief academic officer (for students and faculty). Additional College officers will receive the final Investigation Report as determined appropriate by the Title IX Coordinator, with sensitivity to the privacy concerns of the parties.

The Title IX Coordinator will meet to discuss the Investigation

Report with the appropriate College officials to make a decision on the merits of the complaint, namely with human resources for employees and third parties and the chief academic officer for students and faculty. The decision as to the outcome of the investigation shall be made as soon as possible after this meeting. Both the complainant and respondent will simultaneously receive written notice of the investigation outcome. The notice of investigation outcome will include the findings as to whether there has been a policy violation, the rationale, sanctions or remedial measures (if any) and appeals information.

Sanctions or Remedial Measure for Policy Violations

If a policy violation is found, sanctions and/or remedial measures will be ordered by the Title IX Coordinator, based on meeting and discussion with human resources for employees and third parties and the chief academic officer for students and faculty. Remedial measures and sanctions will be determined on a case by case basis after a consideration of all relevant evidence. For students, sanctions might include: warning; probation; restitution; educational program; disenrollment from a course; deferred suspension; suspension; withholding, delaying, or revoking the conferral of a degree; and/or expulsion. For employees, sanctions might include: warning; change of work location; restitution; educational program; progressive discipline; suspension; demotion; and/or termination. Remedial measures will be aimed at eliminating the misconduct, preventing its recurrence and remedying its effects. The College's ability to take appropriate action against a third party will be determined by the nature of the relationship of the third party to the College. Unless appealed as described below, the Title IX Coordinator's decision shall be final.

Appeal Process

Any complainant or respondent who is not satisfied with an investigation outcome may file an appeal with the College president via written letter or email no later than 30 calendar days after the date of the notice of investigation outcome. The appeal should be in writing and must be based only on one or more of the following appeal issues:

1. The investigation outcome is unsupported by the evidence, based on the preponderance of the evidence standard;
2. Prejudicial procedural errors impacted the investigation outcome; or
3. New evidence, not available at the time of the investigation that would substantially change the outcome of the findings, is now available.

The College president shall: provide prompt written acknowledgement of the receipt of the appeal to the appealing party via email to the appealing party's College email address; and notify the non-appealing party of the appeal via email to the non-appealing party's College email address. If a party does not have a College email address, the address information supplied to the College will be used.

The College president's review will not involve a new investigation and will not consider evidence that was not introduced during the

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investigation, unless the new evidence was not available at the time of the investigation process and the appealing party provides a reasonable explanation for the lack of such availability. The College President's determination shall be final.

The College president shall respond to the appealing party no later than 30 calendar days after receipt of the written appeal.

General Requirements

Retaliation: Retaliation (e.g., adverse action or consequences) against any complainant or individuals cooperating in any investigation is prohibited and will not be tolerated. A person who believes that he or she has been subject to retaliation may file a complaint under this policy.

False Complaints: Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or intentionally misleads the investigator, may be subject to disciplinary action, as determined appropriate by the College. Such disciplinary action shall not be deemed to be retaliation.

Confidentiality: The College will make every reasonable effort to maintain confidentiality and privacy of all parties involved to the extent allowable in accordance with state and federal laws. Title IX Coordinators are not a confidential source of support. While they will address a complaint or report with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. Please see the College's Title IX webpage www.walshcollege.edu/title-IX for confidential resources.

Advisor: Throughout an informal resolution or formal investigation, the complainant and respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney, who is not otherwise a party or witness in the investigation. The advisor may accompany the complainant or respondent to any meeting with the investigator, however the advisor may not speak on behalf of the complainant or respondent or otherwise actively participate in any meeting.

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:

- 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/campusafety. 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.

Information Technology Usage Policy

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. The College's goal with respect to information technology is to provide the following:

- Student access to information anywhere on campus through the College's network or off campus through the Internet;
- Faculty resources necessary to enhance teaching, learning, and research; and
- Staff tools necessary for a responsive service environment.

This and all policies and procedures of the College are not intended to abridge academic freedom, constitutional guarantees of free speech, or freedom of expression. While the rights of academic freedom and intellectual creativity are recognized, the interests of the College, students, faculty, and staff must be protected. In addition to consideration of legal liability issues, the institutional image and reputation of Walsh College are valuable assets requiring protection.

In accordance with these policies, the College works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues at Walsh

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College and at other institutions without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction, or theft.

The College advises users that while it follows generally accepted information security practices and deploys effective safeguards, it cannot guarantee that its information technology resources are completely protected from cybersecurity risks and threats from individuals who possess the skill and desire to breach those security measures and commit malicious acts. In addition, the information transmitted to third parties is not under the control of the College and may be intercepted.

The College advises all users of personally-owned computers to protect themselves from cybersecurity risks by:

- Promptly installing security patches for the operating system and other software installed on the computer;
- Using antimalware software and keeping the software updated;
- Using a firewall;
- Using strong passwords on all accounts;
- Securing sensitive information such as accounts, passwords, financial and medical records by methods such as encryption and secure erasure;
- Staying alert to common ploys of cyber criminals, such as PHISHING.

Links to additional information about cybersecurity are available on the Walsh College IT Help Desk:

www.walshcollege.edu/ITHelpDesk.

In the final analysis, the availability 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.

Acceptable Use Policy

The following policies define the privileges of and restrictions on Walsh College students and non-Walsh College account holders who are provided with accounts to access the information resources and information technology of Walsh College. The policies include examples 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 information technology. Note that this policy does not apply to the employees, faculty and contractors who are governed by the policies of the Walsh College Employee Handbook.

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.

Access to the information resources and information technology at Walsh College is a privilege and must be treated as such by all users. The primary purpose of the information resources and information technology at Walsh College is to fulfill the goals previously described. Use for other purposes, such as personal recreation, is secondary. A modest level of secondary use is permitted, but if secondary use activities interfere with fulfillment of the primary purposes of the technology, those activities may be terminated or restricted. Specific restrictions on use follow.

The College advises all users of its information resources and information technology that it has the right and the duty and will routinely monitor the use of its technology to prevent and detect any violations of these policies or applicable laws. Monitoring of use and investigation of suspected violations will be done routinely by the Office of Information Technology (OIT) and without prior notice. Investigations may also be initiated by faculty department chairs, officers and cost center directors of the College and will be carried out by the OIT department. Computer activity that may be monitored includes, but is not limited to:

- Files and data stored on College computers;
- Programs installed on College computers and programs used on the College network;
- Websites visited;
- Electronic messages sent and received;
- Information uploaded, downloaded and posted;
- Usage levels;
- Access to Sensitive (confidential) information.

All of these computer activities are visible and verifiable by the College's network management facilities.

Unless otherwise indicated, the following are prohibited activities. This list may not be exhaustive. Additional prohibitions may be communicated to the community at any time.

- Students may not use any resource, equipment, or software to harass, discriminate against or threaten others. Such conduct may constitute a violation of College policy, including but not limited to the Policy on Discrimination, Harassment and Sexual Misconduct in this Catalog.
 - Example: A student must not use the computer to contact another person repeatedly where no legitimate purpose exists and the recipient requests the communication to stop.
- Students may not steal, forge, lie, cheat, eavesdrop, intercept, attempt to intercept, or compromise information. They may not alter the content of a message with the intent to deceive.
- Students may not attempt to access or disclose any confidential or private information about the College, other students, staff, faculty or contractors. Confidential or private information includes, but is not limited to, personal information, health information, student records and College

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- business records.
- Students may not masquerade as another user. They may not misrepresent the identity of the sender or source of an electronic communication. They may not acquire or attempt to acquire or discover the passwords of others.
 - Example: A student must not access or attempt to access the account of another student, even if the student left their account logged in.
 - Tip: Always log out of an application when you are not using it or lock your desktop.
 - Tip: Always use complex, strong passwords and change them periodically. Never use passwords that can be easily guessed or that may be found in a dictionary. If you believe someone may know or be using your password, change it and report the security policy violation to the Office of Information Technology (OIT).
 - Students may not in any way destroy, damage, or alter any information, resource, equipment, or software, or monopolize computing resources.
 - Example: Generating activities that consume excessive network bandwidth or other system resources causing or threatening to cause disruption of system availability. These activities could include “spam,” sharing or downloading numerous files, or generating Denial of Service network packets.
 - Example: Deliberately installing malicious software such as a worm, virus, keylogger or rootkit.
 - Example: Accessing and altering information without authorization.
 - Students may not scan the College network for vulnerabilities without direct authorization from the OIT director. Scanning of a separate non-production network Cybersecurity Lab or Virtual Lab is permitted when required for a class and authorized by the instructor.
 - Students may not possess any software, resource, or equipment whose purpose is to affect a violation of any of these policies. Exceptions will be made for software, resources and equipment required or recommended for classes the student is currently enrolled. This exception does not give any student permission to use the software, resources or equipment to violate any of these policies.
 - Example: Possessing on any College-owned system account or on the student’s personal computer those programs which may be used to determine the passwords of others, intercept network traffic or to obtain computer system privileges beyond those authorized.
 - Students may not attempt to violate any of these policies. An attempt will be considered the same as a violation.
 - Example: If a student attempts to obtain system privileges to which they are not entitled, the student is as guilty as if they had succeeded.
 - Students may not create, possess, willingly receive, or distribute obscene material.
 - Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to possess this material or to transmit it across state lines, even electronically.
 - Students may not violate this Technology Usage Policy off-campus anywhere in the world using College resources.
 - Example: An attempt to gain unauthorized entry to a Walsh College computing resource such as the portal, WebAdvisor, email 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, they must have their documented 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 resources or information technology for political purposes or non-College commercial business or advertising. Students must not generate unsolicited commercial email unless they have 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.
 - Example: Individuals may not use the statistics software on the academic shared systems to do work for off-campus entities for which they are paid.
 - Example (Permitted activity): The Young Democrats/ Republicans may have a page that presents information about their activities and goals. They may not engage in the following activities, which is not an exhaustive list: endorsing a candidate for office; linking to a candidate’s campaign site; or political fundraising.
 - Example: The sending of unsolicited bulk email (spamming) is not allowed.
 - Students may not make alterations to the College network. They must not add or alter network components such as routers, wireless routers, firewalls or switches. They must not add to or alter cabling. They must not alter domain names or IP addresses.
 - Example: A student must not add a wireless router to any College network jack or port.
 - Example: 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.

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- Students must take full responsibility for what they publish, download, transmit, or possess.

Policy Violations

Students should report any known or suspected violation of this policy or any computer security incident to the director of the Office of Information Technology either directly or by email (OIT_Director@walshcollege.edu).

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.