Nondiscrimination Policy
Davis & Elkins College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the West Virginia Human Rights Act is an equal opportunity institution that does not discriminate on the race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing, athletic and other College-administered programs and activities.

Inquiries regarding Title IX and/or 504 compliance and the filing of a complaint should be referred to the College’s Title IX/Section 504 Coordinator or Deputy Coordinators:

**Davis & Elkins College Title IX/Section 504 Coordinators**

Amy Kittle  
Title IX Coordinator/Section 504 Coordinator  
Liberal Arts Hall  
kittlea@dewv.edu 304.614.9203

Jane Corey  
Deputy Title IX Coordinator  
Director of Human Resources  
Liberal Arts Hall, Room 201  
coreym@dewv.edu 304.637.1344

Scott Goddard  
Deputy Title IX Coordinator  
Vice President for Student Affairs  
Liberal Arts Hall, Room 102  
goddards@dewv.edu 304.637.1352

Joe Roidt  
Deputy Title IX Coordinator  
Vice President for Academic Affairs  
Liberal Arts Hall, Room 106  
roidtj@dewv.edu 304.637.1292

Amanda Larkin  
Deputy Title IX Coordinator  
Athletics Compliance Coordinator  
Hermanson Center, Room C  
larkina@dewv.edu 304.637.1222

Davis & Elkins College will investigate formal complaints of discrimination or harassment in accordance with the College’s Discrimination and Harassment Policy. Moreover, it is the policy of Davis & Elkins College to provide the College’s **Equal Opportunity and Non-Discrimination Statement** to all employees, students and third parties on the Davis & Elkins College website. The notice is also provided to all new employees and incoming students in College publications and materials relating to the recruitment of employees and students.
The Mission of Davis & Elkins College
To prepare and inspire students for success and for thoughtful engagement in the world.

The D&E Vision Statement
In a nurturing environment, students are challenged to do the following:
· Communicate Effectively.
· Think critically, creatively, and independently.
· Prepare to live lives of perspective and meaning.
· Act responsibly as citizens of multiple communities.

The D&E Values Statement
We value the richness of place, the beauty of the natural world, and the importance of other
countries, cultures, and regions. D&E challenges students to participate in a vibrant and diverse
community while cultivating the intellectual, creative, ethical, physical, and leadership skills the
real world requires.

As an affiliate of the Presbyterian Church (USA) and covenant partner with the Presbytery of
West Virginia, the College affirms as special values human dignity, social responsibility,
participatory governance, and the unity of the intellectual, social, and spiritual dimensions of life.

The D&E Identity Statement
A private college of liberal arts and professional studies, Davis & Elkins values curiosity and
thoughtfulness while fostering social, emotional, spiritual, and physical well-being. Toward
those ends, the College provides a friendly and supportive environment for curious, engaged, and
freethinking students of diverse backgrounds.

About This Publication
This catalog covers the 2015 calendar year. Davis & Elkins College will publish additional
information as needed. This catalog issue of Davis & Elkins College presents essential
information about the College objectives; academic programs and degree requirements; student
life; admission requirements and procedures; cost and financial planning program; and resources
for helping students succeed at Davis & Elkins College and beyond.

The catalog also contains descriptions of the courses of instruction offered through the Division
of Adult and Online Learning at Davis & Elkins, registration procedures, academic practices, and
other information used primarily by students and their advisors in planning for educational and
professional goals.

The contents of this catalog are subject to change at the discretion of the College. Should
changes occur, students will be notified.
Contents

The Mission of Davis & Elkins College ................................................................. 3
Academic Calendar – Division of Adult and Online Learning ............................... 5
The Academic Program – Division of Adult and Online Learning ........................ 6
Baccalaureate Programs offered through the Division of Adult and Online Learning ........ 6
Graduation Requirements/Requirements for the Bachelor Degree ......................... 8
Academic Information and Policies ...................................................................... 8
Catalog and Course Work .................................................................................. 11
Courses of Instruction ....................................................................................... 12
Course Options ................................................................................................. 12
Change of Name or Address .............................................................................. 16
Transcript and Certification Requests ................................................................. 17
Academic Resources ......................................................................................... 18
General Information ........................................................................................ 20
Admission ........................................................................................................... 22
Expenses ........................................................................................................... 25
Financial Planning and Financial Aid Programs ................................................ 26
# Academic Calendar - Division of Adult and Online Learning

## 2015

**RN-BSN Academic Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5, 2015</td>
<td>Beginning of New Rotation/Module</td>
</tr>
<tr>
<td>January 9, 2015</td>
<td><strong>LAST DAY TO DROP</strong></td>
</tr>
<tr>
<td>February 2, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>February 27, 2015</td>
<td>LAST DAY TO SUBMIT ASSIGNMENTS</td>
</tr>
<tr>
<td>March 2, 2015</td>
<td>New Module Begins</td>
</tr>
<tr>
<td>March 30, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>April 25, 2015</td>
<td>LAST DAY TO SUBMIT ASSIGNMENTS</td>
</tr>
<tr>
<td>April 27-May 1</td>
<td><strong>NO CLASSES</strong></td>
</tr>
<tr>
<td>May 4, 2015</td>
<td>Beginning of Rotation/Module</td>
</tr>
<tr>
<td>May 8, 2015</td>
<td><strong>LAST DAY TO DROP</strong></td>
</tr>
<tr>
<td>June 8, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>June 26, 2015</td>
<td>LAST DAY TO SUBMIT ASSIGNMENTS</td>
</tr>
<tr>
<td>June 29, 2015</td>
<td>New Module Begins</td>
</tr>
<tr>
<td>July 27, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>August 24 – 28</td>
<td><strong>NO CLASSES</strong></td>
</tr>
<tr>
<td>August 31, 2015</td>
<td>Beginning of Rotation/Module</td>
</tr>
<tr>
<td>September 4, 2015</td>
<td><strong>LAST DAY TO DROP</strong></td>
</tr>
<tr>
<td>October 5, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>October 24, 2015</td>
<td>LAST DAY TO SUBMIT ASSIGNMENTS</td>
</tr>
<tr>
<td>October 26, 2015</td>
<td>New Module Begins</td>
</tr>
<tr>
<td>November 30, 2015</td>
<td><strong>LAST DAY TO WITHDRAW</strong></td>
</tr>
<tr>
<td>December 18, 2015</td>
<td>LAST DAY TO SUBMIT ASSIGNMENTS</td>
</tr>
</tbody>
</table>
The Academic Program—Division of Adult and Online Learning

Davis & Elkins College offers a select range of online baccalaureate programs for adult learners who enroll at D&E having completed associate level college coursework (or its equivalent) and who may have significant professional and/or real world work experience.

Davis & Elkins College is committed to the ongoing improvement of student learning and, therefore, regularly conducts assessments of both general and program specific learning outcomes. Students are required to participate in assessment activities.

Baccalaureate Programs offered through the Division of Adult and Online Learning

Bachelor of Science in:
Nursing (RN-BSN)

The Baccalaureate Program in the Division of Adult and Online Learning

The Baccalaureate Program in the Division of Adult and Online Education at Davis & Elkins College is grounded in the College’s mission and vision.
A student’s major allows him or her to delve deeply into a particular academic field or pre-professional program. It is designed to prepare the graduate for success in his/her chosen career, graduate education, and other pursuits.

General Education in the Division of Adult and Online Education

D&E’s program of general education is designed to cultivate the knowledge, skills, and dispositions that will enable graduates both to succeed in current and future endeavors and to engage thoughtfully in the world. Davis & Elkins is keenly aware that success takes a variety of forms and that a meaningful college education must cultivate an understanding of the value and worth of pursuits beyond those of worldly success and economic security.

The mission of the Davis & Elkins program of general education is

To cultivate the knowledge, skills, and dispositions students need to succeed and to engage thoughtfully in the world.

General Education Learning Outcomes

The learning outcomes of the Davis & Elkins program of general education flow from Davis & Elkins’ vision statement:

- Communicate effectively
- Think critically, creatively, and independently
- Prepare to live lives of perspective and meaning
- Act responsibly as citizens of multiple communities

The eleven learning outcomes of Davis & Elkins’ program of general education are
• The ability to think critically
• The ability to communicate effectively in writing
• The ability to communicate effectively orally
• The ability to reason quantitatively
• The ability to reason ethically
• Global Awareness and an awareness of appreciation of diversity
• Fluency in the realm of information
• Fluency in the realm of technology
• An appreciation of the value of community service
• An understanding of leadership and character
• The ability to work as a member of a team

Within the RN-BSN Degree Completion Program the General Education outcomes “communicating effectively in writing”, and “communicating effectively orally”, are assessed through assignments across the curriculum. Students make presentations to classmates and faculty electronically, following the rubric developed for assessment of oral presentations. Students also submit grammatically correct and thematically logical written assignments, following the rubric developed for assessment of written work.

**General Education Disciplinary Requirements (As distributed with the RN-BSN Program)**

<table>
<thead>
<tr>
<th>Skill-based Courses</th>
<th>CREDIT AWARDED</th>
<th>MET IN RN-BSN PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>ENGL 101A</td>
<td>Integrated Concepts Practicum (Capstone)</td>
</tr>
<tr>
<td>College Writing II</td>
<td></td>
<td>Competencies Embedded in Nursing Courses</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td>Statistics and Data Analysis</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Perspective-based Courses**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td></td>
<td>History of the United States</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Healthcare System and Healthcare</td>
</tr>
<tr>
<td>Literature</td>
<td>ENGL 107 or higher</td>
<td>Ethical Perspectives in Healthcare</td>
</tr>
<tr>
<td>Religion or Philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td><em>Assessment Test</em></td>
</tr>
<tr>
<td>Lab Science</td>
<td>BIOL 107 &amp; 108</td>
<td></td>
</tr>
<tr>
<td>Fine and Performing Arts</td>
<td></td>
<td>Health, Healing, and the Fine</td>
</tr>
<tr>
<td>Social Science (2 courses from different areas)</td>
<td>SOC 101, 103 or PSYC 101</td>
<td></td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>PHED xxx and Activity</td>
<td></td>
</tr>
</tbody>
</table>
The program is offered in three, consecutive, 16 week rotations. Each rotation is divided into two, eight-week modules. Each module offers between 6 and 7 credits during the 8 week session. The program can be completed in 12 months of study.

**Graduation Requirements/ Requirements for the Bachelor Degree**

1. 124 semester hours of credit
2. At least 36 semester hours of credit earned through the Division of Adult and Online Learning at Davis & Elkins College
3. A cumulative grade point average of 2.50 (on a 4.00 scale), both overall and in the student’s major(s).
4. Participation in assessment activities as required by the student’s major department(s) and/or by the Assessment Committee of Faculty Assembly.
5. Completion of an approved academic major. (Students may declare their major using any catalog from a year during which they were a matriculated student at Davis & Elkins College; however, in no case may a student graduate based on a program in a catalog that is more than seven years old.)
6. Satisfy the College’s Program of General Education as approved for the Online RN-BSN Program

Davis & Elkins College’s Division of Adult and Online Learning confers the Bachelor of Science degree.

**Academic Information and Policies**

Academic information and policies are listed alphabetically by major headings.

**Academic Achievement, Recognition, Awards, and Prizes**
Davis & Elkins College, with the assistance and support of generous friends, has established a program of awards and prizes that are designed to encourage students to achieve their potential as scholars and continue in the pursuit of scholarship.

**Dean’s List**
The Dean’s List is published at the end of each 16-week rotation to recognize students who have completed a minimum of 12 semester hours (in graded courses) during the rotation with a term grade point average of 3.6 or above on a 4.0 scale.

The following Academic Achievement Awards are awarded at the annual Academic Awards and Recognition Convocation:

**The Dean’s Award for Adult and Online Learners**
Awarded to deserving graduating senior(s) selected by the Vice President for Academic Affairs.
Department Academic Achievement Awards for Adult and Online Learners
Awarded to students with outstanding academic achievement enrolled in online degrees. The selection is made by faculty in the respective departments.

Academic Advising
The Coordinator of the RN-BSN Degree Completion Program will be the primary advisor for students enrolled in the program. Academic advising will be conducted through distance education methods and students will be expected to verify the accuracy of the courses assigned.

The advisor is of great help in moving students toward graduation. Together, the student and advisor review the audit report prepared by the Office of the Registrar and prepare for the final requirements of the chosen degree and major. However, the ultimate responsibility for knowing and meeting the graduation requirements rests with the student. Please note: an advisor cannot make exceptions to the published specifications; only the Admissions and Academic Standing Committee of the Faculty Assembly may grant a variance from College policies.

Academic Appeals
A student who wishes to appeal a course grade should appeal first to the course instructor. If the initial appeal is not resolved to the student’s satisfaction, he or she may appeal to the program coordinator and/or division chair. Failing satisfactory resolution at the department level, the student may appeal to the Vice President for Academic Affairs. Initial appeals must be made within 90 days of the issuance of the course grade being appealed. Should the student elect to make an appeal to the Vice President for Academic Affairs that appeal must be made within 30 days of the initial appeal to the course instructor.

Academic Credit for Prior Learning
A student’s earned Associate Degree will afford him or her transfer credit (between 62-72 credit hours). Any course work taken beyond the Associate Degree will be evaluated on a case by case basis.

Academic Honesty
Davis & Elkins College expects its students to pursue their academic careers with integrity. Instructors report instances of cheating and plagiarism to the Vice President for Academic Affairs and recommend penalties, which can include failure of the assignment in question or even expulsion from the course or College.

Academic Standing
In order to graduate from the RN-BSN Degree Completion Program at Davis & Elkins College a student must have a minimum cumulative GPA of 2.5. Students maintain good academic standing by maintaining a minimum, cumulative grade point average (GPA) of 2.5 or higher.

Student receiving federal financial funding should be aware that they must also adhere to the College’s Financial Aid Satisfactory Academic Progress Policy. (For more information on this policy, please see http://www.dewv.edu/future-students/financial-planning.)

The Admission and Academic Standing Committee reviews students’ academic progress at the end of each rotation and makes recommendations regarding academic standing. A student who
falls below the minimum requirements may be placed on academic probation, or be dismissed from the College as warranted by their academic performance and prior academic history.

**Academic Probation**
A student whose academic performance falls below the minimum requirements for good academic standing will be placed on academic probation. The purpose of academic probation is to alert a student to his or her continuing academic difficulties and to warn a student of his or her precarious academic status at the College. A student placed on academic probation will be notified of his or her status by the Vice President for Academic Affairs. Academic probation may require a student to do one or more of the following as a condition of his or her probation: consult with his or her advisor, and/or participate in one or more service offered by the College’s academic support program.

**Removal from Academic Probation and Academic Warning**
The Admission and Academic Standing Committee recommends release of a student from academic probation as warranted by his or her GPA.

**Academic Dismissal**
The Vice President for Academic Affairs, based upon the recommendation of the Admission and Academic Standing Committee, may dismiss a student at any time for poor academic performance. A student may be dismissed for failing to earn a 1.0 semester GPA, for continually falling short of minimum cumulative GPA requirements (see chart above), or for failing to abide by the terms of academic probation. A student whose academic standing would result in him or her being placed on probation for a second consecutive semester shall be dismissed from the College.

A student dismissed from the College is prohibited from enrolling until the passage of 16-week rotation following the student's dismissal. The student is then free to reapply for admission to the College. Any student readmitted by the College after an academic dismissal will be placed on academic probation.

**Student Appeals of Academic Dismissal**
In most cases, a student who is dismissed can appeal his or her dismissal from the College, although, in some cases, he or she may be denied the opportunity to appeal by the Vice President for Academic Affairs. A student wishing to appeal a dismissal decision must file his or her appeal with the Office of the Registrar. A complete appeal must include: a formal letter from the student, addressed to the Vice President for Academic Affairs, explaining the student’s rationale for appealing the dismissal; a plan for future academic improvement; and at least one letter from a faculty or staff member supporting the student’s appeal.

Complete appeals are reviewed promptly by the Admission and Academic Standing Committee and the Vice President for Academic Affairs. Complete appeals must be received prior to the first day of the next rotation to be considered for reinstatement. A student whose dismissal appeal is granted will be placed on academic probation.
Administrative Authority
The Board of Trustees of Davis & Elkins College has entrusted the President of the College with the responsibility and authority to develop and supervise the operation of a disciplinary policy. The President has designated the Vice President for Student Affairs as the primary officer in charge of maintaining and supervising the disciplinary policy as it relates to social behavior. Academic standards are developed by the faculty and are under the supervision of the Vice President for Academic Affairs. The Davis & Elkins College Student Handbook should be consulted regarding rules and policies pertaining to social conduct and behavior.

Rare occasions may arise when a student’s conduct either endangers the student and/or others in the community or violates the fundamental ideals and standards of the College. In such cases, Davis & Elkins College reserves the right to take necessary and appropriate action, including disciplinary warning, disciplinary probation for a stated period, suspension, and/or dismissal, to remedy serious academic or social problems. Should this type of action be necessary for either the Vice President for Academic Affairs or the Vice President for Student Affairs to perform, the President shall be informed prior to the action being taken. Questions regarding such extraordinary action should be taken to the President of the College.

Attendance Requirements
Regular and punctual completion of course assignments is required in accordance with the policy specified by the instructor. Faculty members will provide students with a written statement of the assignment policy for the course within the syllabus.

Catalog and Course Work

Applicable Catalog
A student, pursuing an online degree, may declare a major(s) under any Online Catalog during the period in which he or she was a matriculated student at Davis & Elkins College, so long as the Catalog is not more than seven years old at the time of student’s graduation. There are no exceptions to this policy. The student’s selected Catalog is indicated on the ‘Declaration of Intent’ form maintained in the Office of the Registrar. The student must complete all graduation requirements, including general education and major requirements, from the same Catalog.

Time Restriction on Coursework
All courses from Davis & Elkins College and all transfer credits that will be applied toward graduation must have been completed within ten years of the graduation date. Requests for exceptions to this policy may be submitted to the Registrar, who will consult with the Admission and Academic Standing Committee and the appropriate department chairperson or faculty member.

Classification of Students
Students who are officially enrolled in a program of study at Davis & Elkins College during a given term of enrollment are considered matriculated students. Students are considered ‘full-time’ when they are enrolled for at least 12 hours in a rotation and ‘part-time’ when they are enrolled for fewer than 12 hours during a rotation.
Students in the Division of Adult and Online Education will be classified according to the number of completed semester hours:

Junior 60-89 semester hours completed
Senior 90 or more semester hours completed

**Courses of Instruction**

Courses numbered in the 100s are taught primarily at the introductory or elementary level; courses numbered in the 200s at the intermediary level; and courses in the 300s and 400s at the advanced level

**COURSES OFFERED WITHIN THE RN-BSN PROGRAM**

**Nursing Courses**
- Transition to Professional Practice – 3 credits
- Quality and Safety in Nursing – 4 credits
- Health Assessment – 4 credits
- Community Nursing – 4 credits
- Evidence-based Practice – 3 credits
- Nursing Leadership – 4 credits
- Trends and Issues – 3 credits
- Integrated Concepts in Nursing Practice – 3 credits

**General Education Courses**
- Health, Healing, and the Fine Arts – 3 credits
- Ethical Perspectives in Healthcare – 3 credits
- Statistics and Data Analysis – 3 credits
- History of the United States Healthcare System and Healthcare Reform – 3 credits

**Course Options**

**Repeating a Course**
Students are allowed to repeat most courses (exceptions to this policy are made at the discretion of the Office of Academic Affairs). The repeated course shall be counted as part of the normal workload, but additional credit cannot be earned for the repeated attempt of a course in which a passing grade was received and credit toward graduation was conferred. Only the highest grade achieved in the course will be included in the student’s institutional GPA calculation, though all attempts will still be recorded on the student’s permanent transcript.

Note: Students in the College’s nursing programs will be permitted to repeat a nursing course only with approval.

Students receiving federal Title IV funds are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum time frame (total attempted credits) and reduce the pace/completion rate
Transfer Credit
A student pursuing a degree at Davis & Elkins College must secure permission in advance from his or her advisor and the Registrar to take courses for credit at another regionally accredited institution. Courses that a student has previously taken at D&E, or elsewhere, may be retaken at another institution with the advance approval of the Registrar. Please note that transfer credits for courses in which the student has earned a C or higher are recorded only after receipt of an official transcript from the other institution. (Grades of C- are not acceptable unless such a grade carries quality points of 2.0.) All transfer credit is awarded as credit. The College reserves the right to reexamine students over any transferred work.

Course Changes: Add, Drop and Withdrawals
For each rotation or module, the academic calendar designates particular dates as “the last day to withdraw from class with a ‘W’.” A student may withdraw from a course up to the deadline listed on the College calendar, provided he or she (1) has permission from the academic advisor and (2) files the appropriate form in the Office of the Registrar. The student who officially withdraws from a course prior to the date identified on the academic calendar will receive a grade of ‘W’. See the College’s Grading System Policy for additional information.

Family Educational Rights and Privacy Act
Davis & Elkins College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Copies of the policy established by the College in compliance with the Act are available in the Office of the Registrar and on the College’s website (www.dewv.edu).

Grading System
The grading system is A through F. Grades of A, B, C, and D can have pluses (+) and minuses (-) assigned to indicate relative levels of student performance within the letter grade designation. Pluses and minuses will be reported on grade reports and transcripts but do not influence the grade point average.

Final grades are reported on all courses and are available online through WebAdvisor. A grade of ‘In progress’ will be reported for the student who has arranged for additional time to complete an experience or project. The ‘In progress’ grade will be converted to a permanent grade at the end of the time allotted for the extension. A grade of ‘Incomplete’ will be reported for a student when documentable circumstances beyond his or her control prevent completion of required course work by the end of the semester. In general, a student’s performance should meet the following criteria in order to be eligible to receive a grade of ‘Incomplete’:

- The student’s completed work to date is passing
- The student has completed 60% or more of the required work for the course
The student’s completion of assignments has been satisfactory for at least 60% of the module.

An extended illness or extenuating circumstance prevented completion of required work by the end of the module.

The grade of incomplete should not be given as substitute for a failing grade, should not be based solely on student’s failure to complete work in a timely fashion, and should not be a means for raising a student’s grade by requiring additional coursework after the semester or term has ended (i.e. coursework not enumerated in the syllabus). Work required to finish the incomplete must be completed by a date agreed upon between the faculty member and student, but the plan for completing work may not exceed one rotation. Both the student and faculty member must complete, sign, and file an application for an incomplete grade with the Office of the Registrar. If the student completes the required work within the time frame, the faculty member will submit a revised final grade to the Office of the Registrar. If a revised final grade is not filed by the faculty member by the date agreed upon for completion of the student’s work, then the grade of ‘Incomplete’ will be changed to a grade of ‘F’. Once a grade of ‘F’ has been assigned, the faculty member will not be permitted to make further modifications to the grade.

In cases where a faculty member leaves the College, the Vice President for Academic Affairs, in consultation with the appropriate department chairperson, will assist students in the process of completing requirements for ‘In progress’ or ‘Incomplete’ grades.

For each module, the academic calendar designates particular dates as “the last day to withdraw from class with a ‘W.’” A student may withdraw from a course up to the deadline listed on the Online College calendar, provided he or she (1) has permission from the academic advisor and (2) files the appropriate form in the Office of the Registrar. The student who officially withdraws from a course prior to the date identified on the academic calendar will receive a grade of ‘W.’

Students who have not successfully completed at least 50% of the course work for a given course by a date designated by the course instructor may be administratively withdrawn from the course.

U.S. Veterans must notify the School Certifying Official when withdrawing from any courses so their certification can be adjusted accordingly.

All students should be aware that withdrawing from courses can significantly slow progress toward degree completion and impact financial planning.

The letter grades are defined as follows:

- **A** Excellent: Work shows marked superiority in such qualities as organization, accuracy, originality, understanding, and insight.
- **B** Good: Work indicates appreciation and grasp of the subject that is distinctly above the average.
- **C** Average: Work fulfills essential requirements in quality and quantity and meets the acceptable standard for graduation.
• **D** Below average: Work is below the average yet acceptable credit for graduation.
• **P** Pass (only for courses specified Pass/Fail): Work meets or exceeds the standard required for credit in that course.
• **F** No Credit: Work does not merit academic credit.
• **W** Withdrawal
• **I** Incomplete
• **IP** In Progress
• **AU** Audit

**Grading Scale:**
Grades used at the College carry the following quality points in the computation of grade point averages. Note: plus (+) and minus (-) grades do not influence quality points in grade point averages:

- A 4.0 quality points for each semester hour
- B 3.0 quality points for each semester hour
- C 2.0 quality points for each semester hour
- D 1.0 quality points for each semester hour
- F 0 quality points for each semester hour
- I Incomplete: no quality points generated
- W Withdrawn: no quality points generated
- P Credit only: 0 quality points for each hour
- IP Course in progress: no quality points generated
- AU Audit: no quality points generated

To compute the GPA, the student should divide the total quality points earned by the total GPA credits.

**Graduation Honors**
To be eligible for graduation honors at Davis & Elkins College, a graduate from the division of adult and online learning must have completed a minimum of 36 semester hours for the baccalaureate degree at Davis & Elkins College. Such semester hours are defined as course credits earned at the College in which a letter grade (A, B, C, D, and F) and quality points were awarded.

At the time of graduation, eligible students receiving a baccalaureate degree who have a cumulative grade point average of 3.95-4.00 will graduate summa cum laude, those who have earned a cumulative grade point average of 3.80 to 3.94 will graduate magna cum laude, and those who have earned a cumulative grade point average of 3.60 to 3.79 will graduate cum laude. Students who have not satisfied all graduation requirements are ineligible for graduation honors.

**Leave of Absence**
Should a student experience serious injury or illness (or other extenuating circumstances) that makes it difficult or impossible to complete academic work, the student may apply for a Leave of Absence from the College. To be considered for a Leave, the student must properly complete and
submit the required form to the Office of the Registrar. This form may be obtained via written request to registrar@dewv.edu. Should a request be granted, the student will receive ‘W’s for the courses in which he or she was enrolled. Students who have received a Leave under such circumstances are entitled to return to the College at the beginning of a subsequent rotation (within a calendar year) without reapplying for admission. If more than one year lapses, the student must follow the requirements stated in the Online Catalog for readmission.

Registration and the Office of the Registrar
Registration is the formal process whereby students enroll in courses for a particular rotation or module. Together with their advisors, students plan their schedules and register for classes using WebAdvisor. Students should be aware of the importance of monitoring their transcripts, grades, and schedules on WebAdvisor to ensure accuracy. See the Academic Calendar for important dates associated with Registration.

The Office of the Registrar is responsible for official documentation of courses and grades. In carrying out this responsibility, the Office makes class rosters for each course available to faculty; verifies final grades that have been reported by faculty; prepares audit reports showing the status of each student in meeting degree requirements; and certifies candidacy of each student for graduation. The Office of the Registrar staff encourages students to contact the office should a concern or a question arise about Registration, grade reports, graduation, or other Registrar matters.

Change of Name or Address
Students are responsible for keeping the College informed of their current name, address and phone numbers. Changes in either name or address must be reported to the Registrar’s Office.

Name change
A photo ID and documentation such as a driver’s license, social security card, etc. that supports a name change must be shared with the Registrar’s Office (in accordance with their rules and stipulations) and the appropriate form completed. The name/address change form may be requested by contacting the Office of the Registrar at registrar@dewv.edu. Students submitting the form from distance should have the form notarized and submit the form with the appropriate documentation to the Office of the Registrar.

Semester Hours and Course Loads
A student’s academic progress is measured in terms of semester hours. Three semester hours of credit are granted for each theory course completed in the online format, this includes completion of all course work, readings, assignments, discussions and postings. One semester hour of credit is granted for each practicum completed in the online format, which includes papers, presentations, and other assignments. Students may find the number of semester hours for each course in the Course Descriptions section of the Catalog.

A normal course load consists of 12-13 semester hours per 16-week rotation. The minimum requirement for classification as a full-time student is 12 semester hours each per rotation.
Higher minimums may, however, be required by outside agencies such as the Veterans Administration; these students should seek clarification in the Office of the Registrar.

If a student enrolls in more than 18.0 semester hours during any rotation, he or she will receive an overload charge. The Registrar must approve all overloads.

**Transcript and Certification Requests**

**Transcript Requests**
Transcripts must be requested by WebAdvisor, via the College’s website, or in person from the Office of the Registrar. A fee will be charged for each official transcript. No official transcript will be issued for a student who is under any financial obligation to the College. Students are responsible for carefully reviewing their transcripts to ensure accuracy and for notifying the Registrar if they believe it contains errors.

**Certifications/Verifications**
Current students needing certification or verification of their enrollment status for purposes such as insurance, educational loans or other applications should make such a request in person or in writing at the Registrar’s Office. Requests for certifications or verifications are only for the terms that the student attended the College.

**Withdrawing from the College**
Students who find it necessary to withdraw from the College during the course of a rotation or module must follow the official withdrawal procedure, beginning with obtaining the required withdrawal form, provided by the Office of the Registrar. A withdrawal is official when the properly completed and signed form is submitted to the Office of the Registrar. The student’s official date of withdrawal will be recorded as the last day on which he or she submitted an assignment, and ‘W’ grades will be assigned to all courses on the student’s schedule unless other arrangements have been made. The final day for withdrawing from the College for any given module is the first day of the sixth week for that module, which is listed on the Academic Calendar. The withdrawal form may be obtained by contacting the Office of the Registrar at registrar@dewv.edu.

Students who leave the College without officially withdrawing may receive failing grades in those courses that they have stopped completing assignments. Students who are required to withdraw from the College for disciplinary reasons, prior to the last day of classes for a given module or rotation, will receive ‘W’ grades for those courses in which they are enrolled. Students withdrawing for disciplinary reasons after the last day of classes for a given module may receive failing grades for those courses in which they are enrolled. By withdrawing from the College, the student terminates all relationships with the institution after his or her financial accounts have been cleared.
Academic Resources

The Naylor Center for Teaching and Learning

The Naylor Center for Teaching and Learning’s mission is to support the heightened performance of students and faculty campus-wide; to transform the learning experience of students with learning disabilities; and to facilitate greater access to higher education. In pursuit of these objectives, the Naylor Center for Teaching and Learning offers three distinct programs: the Academic Support Program, the Supported Learning Program, and Disability Services (504 Accommodations). Contact the Naylor Center at (304) 637-1373.

Academic Support Program and Services

Davis & Elkins College is committed to providing all of its students with the opportunity to succeed academically. The College’s academic support program is designed for, and committed to, supporting students’ successful transition into a collegiate learning environment and helping students cope with the academic demands of college. The primary purposes of the program are to encourage students to connect with sources of support; to strengthen habits associated with academic success; and to ensure that students know how to use the various academic support resources available at the College.

Students experiencing academic difficulties may either be invited, or required, by the Office of Academic Affairs to participate in the academic support program. Components of the program may include: participation in a mentoring program, co-curricular enrollment, and enrollment in specified FND courses. Students will be connected to these support services based upon individual need.

Academic Support Program Services

The Academic Support Program, which is located in the Naylor Center on the Second Floor of Albert Hall, provides a variety of services to address the needs of a wide range of students. These services include:

- **Tutoring**: Peer tutoring is coordinated through the Naylor Center. The Naylor Center works to supply tutoring in all subjects for which students request it. Math tutors are available year-round. All Naylor Center tutors must meet specific eligibility requirements. A tutoring schedule is updated regularly on the Davis and Elkins College Web site.

- **Study Groups**: Study groups are coordinated and supported by the Naylor Center. These groups are peer-led and are initiated at the request of students. Study groups meet on a regular basis and/or in the days prior to scheduled exams or finals.

- **Classes and Workshops**: The Academic Support Program regularly offers both classes and workshops to strengthen students’ academic skills.

Disability Services

The Naylor Center provides reasonable accommodations in the academic setting for students with disabilities (504 accommodations) who are not enrolled in the Supported Learning Program.
Disability must be documented by clear psycho-educational evaluation/doctor evaluation. It is the student’s responsibility to inform the College of their disability and request accommodations in accordance with their documentation. Students are not required to apply or join the fee-based Supported Learning Program, but it is important to note the Student Learning Program provides comprehensive support instead of merely providing accommodations as required by the ADA. Any student currently enrolled at Davis & Elkins College who believes he or she has been discriminated against or harassed on the basis of disability by a College employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the College), College student, or, in certain circumstances, by a visitor to the College, may contact the Section 504 Coordinator at: 

**Davis & Elkins College Section 504 Coordinator** Amy Kittle Title IX Coordinator/Section 504 Coordinator Director of Human Resources Liberal Arts Hall 304.614.9203. In lieu of contacting the Title IX/Section 504 Coordinator, a student may otherwise file a formal discrimination complaint 139 pursuant to the College Discrimination and Harassment Policy.

**Office of Career Services and Student Employment**

Preparation for success in a career after graduation is a critical part of a student’s college experience. The Office of Career Services and Student Employment at Davis & Elkins College offers career counseling and a variety of other vocational services devoted to preparing students to move into successful careers upon graduation. Career Services emphasizes networking and the effective and proper use of social media to develop and maintain an effective professional brand. Services provided by the Office of Career Services and Student Employment include workshops, individual assistance in preparing effective resumes, interview preparation, and developing effective and organized job searches. The office also works with students to help them cultivate relationships with employers, providing internship opportunities for students as well as networking experience.

Students are encouraged to begin their career planning as freshmen so that, by their senior year, they are well on their way to professional success in the career of their choice.

**Booth Library**

Booth Library, opened in 1992, is the centerpiece of the campus. Spanning the College glen to connect the northern and southern areas of the campus, the library combines an award-winning design with the services and resources needed to meet the information needs of the College community. The collection numbers 130,000 items and is accessed through an online catalog. The Library provides access to numerous electronic resources, many are provided through the College’s membership in the Appalachian College Association, including hundreds of full-text journals, thousands of electronic books, and many reference databases. Librarians provide research consultations and classroom instruction.

The facility is an inviting place to work, with every type of study space available including quiet study, seminar rooms for group projects, and a 24-hour study room. The library also features a community room that is available for group meetings, and a student lounge.

**Information Services**

The Information Services staff provides support for campus instructional technology and administrative systems.
The D&E campus has widespread wireless Internet to support learning whether you are using your laptop in the library, your smartphone in the dining hall, or your desktop in your dormitory.

All D&E students are provided with an email account. This email account will be used by all administrative offices and faculty for official college communications, so students should check their student email account regularly.

My D&E, the campus’ private website, is a secure website at my.dewv.edu available to all faculty, staff, and students. This website contains news, announcements, copies of college policies, handbooks, forms – all the information and tools you need to be a successful member of the campus community.

Our administrative database systems help faculty and staff support student success by tracking financial aid, student accounts, student housing, course information, and much more. Each student can access their information through WebAdvisor, our online tool for the student information database.

While most of our classes are held in traditional classrooms, we have an online learning management system called Sakai. Professors can use Sakai to post syllabi, grades, assignments, discussion boards, course content, and much more. Each professor decides what’s appropriate for each class. While every class you take may not have an online component, Sakai is ready for students and professors to share an online learning experience.

Computer labs are available in several academic buildings, including a secure, 24/7 keyless-entry computer lab in the Booth Library available to students. Student ID cards are configured during orientation to allow access. In the event a student does not have their ID, contact Information Services in Booth Library to gain access to the computer lab. Students utilizing the computer lab must comply with the College Computer Lab Policy. Several smaller program-specific computer labs include discipline-specific software.

The Writing Center
The Writing Center, located on the second floor of Albert Hall, provides assistance with English essays, business theses and biology lab reports, history and political science research papers, psychology and sociology article reviews, take-home essay exams, job and grad school applications, basic word processing, résumés, senior projects, and more.

General Information

Heritage
Davis & Elkins College is a private liberal arts institution affiliated with the Presbyterian Church U.S.A. and committed to excellence of education in liberal arts and sciences. The College and the City of Elkins share a common heritage. Both were established through the influence and efforts of Henry G. Davis and Stephen B. Elkins, two United States Senators who were responsible for building the first railroad in the area. Davis, a Senator from 1871 to 1883, was the Democratic nominee for Vice President in 1904. Elkins, his son-in-law, was Secretary of War in the Cabinet of President Benjamin Harrison and was a Republican Senator from 1895 to 1911.
A few years after the railroad reached Elkins, the Senators donated land and money to establish a College and academy under the control of the Presbyterian Church. The first classes were held on September 21, 1904.

The original campus was located in South Elkins on a plot donated by Senator Elkins. Later, a gift of her home, Halliehurst, and a tract of land from Mrs. Elkins prompted the move of the College to the present location in 1926.

In the years since its founding, Davis & Elkins has steadily improved and expanded its physical plant. Currently, there are 22 major buildings on a 170-acre campus.

**Christian Commitment**

The Christian commitment of Presbyterian-related Davis & Elkins College is reflected in the total life of the institution. Many opportunities exist for voluntary participation in a wide range of religious activities, such as worship in the College Chapel, student led discussions at College Christian Fellowship meetings, and a variety of service projects. The College Chaplain, who occupies the Benfield-Vick Endowed Chair of Christian Ministries and Services, provides leadership. Permanent endowment support for this program has been provided by the First Presbyterian Church of Charleston in honor of two former pastors, Dr. Benny Benfield and Dr. George Vick.

**Accreditations and Affiliations**

Davis & Elkins is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission is located at 30 North LaSalle Street, Chicago, IL 60602-2504. The website is www.ncahlc.org. The toll free number is 800-621-7440.

Davis & Elkins College is affiliated with the American Association of Colleges for Teacher Education, the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, the Appalachian College Association, the Association of American Colleges and Universities, the Association of Governing Boards of Universities and Colleges, the Association of Presbyterian Colleges and Universities, the College Board, the Council of Independent Colleges, the Council for Advancement and Support of Education, the Council for Higher Education Accreditation, the Great Midwest Athletic Conference, the National Association of Independent Colleges and Universities, the National Collegiate Athletic Association (Division II), the West Virginia Higher Education Policy Commission, and West Virginia Independent Colleges and Universities.

Teacher Education Programs at Davis & Elkins College are nationally accredited by the Teacher Education Accreditation Council (TEAC) and approved by the West Virginia Board of Education. Graduates of Davis & Elkins College teacher education programs may submit a West Virginia teaching certificate in any of several states with which West Virginia has reciprocity and receive a teaching certificate in that state. The Business Education program has also been accredited by the National Association for Business Teacher Education.
The Associate Degree Nursing Program is a member of the National League for Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at 3343 Peachtree Road N.E., Suite 850, Atlanta, GA 30326. The website is www.acenursing.org. The telephone number is 404-975-5000. The program is also accredited by the West Virginia Board of Examiners for Registered Nurses.

Davis & Elkins College is an accredited institutional member of the National Association of Schools of Theatre (NAST) and the International Assembly for Collegiate Business Education (IACBE).

Location
Davis & Elkins College is located in Elkins, West Virginia - a vibrant community of nearly 10,000. The setting is rural, the pace is relaxed, and the atmosphere is friendly. Students and residents are served by a modern hospital, churches representing most of the major denominations, motels, restaurants, several small shopping centers, a cinema, and an active downtown business district. The local airport serves private commuters.

The College is located in the center of a rapidly developing outdoor recreation area, which offers numerous diversions for students during their leisure hours. The sprawling Monongahela National Forest lies just beyond the city limits and abounds with trails and clear mountain streams for hiking, hunting, and fishing. Students will find an abundance of scenic and historic sites within a 60-mile radius of the College campus. These include the National Radio Observatory at Greenbank, the Cass Scenic Railroad, Kumbrabow State Forest, Canaan Valley Resort State Park, Blackwater Falls State Park, Audra State Park, Snowshoe, Timberline and other ski resorts, and the quaint Swiss-German village of Helvetia which still observes many old world customs.

Each fall Elkins is host to the Mountain State Forest Festival, a weeklong celebration that annually attracts thousands of visitors. The events include wood chopping and sawing contests, archery tournaments, a jousting contest, parades, and dances. One of the most colorful events is the coronation ceremony held at the College amphitheater.

Most of the metropolitan areas of the East, South, and Midwest are within a day’s driving distance of the College. Pittsburgh, Pennsylvania, is 150 miles to the north and Washington, D.C., is 200 miles to the east. U.S. 219, 250, and 33 and State Route 55 pass through the city. Flights are available at nearby Clarksburg, WV.

Admission

Admission Policies
Davis & Elkins College seeks to enroll students with academic and personal qualities that indicate potential for intellectual, social, and spiritual growth without regard to the applicant's race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state, or local law. A basic premise of the College's admission policies is that all applicants will be reviewed individually to determine if they are capable of successfully meeting
their responsibilities as a Davis & Elkins student and benefiting from the personalized educational experience the College provides. The Admission and Academic Standing Committee of the Faculty Assembly makes recommendations concerning guidelines for admission that reflect the College’s desire to identify academically capable students who demonstrate potential for further achievement, who are active at school, who demonstrate a record of service in the community, and who represent diverse cultures and backgrounds.

The Office of Admission operates on a rolling admission basis. Applications for admission are reviewed as they become complete and students are notified of the College's decision as soon as it is made. Although there are no specific deadlines for applications (with the exception of International Students) students are encouraged to apply as early as possible to ensure maximum financial aid consideration and course selection.

**Admission of Transfer Students**

Students applying for transfer admission should have a minimum Grade Point Average (GPA) of 2.5 on a 4.0 scale from a regionally accredited institution. Students who submit a transcript with a cumulative GPA below a 2.5 must schedule an interview with the Office of Admission, after which an acceptance decision will be made.

Transfer credits will be evaluated to determine their equivalency to Davis & Elkins College courses in accordance with established Academic Credit Evaluation guidelines (see below). All transfer credit, if accepted, is awarded as credit. The College reserves the right to reexamine students over any transfer work. The College will not evaluate transfer work until a final, official copy of the transcript has been submitted. A maximum of 62 semester hours credit from regionally accredited community college programs may be transferred. Transfer students need to work carefully with their advisors to become fully familiar with academic policies and practices. Special conditions for Graduation Honors and other programs are carefully outlined in the Catalog and need to be read in order to avoid misunderstandings. Students are responsible for knowing requirements for their majors, minors, assessment, core courses, and other essential information.

A transfer student must be in good standing at his or her previous institution. Transfer students are required to submit the following items:

1. A completed online copy application form;
2. Official copies of all college transcripts; unless D&E graduate

Nursing program applicants must submit an Employment Verification form and have an unrestricted license to practice nursing.

**Acceptance of the Admission Decision**

Davis & Elkins College subscribes to the Candidate’s Common Reply Date. Students accepted for any rotation should indicate their intention to enroll by submitting the $100 advance payment. This advance payment is not refundable, but it will be applied to the total charges in effect for the rotation a student enrolls.
**Readmission**

Students who withdraw on their own initiative or who have been suspended for academic deficiencies or disciplinary action from Davis & Elkins College must apply for readmission. Applicants for readmission must apply to the Office of Admission:

1. Must not be academically deficient and/or must agree to meet the conditions provided by the Office of Academic Affairs and/or the Office of Student Life. These conditions may include, but are not necessarily limited to:
   - Enrollment for a specified (usually limited) number of credit hours.
   - Retaking courses in which they have performed poorly.
   - The achievement of a minimum semester GPA.
   - Adherence to conditions established by the Office of Student Life.

2. Must have approval of the Vice President for Academic Affairs and/or Vice President of Student Affairs.

3. Must be under no prior financial obligation to the College.

The following items are required for re-admission:

1. A completed application; and
2. Official transcript(s) from any college attended other than Davis & Elkins.

In addition, if the student applying for readmission was suspended for academic deficiencies or disciplinary action, a written letter must also be submitted to the appropriate Vice President presenting evidence that all conditions for readmission have been fulfilled, including satisfaction of any financial obligations to the College. In some cases, a personal interview may be required by the office that initiated the suspension. Moreover, a student may be required to submit paperwork completed by a treatment provider addressing his or her readiness to re-enroll; to be reviewed by the Behavioral Intervention Team, which will provide a recommendation to the appropriate Vice President.

Finally, requests for financial aid must be resubmitted and are not governed by the student’s initial awards.

**Readmission to the Nursing Program**

Students who withdraw from the program at any point must apply online, for readmission to the Nursing Program. Students applying for readmission to the program will be evaluated according to current admission guidelines. Past performance in both clinical and theory portions of the program will be used to evaluate an applicant for readmission and the following documentation will be required:

1. Transcripts of all previous academic work;
2. Evidence of current unrestricted license to practice nursing; and
3. Employment verification form.
4. Approval of the Coordinator of the RN-BSN Degree Completion Program
Further Concerns and Questions about Admission
The professional members of the admission staff will be happy to address any concerns or questions about the College selection process. They can also help you plan a campus visit and interview.

Office of Admission Hours:
Monday-Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m., except Holiday weekends
Please contact: Matt Shiflett

Office of Admission
Davis & Elkins College
100 Campus Drive
Elkins, West Virginia 26241-3996
(304) 637-1230 or call toll-free 1-800-624-3157 extension 1230
FAX 304-637-1800
Email: admission

Expenses
Charges paid by students only partially cover the costs involved in their education. Gifts made by individuals, foundations, business establishments, and government agencies, as well as appropriations from the supporting Presbyterian churches make up the substantial difference.

The cost of attendance for a student in the Online RN-BSN Degree Completion Program is $400 per credit hour (excluding practicum hours and credits granted for continuing education).

Deposits and Special Fees
Circumstances may necessitate and the College reserves the right to change the tuition, fees, or other charges without notice.

Enrollment Deposit $100 (non-refundable)
All new students pay an Enrollment Deposit to guarantee enrollment in their first rotation. This non-refundable deposit will be applied to the student’s charges in the first rotation of attendance.

Transcripts
Transcripts of a student’s academic record are available upon request by the student for a fee of $7.00 per transcript. Requests are to be made online at www.iwantmytranscript.com. All transcript requests are approved by the Business Office prior to processing by the Office of the Registrar. Transcripts will not be issued unless financial obligations to Davis & Elkins College are cleared or current.

Payment of Charges
Tuition and fees are due and payable on or before the first day of the Rotation in which a student begins his or her coursework. Students are responsible for payment or other satisfactory financial arrangements before they will be admitted to classes, dormitories, or the dining hall.
The College offers an automatic payment option through Higher One Tuition Pay. This plan provides for the monthly payment of tuition and fees and is interest-free. Information is available upon request from the Business Office. In addition to Tuition Pay, the College offers monthly payment plans. Please contact the Student Accounts Coordinator for further information. All past-due accounts and/or defaulted payment arrangements are subject to a late fee of $35 per month.

In addition to late fees, students who are delinquent in the settlement of their accounts with the College shall forfeit their College privileges, including the right to preregister, to attend, classes and to room and board at the College. The College reserves the right of Administrative Withdrawal of any student for non-payment of financial obligations. Diplomas will not be issued to students who have an outstanding financial obligation to the institution, which is due at the time of graduation.

Grade reports and/or transcripts will not be issued to those who have outstanding financial obligations.

**Refunds**
The College must arrange well in advance for its year’s academic services to students. When a student withdraws, the cost to the College is not reduced. Therefore, when a student withdraws from attendance of all classes, Davis & Elkins College refunds only a portion of its tuition thereby sharing with students the losses caused by their withdrawal. In order to withdraw from the College and officially from attendance of all classes, a student must report to the Office of the Registrar and complete the proper withdrawal forms. The forms are obtained from the Office of the Registrar. The pro-rated refund, based on the time of withdrawal is as follows:

**Tuition Refund Policy**
100% during the drop/add period (i.e. the first five days of a rotation/module).
50% during the second week (i.e. second five days of the rotation/module).
0% after the conclusion of the second week (i.e. the first ten days of the rotation/module).

If a student is the recipient of a federally funded grant or loan, the refund policy above will be applied in accordance with appropriate Title IV refund regulations. Additionally, Davis & Elkins College grants-in-aid will be adjusted in step with the appropriate reduction of charges.

Students who fail to observe regulations for withdrawal, students who withdraw without permission, students who are advised to withdraw for disciplinary reasons, and students who are suspended, expelled, or administratively withdrawn by the College are not entitled to any refunds.

**Financial Planning and Financial Aid Programs**
Davis & Elkins offers a complete range of financial planning services and financial assistance programs. Approximately 98% of our students receive scholarships and/or some type of financial assistance. The purpose of the College’s financial planning program is to help students identify all the sources of assistance and funding for which they are eligible. Types of financial assistance
Eligibility is determined by a review of the student’s application materials and other information, including test scores, grade point average, class rank, evidence of service and leadership potential, performance auditions, and athletic promise. Scholarships awarded by the College are competitive. They are designed to recognize and reward student success. Thus not all students should expect to receive scholarship awards. Generally, the types of financial aid available include:

**Student Loans**
Davis & Elkins participates in the William D. Ford Federal Direct Loan Program allowing students to utilize Direct Subsidized/Unsubsidized Stafford Loans, Perkins Loans, and Parent PLUS Loans based upon their eligibility as determined by the results of their FAFSA. The Financial Planning Office also maintains a listing of recommend Private Student Loan lenders.

**Federal and State Programs**
The College participates in the following Federal programs.
- Pell Grants
- Supplemental Educational Opportunity Grants
- Veteran Administration Grants
- Perkins Loans
- Direct Subsidized/Unsubsidized Stafford Student Loans
- Work-Study Program
- TEACH Grants

Additionally, the College participates in the following state programs:
- West Virginia Higher Education Grant Program
- West Virginia Promise Scholarship
- All reciprocal state grant programs

To be considered for any Federal aid, a student must file a Free Application for Federal Student Aid (FAFSA). To be considered for West Virginia State aid, the students should file the FAFSA by March 1.

**Application Procedure**
To apply for need-based financial aid students submit a completed Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.gov after January 1. The determination of eligibility for financial assistance is accomplished through a process referred to as need analysis.

The information provided on the FAFSA is evaluated in accordance with federal and institutional guidelines and formulas. Since eligibility is determined by a variety of factors, there are no fixed income cut-offs for most aid programs. A determination of ineligibility for federal aid does not necessarily exclude the student from other forms of assistance. Other, non-need based programs may be available. Within about two weeks of submitting the FAFSA online, the Student Aid Report (SAR) will be emailed to the student. The student should review the report carefully for...
errors; if any are found, the student must make corrections to the FAFSA online and then immediately notify the Davis & Elkins Financial Planning Office.

**The Financial Aid Package**
Upon receipt of the SAR and the need analysis report the Financial Planning Office will determine which aid programs and what amounts of assistance are available for the student. The aid received will be based on eligibility, level of demonstrated need, program restrictions and availability of funds. The financial aid awarded becomes the student’s financial aid package and may include several types of aid in varying amounts. The total amount of need-based aid in the package will not exceed the amount of demonstrated need. The total amount of entire package, less loans and work awards, will not exceed the student’s costs of tuition. A complete aid package is not directly renewable from one year to the next. Reapplication and re-evaluation of a student’s need is required each year.

Contact the Office of Financial Planning for complete details on all forms of financial assistance.

The amount of assistance in most categories is limited; therefore, it is advisable for an entering student to complete applications for admission and financial assistance at their earliest convenience. In determining a student’s eligibility for assistance the following factors are taken into account: financial need, academic record and school or college citizenship record.

In addition to the college-related programs, many states have state-sponsored scholarship and loan programs for qualified students. Students applying for assistance should familiarize themselves with these programs prior to making application for assistance from Davis & Elkins.

**Renewal of Financial Aid and Scholarships**
To be eligible for renewal of need based financial aid awards, the student must demonstrate satisfactory academic progress as outlined in the College catalog. Students should also file a FAFSA each year no later than May 1st. To be eligible for renewal of scholarship funds the student must meet stated academic requirements and pre-register for the next academic year during the pre-registration period.

**Cancellation of Awards**
The College reserves the right to review the record of a student receiving financial assistance at the close of any semester or term and to cancel the unused portion of the award if the student’s academic or citizenship record fails to meet the required standards.

**Refund and Return of Title IV Financial Aid Policy**
The Financial Planning Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Planning Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans and Graduate Plus
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- ACG Grant
- SMART Grant
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Federal Teach Grants for which a Return is required

A student who begins attendance and does not officially withdraw during a term but fails to earn a passing grade in at least one course offered over that term will have his/her financial aid reviewed and may be required to return a portion of any financial aid received. Unless documentation can be provided by the student that verifies the academic term was completed, the institution must assume, for Title IV and state aid purposes, that the student has unofficially withdrawn and must recalculate the student’s Title IV and state-aid eligibility based on the assumption that the student completed only 50% of the term. This review and return of financial aid is completed in accordance with federal guidelines.

**Student Aid Eligibility and Offenses Involving Drug Possession and Selling**

Davis & Elkins College is required to remind students who receive federal financial aid that the Higher Education Act includes a student eligibility provision related to drug possession and
A student who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurs during a period of enrollment in which federal student aid was received is not eligible for federal funds. Federal aid is comprised of grants, student loans, and college work study.

The timeframe for ineligibility begins on the date of conviction and lasts until the end of a specified period as outlined below.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction Indefinite period</td>
<td></td>
</tr>
<tr>
<td>3+ offenses</td>
<td>Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>

Provisions do exist for regaining eligibility sooner. For the additional information, please contact the Office of Financial Planning at (304) 637-1990.

**Appeals Process for Financial Exceptions**

Appeals of the application of institutional financial policies by parents or students who feel that individual circumstances may warrant exceptions from the published policy must be addressed in writing to:

Director of Financial Planning
Davis & Elkins College
100 Campus Drive
Elkins, WV 26241-3996