

Davis & Elkins CollegeTM

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Division of Adult and Online Learning 2017-2018 College Catalog

VOLUME III

JULY 1, 2017

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.

Davis & Elkins College Title IX/Section 504 Coordinator

Amy Kittle
Title IX Coordinator/Section 504 Coordinator
Halliehurst, second floor
(304) 637-1277

Davis & Elkins College will investigate formal complaints of discrimination or harassment in accordance with the College's Discrimination and Harassment Policy.

Questions regarding Title IX may also be directed to:

Office of Civil Rights
United States Department of Justice
Department of Education Building
400 Maryland Ave, SW
Washington, DC 20202
(800) 421- 3481

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 (U.S.A.) 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 2017-2018 academic 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.

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Academic Calendar - Division of Adult and Online Learning

2017 RN-BSN Academic Calendar

Rotation 1 (2017NW)

Jan	2	Rotation 1/Module 1 begins
	10	Last day to Drop/Add course for Rotation 1
Feb	25	Rotation 1/Module 1 ends
	27	Rotation 1/Module 2 begins
Mar	24	Last day to withdraw from Rotation 1 with grade of 'W'
Apr	22	Rotation 1/Module 2 ends

Rotation 2 (2017NS)

Apr	24	Rotation 2/Module 1 begins
May	2	Last day to Drop/Add course for Rotation 2
June	17	Rotation 2/Module 1 ends
	19	Rotation 2/Module 2 begins
July	21	Last day to withdraw from Rotation 2 with grade of 'W'
Aug	18	Rotation 2/Module 2 ends

Rotation 3 (2017NF)

Aug	21	Rotation 3/Module 1 begins
	29	Last day to Drop/Add course for Rotation 3
Oct	14	Rotation 3/Module 1 ends
	16	Rotation 3/Module 2 begins
Nov	17	Last day to withdraw from Rotation 2 with grade of 'W'
Dec	15	Rotation 3/Module 2 ends

2018 RN-BSN Academic Calendar

Rotation 1 (2018NW)

Jan	1	Rotation 1/Module 1 begins
	9	Last day to Drop/Add course for Rotation 1
Feb	24	Rotation 1/Module 1 ends
	26	Rotation 1/Module 2 begins
Mar	23	Last day to withdraw from Rotation 1 with grade of 'W'
Apr	20	Rotation 1/Module 2 ends

Rotation 2 (2018NS)

Apr	23	Rotation 2/Module 1 begins
	31	Last day to Drop/Add course for Rotation 2
June	16	Rotation 2/Module 1 ends
	18	Rotation 2/Module 2 begins
July	20	Last day to withdraw from Rotation 2 with grade of 'W'
Aug	17	Rotation 2/Module 2 ends

Rotation 3 (2018NF)

Aug	20	Rotation 3/Module 1 begins
	28	Last day to Drop/Add course for Rotation 3
Oct	13	Rotation 3/Module 1 ends
	15	Rotation 3/Module 2 begins
Nov	9	Last day to withdraw from Rotation 2 with grade of 'W'
Dec	7	Rotation 3/Module 2 ends

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.

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.

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. 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 give presentations 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)

Skill-based Courses	CREDIT AWARDED	MET IN RN-BSN PROGRAM
College Writing I	ENGL 101A	
College Writing II		Integrated Concepts Practicum (Capstone)
Communications		Competencies Embedded in Nursing Courses
Quantitative Reasoning		Statistics and Data Analysis
Perspective-based Courses		
History		History of the United States Healthcare System and Healthcare Reform
Literature	ENGL 107 or higher	
Religion or Philosophy		Ethical Perspectives in Healthcare
Math	Math for Meds within Nursing Program	
Lab Science	BIOL 107 & 108	
Fine and Performing Arts		Health, Healing, and the Fine Arts
Social Science (2 courses from different areas)	SOC 101, 103 or PSYC 101, 200	
Health and Wellness	PHED 102 and Fitness Activity	

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 www.dewv.edu/future-students/afford.)

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 services 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.

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. Course descriptions can be found in Appendix A.

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 because they count as earned credits only once. Please refer to the [Financial Aid Satisfactory Academic Progress Policy](#) for additional information.

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 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 Learning Center

The Naylor Learning Center'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 Learning Center offers three distinct programs: the Academic Support Program, the Supported Learning Program, and Disability Services (504 Accommodations). Contact the Naylor Learning 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.

Academic Support Program Services

The Academic Support Program, which is located in the Naylor Learning Center on the Second Floor of Albert Hall. Students completing coursework online are encouraged to communicate any academic difficulties to the coordinator of academic support. D&E provides a variety of academic support services to address the needs of a wide range of students. These services include:

- Online Tutoring:* When appropriate and available, online tutoring is provided to students enrolled in distance education courses. To request these services, contact the Coordinator for Academic Support via phone or email.
- Campus Tutoring:* Tutoring is provided via, drop-in, One-on-one and embedded formats. Tutoring support is coordinated through the Naylor Learning Center. The Naylor Learning Center works to supply tutoring in all subjects for which students request it. All Naylor Learning Center tutors must meet specific eligibility requirements. A tutoring schedule is sent weekly via student campus email.
- Classes and Workshops:* The Academic Support Program regularly offers both classes and workshops to strengthen students' academic skills.

Disability Services

The Naylor Learning 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.

Electronic library resources are available whether it's 2:00am or 2:00pm. The library website includes online research guides, online research databases and the entire catalog. The collection has over 130,000 physical and electronic items. The electronic resources include hundreds of full-text journals, thousands of electronic books, and many reference databases. Librarians provide research consultations and classroom instruction, both in-person and online.

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 conference room that is available for group meetings, and a student lounge.

Visit the website at <http://library.dewv.edu> to learn more about the physical and electronic services.

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 one-stop-shop for all online tools, is available to all faculty, staff, and students. This website contains links to help you access email, check class schedules, view your financial accounts and more!
- Ellucian GO is D&E's mobile app that connects you to your D&E data. Available for Android and iOS, the Ellucian GO app connects you to your campus, your data – all from your mobile device!
- 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.
- For on-campus students, D&E has 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 to augment their traditional classroom materials. While every on-campus class you take may not have an online component, Sakai is ready for students and professors to share an online learning experience.
- For online students, D&E has a dedicated online learning management suite of tools available at <http://online.dewv.edu>. This suite of tools is specially designed to support online learners, with an emphasis on the virtual pedagogical methodologies and instructional technology necessary to have a successful 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 cross curriculum assistance with all aspects or stages of the writing process. Students completing distance education courses can request writing support by contacting the Coordinator for Academic Support via phone or email. Writing Centers support is coordinated through the Naylor Learning Center and includes, but is not limited to, assisting with essays, lab reports, research papers, article reviews, job and grad school applications, résumés, and senior projects.

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 College is accredited by the **Higher Learning Commission** of the North Central Association of Colleges and Schools (HLC). The associate degree nursing program is accredited by the **Accreditation Commission for Education in Nursing**. The program is also accredited by the **West Virginia Board of Examiners for Registered Professional Nurses**. The RN-BSN Degree Completion Program has been granted “candidacy” status from the NLN Commission for Nursing Education and is pursuing accrediting. The theater program at Davis & Elkins College is an accredited, institutional member of the **National Association of Schools of Theatre** (NAST). Davis & Elkins College has received specialized accreditation for its business programs through the **International Assembly for Collegiate Business Education** (IACBE). The program has also been granted “candidacy” status from the **Accreditation Council for Business Schools and Programs** (ACBSP). Davis & Elkins College holds full approval from the West Virginia Board of Education (WVBE) as an Education Preparation Provider (EPP). Additionally, the College’s Educator Program was accepted as a candidate for national accreditation by the **Council on Accreditation of Educator Preparation** (CAEP).

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), National Council for State Authorization Reciprocity Agreements, the West Virginia Higher Education Policy Commission, and West Virginia Independent Colleges and Universities.

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, Kumbrow 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 oath 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 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 notifying the online admission counselor.

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.
4. Must not be in default on Federal Student Loans.

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. – 4:30 p.m.

Saturday 9:00 a.m. - 1:00 p.m., (by appointment only) 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@dewv.edu

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 \$10.00 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. All past-due accounts 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 95% of our students receive 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 vary according to the source of funding, whether it is federal, state, or private agency.

Eligibility is determined by a review of the student's application materials and other information, including test scores, grade point average, and demonstrated financial need. 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 will not exceed the student's costs of attendance. 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.

Satisfactory Academic Progress Policy

Federal regulations require that all students who receive any form of federal or state assistance make measurable, satisfactory progress toward a degree at Davis & Elkins College. Satisfactory academic progress is measured by evaluating a student's progress toward degree completion in accordance with both a grade point average standard and a pace of progression/maximum time frame standard.

Davis & Elkins College reviews academic progress at the end of each semester/term. Failure to achieve a minimum, cumulative GPA (for the number of credit hours attempted) and/or to maintain a satisfactory pace of progression and/or to remain within the maximum time frame may result in a student's loss of financial aid eligibility.

Grade Point Average Standard of Satisfactory Academic Progress

The grade point average standard sets a minimum Cumulative Grade Point Average (GPA) for the number of hours a student has completed. To remain in compliance, a student must maintain the following cumulative GPA after each period of assessment:

Semester Hour Credits Completed	Minimum Cumulative GPA for Good Academic Standing*
23.5 or fewer	1.6
24 to 47.5	1.8
48 to 71.5	1.9
72 or greater	2.0

*Please note, maintaining the minimum, cumulative GPA for good academic standing allows a student to maintain his or her eligibility for financial aid. This GPA may, however, not be sufficient to allow a student to graduate from particular programs of study.

Pace of Progression / Maximum Time Frame Standards for Satisfactory Academic Progress

Pace of Progression/Completion Rate: The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum time frame. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. All students must satisfactorily complete (i.e. receive a passing grade) 67% of all hours attempted.

Maximum Time Frame: The federal financial aid maximum time frame for completion of a degree is 150% of the published length of the program measured in credit hours. A degree that requires 124 credit hours must be completed by the time a student reaches 186 credit hours attempted ($124 \text{ hours} \times 150\% = 186 \text{ hours}$). A degree that requires 72 credit hours must be completed by the time a student reaches 108 credit hours attempted ($72 \text{ hours} \times 150\% = 108 \text{ hours}$). If a student completes 67% of the coursework attempted, he or she will complete the program within the maximum time frame.

Hours Attempted: Davis & Elkins College includes the following in its cumulative calculation of credit hours attempted: all credits attempted at Davis & Elkins College (this includes withdrawals, incompletes, failing grades, and repeated coursework) and all transfer credits accepted by the College. All courses for which a student is enrolled at the conclusion of the College's drop-add period for a given semester or term count toward a student's attempted hours.

Repeated Coursework: Students 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 because they count as earned credits only once. When students repeat a course at Davis & Elkins College, the highest grade earned in the repeated course is the grade used in the calculation of the student's cumulative GPA. Davis & Elkins College offers select courses that may be repeated for credit (e.g. concert choir). Students remain eligible for financial for courses of this variety. Students who have questions about what courses may fall into this category should consult the Office of the Registrar.

Financial Aid Warning: Davis & Elkins College reviews academic progress at the conclusion of all semesters (or their equivalent). Students who do not meet the SAP standards at the conclusion of a semester (or equivalent) are placed on Financial Aid Warning. Students placed on Financial Aid Warning will be notified of their status, in writing, by the Office of Financial Planning and encouraged to seek academic counseling and to take advantage of other student services available to support academic success at Davis & Elkins College. While on Financial Aid Warning, students continue to receive financial aid.

Financial Aid Termination: Students who do not meet SAP standards for two, consecutive semesters (or their equivalent) may be prohibited from receiving financial aid. Students who do not meet SAP standards for two, consecutive semesters (or their equivalent) will be notified, in writing, by the Office of Financial Planning of the pending termination of their financial aid.

Appealing the Termination of Financial Aid: Students who are notified that their financial aid is being terminated due to their failure to meet SAP standards for two, consecutive semesters are entitled to appeal this decision. All appeals must be submitted by the student, in writing (with supporting documentation attached), to the Financial Planning Office. Students are advised to submit financial aid appeals as expeditiously as possible. All appeals must be received by the

Office of Financial Planning prior to the last day of classes of a student's subsequent term of enrollment for which they wish to regain aid eligibility. A complete financial aid appeal must include the following:

- An appeal letter addressing the circumstances that contributed to the student not meeting SAP standards and explaining why the student believes that he or she will be able to meet SAP standards in the future. Federal guidelines identify the following as legitimate circumstances for failing to achieve satisfactory academic progress:
 - The death of an immediate family member;
 - Medical/hospitalization of the student; or
 - Mitigating circumstances beyond the student's control that affected his or her academic progress.
- Supporting documentation for each circumstance cited (e.g. medical records, death certificates, and/or any other documentation that provides evidence of the student's mitigating circumstances).
- An academic completion plan endorsed (i.e. signed) by the student's academic advisor. The plan should detail specific benchmarks (i.e. courses to be taken; percentage of courses to be completed; minimum grades to be earned in specific courses; GPA to be achieved; etc.) that the student will meet during the coming semesters/ terms, that will allow him or her to meet SAP standards.

Incomplete appeals will not be granted. The Director of Financial Planning will approve or deny appeals in a timely manner. All appeal decisions will be communicated to the student in writing. Any student whose appeal is denied by the Director of Financial Planning has the right to appeal to the Admission and Academic Standing Committee of Faculty Assembly. A student wishing to appeal the decision of the Director of Financial Planning should communicate his or her decision to the Director of Financial Planning and the Office of the Registrar. The Admission and Academic Standing Committee will respond to any such appeals in a timely fashion, and use the same criteria outlined above in rendering its decision.

Possible Outcomes of the Appeal Process:

Appeal is Approved

If a student's appeal is approved, the student will be placed on financial aid probation. A student on financial aid probation will continue to be eligible for financial aid on a term-by-term basis provided he or she makes measurable, adequate progress toward achieving SAP standards in accordance with the terms and conditions of his or her academic completion plan. A student on financial aid probation will have his or her progress toward successfully meeting the benchmarks established in his or her academic completion plan reviewed regularly by the SAP Committee. Failure to make measurable, adequate progress toward these requirements on a term-by-term basis may result in the termination of financial aid.

Appeal is Denied

If a student's appeal is denied, he or she will be ineligible for financial aid until he or she SAP criteria. Students who are declared ineligible to receive financial aid due to their failure to demonstrate satisfactory academic progress are free to continue to pursue their education at their own expense. Students who have lost their financial aid eligibility may regain their eligibility if they demonstrate satisfactory academic progress.

Treatment of Grades: Courses for which a student receives a letter grade of A, B, C, D, or P at Davis & Elkins College are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses successfully transferred to Davis & Elkins College are also included in the calculation of a student's cumulative credit completion percentage as courses that have been successfully completed. Courses for which a student receives a letter grade of I, IP, or F will be treated as credits attempted, but not successfully completed.

Withdrawals: Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

Repeated Coursework: At Davis & Elkins College, students may repeat any course as often as they like. Students 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 because they count as earned credits only once. When students repeat a course at Davis & Elkins College, the highest grade earned in the repeated course is the grade used in the calculation of the student's cumulative GPA. Davis & Elkins College offers select courses that may be repeated for credit (e.g. concert choir). Students remain eligible for financial for courses of this variety. Students who have questions about what courses may fall into this category should consult the Office of the Registrar.

Consortium Credits: Credits for which financial aid is received under a consortium agreement will be included in the calculation of cumulative GPA, completion percentage, and maximum time frame.

Audited Course: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Transfer Credits: A minimum grade of C or better from a regionally accredited college or university will be accepted by the College and applied toward a student's degree. Grades of C- are not acceptable unless such a grade carries quality points of 2.0. If, at the point of admission, a transfer student's prior academic record does not meet the College's minimum cumulative qualitative or quantitative SAP standards, the College may place the student under financial aid warning or on financial aid probation for financial aid eligibility.

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 Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Federal Teach Grants for which a Return is required
- Iraq Afghanistan Service Grant

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 selling. 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.

	<u>Possession of illegal drugs</u>	<u>Sale of illegal drugs</u>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period

3 + offenses Indefinite period

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

APPENDIX A: Course Descriptions by Program

RN-BSN Degree

NURS-300AE: Transition to Professional Nursing: Course Policies

Transition to Professional Nursing is the first nursing course that the registered nurse (RN) student completes. The course's intent is to set the groundwork for transition of the RN to baccalaureate education and professional nursing practice. Content includes informatics skills necessary to support online learning; communication; technology and resource availability; and competent writing skills essential for scholarly achievement. (Pre-requisite: Admission to RN-BSN Program). 3 credits Theory.

NURS-301AE: Health Assessment: Course Policies

Health Assessment addresses the importance of a systematic, holistic approach to health history and physical examination, including physical, developmental, psychosocial, cultural, and spiritual dimensions. Content includes interviewing skills and physical assessment techniques necessary to provide safe, competent nursing care. The focus of this practicum is the application of concepts and principles of safety, assessment and patient-centered care through the use of the nursing process and scientific inquiry. 4 credits (Theory 3, Practicum 1).

NURS 302AE: Quality and Safety in Nursing: Course Policies

Quality and Safety in Nursing analyzes the role of nurses as care coordinators to promote safe, quality, cost-effective care. It examines team work and collaboration through organization theory, health care policy, health care access, and the use of outcome measures to promote quality and cost effective health care. The practicum prepares the student to implement quality improvement, financial management and cost containment strategies and integrate safety and effective working relationships with inter-professional teams. (Pre-requisite: NURS300AE). 4 credits (Theory 3, Practicum 1).

NURS-303AE: Community Nursing: Course Policies

Community Nursing focuses on providing patient-centered care to the community as client. Information regarding health beliefs and the impact of culture on both health and illness will be explored. Epidemiological concepts including primary, secondary, and tertiary prevention are addressed. Global, national, state, and local healthcare systems will be compared. The practicum provides a framework for identifying, analyzing and planning for healthcare needs of vulnerable populations based on the objectives of *Healthy People 2020*. The concepts of community as client and population-focused practice are presented with an emphasis on understanding the relationship between individual, family and community needs. Students will perform community-focused assessment while applying concepts of health promotion, disease prevention and health education to the care of vulnerable groups. 4 credits (Theory 3, Practicum 1).

NURS-304AE: Evidence-Based Practice: Course Policies

Evidence-Based Practice examines the methods used to investigate issues in the provision of health care. It focuses on using research to guide evidence-based practice. Students will be guided to collect, evaluate, and apply research to practice. Content will address how to conduct efficient, thorough searches of the literature; evaluate the quality of the body of research; appraise the design, methodology and data analysis; summarize findings; and apply research to current nursing practice. (Pre-requisite: NURS300AE). 3 credits Theory.

NURS-305AE: Trends and Issues: Course Policies

Trends and Issues identifies and analyzes current and emerging issues in nursing and the social, economic, political, demographic and technological forces that impact healthcare delivery.

Concerns related to ethical, legal, and social issues of access, global health and the healthcare systems will be explored. (Pre-requisite: NURS300AE). 3 credits Theory.

NURS 306AE: Nursing Leadership and Management in Healthcare: Course Policies

Nursing Leadership and Management in Healthcare is designed to provide the opportunity to demonstrate synthesis of knowledge and skills acquired throughout the program including integration of theories and concepts from arts, humanities, science, with professional nursing. This course focuses on the analysis, integration and application of principles of leadership and management to health care organizations and to population-based efforts across the health care delivery system. Special emphasis is placed on the practical skills needed for nurses to succeed as leaders and managers in today's local, state, national and international health care environment. The practicum will be individualized to provide the student with an opportunity to develop the role of nurse manager in selected healthcare settings. Students will be expected to integrate knowledge of nursing management strategies, nursing leadership, and the management and organization sciences as they apply to nursing management practice. (Pre-Requisite: NUR300AE). 4 credits (Theory 3, Practicum 1).

NURS-400AE: Integrated Concepts in Nursing Practice: Course Policies

Int. Concepts for Nursing Practice is designed to provide the student with an opportunity to demonstrate synthesis of knowledge and skills acquired throughout the RN-BSN Degree Completion Program. Students will integrate theories and concepts from the arts, humanities, science, and professional nursing to develop a capstone project. (Pre-requisite: All course in the program). 3 credits Theory.

ART 110AE: Health, Healing and the Fine Arts: Course Policies

Health, Healing and the Fine Arts explores the ways in which the fine and performing arts have treated the subjects of health and healing. The course also explores the ways in which the fine and performing arts have been utilized to promote health and healing. Topics include: review of the pictorial history of medicine; exploration of how illness is portrayed in film; and the impact the fine arts have on health and healing. 3 credits Theory

HIST 110AE: History of the U.S. Healthcare System and Healthcare Reform: Course Policies

History of the US Healthcare Sys and Healthcare Reform will explore the history of the United States healthcare system and discuss issues such as the Affordable Care Act. 3 credits Theory

MATH 120AE: Statistics and Data Analysis: Course Policies

Statistics for Healthcare introduces the learner to a basic understanding of the use of statistical concepts in the study and research of the healthcare environment. Emphasis is placed on interpreting standard means presented in summary data and the use of appropriate statistical procedures. The course also includes basic parametric and non-parametric statistics, as well as descriptive and inferential statistical methods as they relate to the interpretation of research reports and studies commonly conducted in a healthcare institution. 3 credits Theory

PHL 110: Ethical Perspectives in Healthcare: Course Policies

Ethical Perspectives in Healthcare is an examination of some of the major ethical issues involved in the practice of nursing, medical research, and health care policy. Students will have the opportunity to discuss actual controversial situations in an attempt to analyze the ethical issues that exist and what actions may be possible toward resolution. Topics may include: informed consent, conflicts of interest, refusal of treatment, euthanasia, physician-assisted suicide, assisted reproduction, surrogate motherhood, end of life care, and rationing health care resources. 3 credits Theory