Davis & Elkins College

POLICY MANUAL

VOLUME V

Academic Policies

TABLE OF CONTENTS
Volume V

5.0 INTRODUCTION 1

5.1 Davis & Elkins College Academic Program 1
5.1.1 The Baccalaureate Program 1
5.1.1.1 Bachelor of Arts Degree Programs 2
5.1.1.2 Bachelor of Science Degree Programs 2
5.1.1.3 Baccalaureate Program of General Education 2
5.1.1.4 Graduation Requirements for the Bachelor Degree 4
5.1.2 The Associate Program 5
5.1.2.1 Associate Degree Programs 6
5.1.2.2 Graduation Requirements for the Associate Degree 7
5.1.3 The Interdisciplinary Studies Degree Program 8
5.1.3.1 Requirements of a Major in Interdisciplinary Studies 8
5.1.3.2 Initiating a Major in Interdisciplinary Studies 9
5.1.4 The Pre-Professional Programs 9
5.1.4.1 Pre-Health Sciences 9
5.1.4.2 Pre-Law Program 10
5.1.4.3 Pre-Ministerial Program 10
5.1.5 Off Campus Study Programs 11
5.1.5.1 Study Abroad 11
5.1.5.2 The Washington Center 11
5.1.5.3 Student Legislative Program 11
5.1.5.4 Cooperative Programs 11
5.1.6 Other Educational Programs and Opportunities 12
5.1.6.1 Community Education 12
5.1.6.2 Phipps Lectureship 12
5.1.6.3 U.S. Department of Education TriO Programs 12

5.2 Admissions Policies 13
5.2.1 Admission of Freshman Students 14
5.2.2 Admission of Homeschooled Students 15
5.2.3 Admission of International Students 15
5.2.4 Admission of Transfer Students 16
5.2.4.1 Transfer Credit Evaluation Criteria and Guidelines 17
5.2.4.2 Transfer Credit Appeal Process 18
5.2.5 Admission of Non-Degree Seeking Students 19
5.2.6 Conditional Admission 19
5.2.7 Definition of a Student 19
5.2.8 Program Specific Admission Requirements 20
5.2.8.1 Admission to the Teacher Education Program 20

5.2.8.2 Admission to the Nursing Program....24
5.2.8.3 Associate Degree Nursing Policies....27
5.2.9 Applicants with Criminal Backgrounds....28
5.2.10 Acceptance of the Admission Decision....28
5.2.11 Readmission to Davis & Elkins College....28

5.3 Registration and Enrollment Policies....29
5.3.1 Registration and the Office of the Registrar....29
5.3.1.1 Closed Class Permission....29
5.3.1.2 Registration Holds....30
5.3.1.3 Time Conflicts....30
5.3.2 Change of Name or Address....30
5.3.3 Courses of Instruction....30
5.3.4 Course Options....31
5.3.4.1 Auditing Courses....31
5.3.4.2 Independent Study, Practica, and Internships....31
5.3.4.3 Repeating a Course....31
5.3.4.4 Special Arrangement Courses....32
5.3.4.5 Study Abroad....32
5.3.4.6 Courses Taken at Other Institutions....32
5.3.5 Course Changes: Add, Drop and Withdrawals....32
5.3.6 Course Substitutions and Waivers....32
5.3.7 Declaration of Majors and Minors....33
5.3.7.1 Adding a Major or Minor....33
5.3.8 Diploma Replacement Requests....33
5.3.9 Academic Leave of Absence....34
5.3.10 Semester Hours and Course Loads....34
5.3.11 Transcript and Certification Requests....35
5.3.11.1 Transcript Requests....35
5.3.11.2 Certifications/Verifications....35
5.3.12 Withdrawing from the College....35

5.4 Academic Policies....36
5.4.1 Academic Credit from Prior Learning....36
5.4.1.1 Academic Credit for Prior Learning....36
5.4.1.2 Course Test-Out....37
5.4.1.3 Credit by Examination....37
5.4.1.4 Life Learning Experience Credit....37
5.4.1.5 Military Training and Service....37
5.4.1.6 Pathways to Proficiency....38
5.4.2 Academic Honesty Code....38
5.4.2.1 Forms of Academic Dishonesty....38
5.4.2.2 Review Procedure for Academic Honesty Code Offenses....40
5.4.3 Academic Standing....42
5.4.3.1 Academic Warning....42
5.4.3.2 Academic Probation....42

5.4.3.3 Removal from Academic Probation and Academic Warning....43
5.4.3.4 Academic Dismissal....43
5.4.3.5 Student Appeals of Academic Dismissal....43
5.4.4 Classification of Students....43
5.4.5 Cancellation of Courses....44
5.4.6 Classroom Management....44
5.4.6.1 Attendance Requirements....44
5.4.6.2 Class Cancelations....44
5.4.6.3 Classroom Courtesy....44
5.4.6.4 Course Syllabi....44
5.4.6.5 Guidelines for Handling Disruptive Students....45
5.4.6.6 Student Use of Mobile Devices in the Classroom....45
5.4.7 Final Examinations....45
5.4.8 Foundation Requirements....45
5.4.9 Grading Policies....46
5.4.9.1 Grading System....46
5.4.9.2 Grading Scale....48
5.4.9.3 Grade Appeals....48
5.4.9.4 Grade Changes....49
5.4.10 Residency Requirements....49
5.4.11 Second Associate Degree....49
5.4.12 Second Baccalaureate Degree....49
5.4.13 Textbooks....49
5.4.14 Time Restriction on Coursework....50
5.4.15 Military Student Recruiting, Enrollment, and Tuition Assistance Compliance....50

5.5 Academic Resources....51
5.5.1 Academic Advisers....51
5.5.2 The Naylor Learning Center....52
5.5.2.1 Academic Support Program and Services....52
5.5.2.2 The Naylor Learning Center....52
5.5.2.2.1 Academic Support Program Services....52
5.5.2.2.2 Supported Learning Program....53
5.5.2.2.3 Disability Services....54
5.5.3 Booth Library....55
5.5.3.1 General Library Policies....56
5.5.3.2 Borrowing Privileges....56
5.5.3.3 Loan Period and Renewals....56
5.5.3.4 Limit....57
5.5.3.5 Returns....57
5.5.3.6 Print Reserves....57
5.5.3.7 Fines and Fees for Overdue Items....57
5.5.3.8 Holds....58
5.5.3.9 Recalled Materials....58
5.5.3.10 Interlibrary Loan Policy....58
5.5.3.11 Library Visitors....59

5.5.3.12 Children in the Library....59
5.5.4 The Writing Center 59

5.6 Academic Honors 59
5.6.1 Academic Achievement, Recognition, Awards and Prizes 59
5.6.1.1 President's List....60
5.6.1.2 Dean's List....60
5.6.1.3 Academic Achievement Awards....60
5.6.2 Graduation Honors 61

5.7 Academic Administration Policies 61
5.7.1 Academic Field Trips 61
5.7.2 Academic Policy Approval 63
5.7.3 Instructors of Record and Faculty Rosters 64
5.7.4 Internship and Clinical Placement Approval 64
5.7.5 Program and Curriculum Development 65
5.7.5.1 Special Topics Course Approval 66
5.7.5.2 Faculty-led Study Abroad Program Approval 66
5.7.6 Program Accreditation 67
5.7.7 Program Discontinuation 68
5.7.8 Revocation of Academic Degrees 69
5.7.9 Credit Hour Approval 73

5.8 Research Policies 74
5.8.1 Principal Investigators 74
5.8.2 Research Ethics and Conduct Guidelines 75
5.8.3 Human Subject Research (Institutional Review Board) 79
5.8.4 Humane Care and Use of Laboratory Animals Policy 89
5.8.5 Retention of and Access to Research Data 95
5.8.6 Sponsored Project Administration 97

Appendix: Animal Care and Use Committee Use Form 106

5.0 Introduction

Volume V outlines Davis & Elkins College's academic, admission, registration, curriculum development, research, academic administration and library policies. The volume does not create an expressed or implied contract.

Davis & Elkins College ("D&E") reserves the right to expand, delete, or otherwise modify its degree programs or courses of study and associated policies; to change its rules and policies affecting the admission and retention of students or the granting of credit or degrees; and to change the academic calendar, course offerings, course content, academic programs, or to alter its fees and other charges, whenever such changes are judged by the College to be desirable or necessary. In any such case, D&E will give appropriate notice as reasonably practicable under the circumstances.

Students enrolled at D&E are responsible for adhering to all policies, procedures, regulations, schedules, and deadlines outlined in this volume, as well as the College's Catalog, academic calendar, website, Student *life policies*, and other documents. Students have the further responsibility of ensuring that all graduation requirements are met. Questions on these matters should be directed to the appropriate office.

5.1 Davis & Elkins College Academic Program

Davis & Elkins College offers a range of baccalaureate and associate programs representing the arts and sciences, pre-professional, and professional studies. In addition to pursuing specific programs of study, all D&E students must satisfy specific general education requirements. The majority of students find that one of the programs listed below meets their academic needs and career goals. However, the College also offers the opportunity for a more personalized curriculum through the Interdisciplinary Studies Degree. Through this program, students may, pending the approval of a faculty committee, develop and pursue a degree tailored to their own unique needs and interests.

The Bachelor of Arts and the Bachelor of Science degrees normally require four years to complete. Associate degrees normally require two years to complete.

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

5.1.1 The Baccalaureate Program

The Baccalaureate Program 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 student for success in his/her future career, graduate education, and/or other pursuits.

5.1.1.1 Bachelor of Arts Degree Programs

Bachelor of Arts degrees offered by Davis & Elkins College are located in the College Catalog (www.dewv.edu/academics/college-catalog).

5.1.1.2 Bachelor of Science Degree Programs

Bachelor of Science degrees offered by Davis & Elkins College are located in the College Catalog (www.dewv.edu/academics/college-catalog).

Minors offered by Davis & Elkins College are located in the College Catalog.

5.1.1.3 Baccalaureate Program of General Education

Davis & Elkins College's program of general education is designed to cultivate the skills, knowledge, and dispositions that will enable its graduates to succeed—in both their current and future endeavors—and to engage thoughtfully in the world. Davis & Elkins College appreciates 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 Davis & Elkins College's program of general education is

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

I. General Education Learning Outcomes

The learning outcomes of Davis & Elkins College's program of general education flow from Davis & Elkins College's 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 College's 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 locate, evaluate, and utilize information.
- The ability to reason ethically.
- Global awareness and an awareness of appreciation of diversity.
- 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.

II. General Education Disciplinary Requirements

The courses within Davis & Elkins College's disciplinary distribution fall into three categories:

- **First-Year courses.** First-Year Seminar is designed to introduce students to the college academic experience by focusing on core learning outcomes. These courses illustrate the embodiment of the College's mission in its curriculum.
- **Skill-based courses.** These courses (e.g., College Writing I and II and multiple communication and quantitative reasoning courses) are devoted largely to the development of core academic skills.
- **Perspective-based courses.** These courses expose students to the breadth of intellectual perspectives and illustrate the different academic and intellectual ways of perceiving the world.

First-Year Courses:

First–Year Seminar (GES 105) 3 hours

Skill-based Courses:

- College Writing, I (ENGL 101A) Grade of C or better required. 3 hours
- College Writing II (ENGL 102A) *(or approved equivalent)* 3 hours
- Communications – one COMM 100 level course *(or approved equivalent)* 3 hours
- Quantitative Reasoning–*(see catalog)* 3 hours

Perspective-based Courses:

Humanities

- History 3 hours
- Literature 3 hours
- Religion or Philosophy 3 hours

Math and Science

- Math (Taken from MATH 101 or higher) 3 hours
- Lab Science 4 hours

  A laboratory course selected from Biology (BIOL), Chemistry (CHEM), Environmental Science (ENVS), Natural Science (NSCI), or Physics (PHYS).

Creative Arts 3 hours

Taken from Art (ART), Music (MUSC), Theater (THRE), or Heritage Arts (HER).

Social Science 6 hours

Two courses at the 100 or 200 level selected from two of the following disciplines: Criminology (CRIM), Economics (ECON), Political Science (POLS), Psychology (PSYC), Sociology (SOCI).

Health and Wellness 2 hours

PHED 102: Wellness Education (1 semester hour) and PHED 103: Fitness Activity (1 semester hour) selected from PHED 103, PHED 108, PHED 125, REC 100-107, or THRE 232. (Intercollegiate athletes and those who have completed six months or more of active military service within ten years prior to entering Davis & Elkins College may qualify for 1-hour activity credit.)

Total ***45 hours***

5.1.1.4 Graduation Requirements for the Bachelor Degree

Davis & Elkins College confers the Bachelor of Arts and Bachelor of Science degrees. The degree granted is determined by the student's choice of a major or, in the case of a student's completing two or more majors, by the major designated as 'primary' by the student. Candidates for a bachelor's degree must satisfy the following requirements:

1. 124 semester hours of credit, excluding foundations courses (FND).
2. At least 36 semester hours of credit earned in residence at Davis & Elkins College, including 24 of the final 30 hours taken immediately prior to graduation.
3. A minimum cumulative grade point average of 2.00 (on a 4.00 scale), both overall and in the student's major(s), with the following exceptions:

- All business degrees (i.e. accounting, economics, finance, hospitality and tourism management, outdoor recreation management, management, marketing) require a 2.5 overall cumulative grade point average.
- All chemistry degrees require a grade of C or better in all chemistry courses.
- All computer science degrees require a grade of C or better in all required computer science courses.
- All education degrees (or students seeking educational certification) are required to have a 2.5 overall cumulative grade point average and grades of C or better in all professional education courses and all content specialization courses.
- All English degrees require a minimum 2.5 major grade point average.
- All interdisciplinary studies degrees require a cumulative grade point average of 2.5.
- All theatre degrees require a grade of C or better in all courses required by the major.
- All political science degrees require a minimum 2.5 major grade point average.

4. Participation in assessment activities as required by the student's major program(s) and/or the College.
5. Completion of an approved academic major, at least 15 semester hours of which must have been earned at Davis & Elkins College. (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. Likewise, a student who withdraws from the College and subsequently re-matriculates may not retain their previous catalog.) Students wishing to earn a double major must select a major outside of the discipline of their first major and complete all requirements for each major.
6. Any student pursuing a baccalaureate degree may declare a minor or minors. Some academic programs may require students to declare and satisfactorily complete a minor (please see major requirements under the "Courses of Instruction" section of the College Catalog). A student's minor (or minors) must be declared under the same Catalog as the student's major. Any declared minor must be distinct – by a minimum of twelve semester hours – from the student's major. Should a student declare more than one minor, any additional declared minor(s) must, in addition to being distinct by a minimum of twelve semester hours from the student's major, also be distinct by a minimum of twelve semester hours from any and all of the student's declared minors.
7. Completion of the College's Baccalaureate Program of General Education (as described either in the Catalog in effect when the student initially entered the College or in the Catalog used to declare a major).

5.1.2 The Associate Program

Though, by design, more vocationally-oriented than its four-year, baccalaureate counterpart, the Davis & Elkins College Associate Program is predicated on the same foundational assumptions

that guide the baccalaureate program, namely that a D&E education–of whatever duration—should prepare and inspire students for success and for thoughtful engagement in the world and that this preparation requires the cultivation of certain skills, knowledge, and dispositions.

5.1.2.1 Associate Degree Programs

Associated degrees offered by Davis & Elkins College are located in the College Catalog.

Associate Degree General Education Disciplinary Requirements

Davis & Elkins College's program of general education is designed to cultivate the skills, knowledge, and dispositions that will enable its graduates to succeed—in both their current and future endeavors—and to engage thoughtfully in the world. Davis & Elkins College appreciates 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 Davis & Elkins College's program of general education is:

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

I. General Education Learning Outcomes

The learning outcomes of Davis & Elkins College's program of general education flow from Davis & Elkins College's 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 learning outcomes of Davis & Elkins College's program of general education for the associate degree 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 locate, evaluate, and utilize information.

II. General Education Disciplinary Requirements

The courses within Davis & Elkins College's disciplinary distribution fall into three categories:

- **First-Year courses.** First-Year Seminar is designed to introduce students to the college academic experience by focusing on core learning outcomes. These courses illustrate the embodiment of the College's mission in its curriculum.

- **Skill-based courses.** These courses are devoted to the development of particular, core academic skills.
- **Perspective-based courses.** These courses expose students to the breadth of intellectual perspectives and illustrate the different academic and intellectual ways of perceiving the world.

First-Year Courses:

First–Year Seminar (GES 105) 3 hours

Skill-based Courses:

- College Writing I (ENGL 101A) Grade of C or better required. 3 hours
- Communications – one COMM 100 level course *(or approved equivalent)* 3 hours

Perspective-based Courses:

Selection from at least two of the following groups 9 hours

- Art, Music, Theatre Arts
- History, Philosophy, Religion
- Literature
- Mathematics
- Biology, Chemistry, Environmental Science, Natural Science, Physics
- Criminology, Economics, Political Science, Psychology, Sociology

Health and Wellness 1 hour

PHED 102: Fitness for Life (1 semester hour) or PHED 103: Physical Activity (1 semester hour) selected from PHED 103, PHED 108, PHED 125, REC 100-107, or THRE 232. Intercollegiate athletes and those who have completed six months or more of active military service within ten years prior to entering Davis & Elkins College may qualify for 1 hour activity credit.

Total Hours ***19 hours***

5.1.2.2 Graduation Requirements for the Associate Degree

Davis & Elkins College confers the Associate in Arts and Associate in Science degrees with concentrations in six disciplines. Each associate degree concentration provides a foundation for continued study leading to a bachelor's degree. Students who have achieved junior or senior status in a baccalaureate degree program (60 semester hours or more) are eligible to earn an associate degree only if (1) the associate degree is to be the terminal degree awarded by Davis & Elkins College or (2) the concentration is in a discipline distinct from the student's bachelor's degree major. Candidates for the associate degree must satisfy the following requirements:

1. 62 semester hours of credit, excluding foundations courses (FND).
2. At least 28 semester hours of credit earned in residence at Davis & Elkins College, including the final 20 semester hours taken immediately prior to graduation.

3. A cumulative grade point average of 2.00 (on a 4.00 scale).
    a. Students in the Associate Degree in Nursing program are required to have a cumulative grade point average of at least 2.5. They are also required to have a grade of B or higher in all their nursing courses.
    b. Students in the associate's degree in business, accounting, and hospitality and tourism management programs are required to have a 2.5 overall cumulative grade point average.
4. Participation in assessment activities as required by the program of the student's concentration and/or the Assessment Committee of Faculty Assembly.
5. Completion of an approved concentration in Accounting, Business, Criminal Justice, Education, Hospitality and Tourism Management, or Nursing, at least half of which must be completed in residence at Davis & Elkins College.
6. Completion of the College's Associate Program of General Education.

5.1.3 The Interdisciplinary Studies Degree Program

The Interdisciplinary Studies Program at Davis & Elkins College seeks to:

- Broaden the array of programs of study available to students at Davis & Elkins College.
- Support students in the design, proposal, and completion of coherent, individualized, interdisciplinary programs of study (that are otherwise not offered by the College).
- Support faculty in the design and administration of interdisciplinary programs of study.
- Provide students in interdisciplinary programs of study with senior capstone experiences that are consistent with those programs of study.

5.1.3.1 Requirements of a Major in Interdisciplinary Studies

The Interdisciplinary Studies Program facilitates and coordinates student-initiated and faculty-sponsored programs of study that cross disciplinary boundaries. Students who pursue an interdisciplinary program of study are responsible (with the support and guidance of the Interdisciplinary Studies Coordinator) for establishing and justifying both the goals and curriculum of their proposed program of study.

Only students seeking a bachelor's degree are eligible to pursue a major in interdisciplinary studies. The program must include a minimum of 36 semester hours (excluding the capstone experience) but may not exceed 72 semester hours. No more than 48 credits in a single program may be counted toward the fulfillment of an Interdisciplinary Studies major. All interdisciplinary programs of study must be approved by the Curriculum Committee of Faculty Assembly.

An Interdisciplinary Studies degree must meet all other requirements for a Baccalaureate degree at Davis & Elkins College (i.e. general education requirements, the completion of 124 credit hours, etc.). All Interdisciplinary Studies degrees are awarded as Bachelor of Arts degrees.

5.1.3.2 Initiating a Major in Interdisciplinary Studies

To initiate an Interdisciplinary Studies major, a student must submit a formal proposal to the Coordinator of Interdisciplinary Studies prior to the midterm of the second semester of the student's sophomore year. (Later proposals may be considered provided the student has completed a significant portion of his or her proposed curriculum of study at the time of his or her application.)

The proposal must be prepared in consultation with the Coordinator of Interdisciplinary Studies. The proposal, once completed, must be approved by the Curriculum Committee of Faculty Assembly. Generally, only proposals initiated by students with cumulative grade point averages of 2.50 and above at the time of proposal submission to the Curriculum Committee of Faculty Assembly are eligible for committee approval. Moreover, students must have a cumulative grade point average of 2.50 or above in order to graduate with an Interdisciplinary Studies degree.

When an interdisciplinary program of study has been approved by the Curriculum Committee, it stands as the statement of requirements for the student's major and is filed in the Office of the Registrar. The approved program of study may not be modified without the endorsement of the Coordinator of Interdisciplinary Studies and the approval of the Curriculum Committee. The Coordinator of Interdisciplinary Studies supervises the student's work in the program and serves as the student's academic adviser.

5.1.4 The Pre-Professional Programs

Pre-Professional Programs are available for students who major in certain disciplines and complete other recommended preparatory courses.

Pre-Professional programs offered by Davis & Elkins College are located in the College catalog.

Pre-Professional students are advised to enroll in a broad, general education program to gain background in the arts, humanities, natural sciences, and social sciences. Most professional schools do not require a specific undergraduate major, although many students seeking admission to professional schools in the sciences elect a Biology or Chemistry major.

5.1.4.1 Pre-Health Sciences

Admission to most medical schools is based on academic achievement as indicated by grade point average, placement on the Medical College Admission Test (MCAT), recommendations from professors, and personal interviews. Since medical schools have more qualified applicants for admission than they can accept, it is important to emphasize that a strong academic record is required for acceptance. Admission committees usually do not publish expected or cut-off scores for grade point average. However, competition for the limited number of positions is intense. Transcripts are reviewed with regard to consistency of performance, course loads, and the degree of difficulty of the curriculum.

The minimum requirements for admission vary somewhat from institution to institution, but a typical list of requirements includes English composition (6 semester hours), biological sciences with lab (8 hours), inorganic chemistry with lab (8 hours), organic chemistry with lab (8 hours), physics with lab (8 hours), and social and behavioral Sciences (6 hours). A quantitative background, including calculus, is recommended.

The MCAT should be taken in the spring of the junior year, but only after completing the required courses in biology, chemistry, and physics.

The Pre-Dental program is very similar, except that it requires the Dental Admission Test rather than the MCAT.

Pre-Veterinary students take the MCAT, the VAT (Veterinary Aptitude Test), or the GRE (Graduate Record Exam), depending upon individual veterinary school requirements.

The Pre-Pharmacy program is designed to prepare students for advanced, specialized study of pharmacy. Pharmacy schools will accept applications from students who have completed two years of college, but most students admitted to pharmacy school have completed a four-year bachelor's degree, frequently with a major in chemistry.

The Pre-Physical Therapy program is designed to prepare students for doctoral programs in physical therapy. Most students interested in physical therapy should complete a four-year degree with the pre-professional specialization option in exercise science and take the GRE exam.

Students interested in these professional fields should consult the Chair of the Biology and Environmental Science Department, Chemistry Department, or Sport Science Department at their earliest convenience after being admitted to Davis & Elkins College.

5.1.4.2 **Pre-Law Program**

Pre-Law students are advised to enroll in a broad, general program that includes study of the humanities, social studies, and natural sciences. Law schools require no particular major, although extensive work in English, history, social science, economics, and sociology is strongly recommended. Competence in the skills of accounting, statistics, oral communication, and writing will greatly aid students in both the Law School Admission Tests (LSAT) and study in law school.

Admission to most law schools is based primarily on demonstrated ability determined by the college grade point average plus placement on the LSAT. Inasmuch as most law schools have many more applicants for admission than they can accept, few students with the minimum grade point average and minimum LSAT scores are accepted. An above-average undergraduate record is expected of the Pre-Law student.

Students interested in a law career are encouraged to consult with the Chair of the History or Political Science Department as soon as possible after entering Davis & Elkins College.

5.1.4.3 **Pre-Ministerial Program**

Pre-Ministerial students may major in any academic field but should enroll in a wide variety of courses in the humanities and religion, history, and cultural studies.

Students seeking a career as a Christian educator may elect to complete the major in Religious Education. Students interested in these vocations should consult with the Chair of the Religion and Philosophy Department and/or the Benfield-Vick Chaplain. Courses at Davis & Elkins College are open to students of any religious affiliation. Students who have completed these programs may apply for admission to the seminary of their choice.

5.1.5 Off Campus Study Programs

5.1.5.1 Study Abroad

Davis & Elkins College supports its students in seeking appropriate study abroad experiences. Students interested in studying abroad should make an appointment with the College's Study Abroad resource person.

5.1.5.2 The Washington Center

The Washington Center is a non-profit organization that provides internships and academic seminars in the Washington, D.C. metropolitan area to students from more than 800 colleges and universities nationwide. Students who are placed as interns through the Center gain hands-on experience in a wide range of professional fields with private organizations as well as government agencies. The internships are offered throughout the year and are open to Davis & Elkins students who are at least second-semester sophomores. During the 10- to 15-week program, students are awarded 12 to 16 credits by Davis & Elkins College. They take an evening class once a week and work full-time with a company of their choice or by placement through The Washington Center. See the Office of Career Services and Student Employment for more information and application procedures.

5.1.5.3 Student Legislative Program

Davis & Elkins College participates in the Frasure-Singleton Student Legislative Program which allows 50 college students from institutions throughout West Virginia to observe the West Virginia Legislature for one week during the regular legislative session. Operated under the direction of the West Virginia Legislature, the activities of the program include working with a member of the Legislature, attending seminars with representatives from all branches of state government, lobbyists, reporters and staff persons, and individual research projects. The program is open to fulltime sophomores, juniors, and seniors who are in good academic standing and have successfully completed one course in political science. One semester hour of credit is given for participation in the program, additional credit can be earned through preparation of a research paper as an independent study. Students interested in this program should consult the Chair of the History or Political Science Department.

5.1.5.4 Cooperative Programs

The State University of New York College of Environmental Science and Forestry at Syracuse program consists of three years at Davis & Elkins College and a summer and five semesters at the College of Environmental Science and Forestry (CESF) at Syracuse. The student must make application to SUNY and be accepted into the program. After successful completion of the first year at CESF, Davis & Elkins College will award a bachelor's degree and the status of the student at CESF will be changed from special to matriculated. Upon completion of the program at Syracuse, the student is awarded the master's degree. During the three-year program here, the student is required to complete the general education and requisite courses in addition to the following: chemistry through organic, mathematics through integral calculus, physics, and

economics. Normally, the student would expect to begin studies at CESF with a summer field program following completion of the third year at Davis & Elkins College. Additional information may be obtained from the Chair of the Biology and Environmental Science Department.

5.1.6 Other Educational Programs and Opportunities

5.1.6.1 Community Education

Davis & Elkins College Community Education program features non-credit evening courses designed for members of the community. Courses include a wide range of activities, including music, dancing, cooking and more. Community Education courses are open to all members of the community age 18 or older unless otherwise noted. Davis & Elkins College faculty, staff and students are eligible for a 20 percent discount provided there are sufficient roster spots available. Some courses are available for special arrangement through paper registration only.

5.1.6.2 Phipps Lectureship

Upon his retirement after 39 years at the College, students and friends of Dr. W. E. Phipps, professor of religion and philosophy, established and endowed the William E. Phipps Interdisciplinary Lectureship. In accordance with his wishes, an interdisciplinary faculty committee selects a lecturer who combines religious or philosophical thought with that of other disciplines. The invited lecturer spends several days on campus, appearing in classroom settings and seminars and delivers a public lecture.

5.1.6.3 U.S. Department of Education TriO Programs

Davis & Elkins College hosts three TRiO programs. One Veterans Upward Bound (VUB) and two Upward Bound (UB) programs, all fully funded by a Title IV grant from the U.S. Department of Education. These programs are designed to develop the competencies and skills needed for participants to enter and complete post-secondary education. Project services are free to eligible participants. These programs are Equal Opportunity in Education projects and, therefore, do not discriminate on the basis of 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.

1. **Upward Bound**: Davis & Elkins College Upward Bound programs serve 10th-12th graders in the target high schools of Barbour, Pendleton, Pocahontas, Randolph, or Tucker counties of West Virginia. Upward Bound's mission is to guide low-income or first-generation Appalachian high school students to post-secondary success. Applicants must meet the following criteria:

   - Satisfy federal admission requirements;
   - Be a first-generation college student (parents did not obtain a bachelor's degree) or low-income;
   - Demonstrate genuine interest in pursuing education beyond high school;

- Be referred by principals, guidance counselors, or teachers in the designated high school; and
- Be available to participate in the program year round.

For further information, contact:

Director of Upward Bound Programs
Davis & Elkins College/TRiO Programs
100 Campus Drive
Elkins, West Virginia 26241-3996
1-800-624-3157 or 304-637-1389

2. **Veterans Upward Bound (VUB)** is an educational program for eligible military veterans. It is designed to assist veterans residing in West Virginia to prepare for success in post-secondary education. The program offers a wide variety of services and activities to meet individual educational needs and aspirations. VUB's mission is to assist and support eligible military veterans in their quests for higher education.

   For further information, contact:

   Veterans Upward Bound
   Davis & Elkins College
   100 Campus Drive
   Elkins, West Virginia 26241-3996
   1-800-624-3157
   www.vubwv.org

5.2 Admissions 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 College student and benefiting from the personalized educational experience the College provides. The Admission and Academic Standing Committee of 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.

5.2.1 Admission of Freshman Students

Students interested in first-year admission are required to:

1. Complete the application and return it to:

   Office of Admission
   Davis & Elkins College
   100 Campus Drive
   Elkins, WV 26241-3996

   or apply online at www.dewv.edu.

2. Request that an official transcript of the current high school record or the official General Educational Development (GED) test results or certificate be forwarded to the College.

3. Submit either SAT or ACT results. Nursing program applicants may submit the results of the Evolve Reach Admission Assessment Exam.

4. Complete 14 academic or college preparatory units, including the following courses at the high school level:

   a. Four units of English;

   b. Three units of mathematics;

   c. Three units of science. One course must have a laboratory;

   d. Four years of social studies and academic electives.

An interview with a member of the Admission staff is strongly encouraged prior to the admission decision.

Exceptions may be made to high school unit requirements, with the provision that the student completes specific college-level course work.

High school students must achieve a minimum 2.5 cumulative GPA (9th through 12th grade) to be admitted to Davis & Elkins College. Students who submit a transcript with accumulative GPA below a 2.5 must schedule an interview with the Office of Admission, after which an acceptance decision will be made.

For some students, the Test of English as a Foreign Language (TOEFL) or International English Testing System (IELTS) may be required. Students must earn a minimum score of 500 on the paper version of the TOEFL; a minimum score of 190 on the computer version; or a minimum score of 63 on the internet version of the test. Students must earn a minimum score of 5.0 on the IELTS.

In addition to the above, applicants must meet any applicable academic program admission requirements (see Program Specific Admission Requirements section), as well as submit evidence of immunizations, including Hepatitis B, Meningococcal, and T-DAP.

Favorable consideration will be given to applicants who exhibit qualities of leadership; who have athletic, artistic, musical, or other talents; and who have a record of participation in extra-curricular activities.

Davis & Elkins College reserves the right to deny any applicant consistent with law. It also reserves the right to consider applicants who may not meet the usual criteria for admission when those applicants show promise of benefiting from an education at Davis & Elkins College. The Office of Academic Affairs may set conditions, which such applicants must meet in order to be considered in good academic standing.

5.2.2 Admission of Homeschooled Students

Homeschooled students are expected to adhere to the entrance requirements for freshman student admission.

The College recognizes that the transcripts of homeschooled students may differ from those of traditional high school students. Regardless of format, the applicant's transcript must include:

1. All courses taken, including those in progress, and the academic year and semester in which each was taken; and
2. Assessment of performance (letter grades, percentages, portfolio commentary, etc.) and an explanation of any applicable grading scales.

In some cases, homeschooled applicants may be asked to submit additional information describing their curriculum, such as detailed course descriptions and texts used, as well as a writing sample. An interview with a member of the Admission staff may also be required. Homeschooled applicants may also be asked to take the GED (General Education Development) test and provide the certification of a passing score. If the homeschooled applicant has completed coursework concurrently at a high school or college, an official transcript(s) from the institution(s) must be sent to Davis & Elkins College to complete the applicant's file.

5.2.3 Admission of International Students

Davis & Elkins College is interested in receiving applications from qualified international students. Davis & Elkins College offers a limited number of scholarships and grants to international students. All international applicants, especially those who would like maximum consideration for financial assistance, should consider submitting the results of the Scholastic Assessment Test (SAT).

All international students whose native language is not English are required to submit the results of TOEFL exam (Test of English as Foreign Language) in addition to all other requirements for acceptance to Davis & Elkins College. Davis & Elkins College must receive the official score report of a TOEFL examination. Information regarding the Test of English as a Foreign Language can be secured from TOEFL/TSE, Registration Office, P.O. Box 6152, Princeton, NJ 08541-6152, USA. International students must earn a minimum score of 500 on the paper version of the TOEFL; a minimum score of 190 on the computer version; or a minimum score of 63 on the internet version of the test, or a minimum score of 5.0 on the IELTS.

Although Davis & Elkins College has rolling admission, the priority date for a fall applicant is May 30, and September 30 for spring.

International students seeking admission to Davis & Elkins College must submit:

1. A completed application;
2. Official transcripts of all high school and college work (sent by and attested to by an authorized school official and translated into English). Transcripts received from institutions outside of the United States must be evaluated (course-by-course) by the World Education Service (WES);
3. Official ACT, SAT, TOEFL, or IELTS scores (unless the student is transferring from an English speaking institution); and
4. A completed Certification of Finances form.

In addition to the above, international student applicants must meet any applicable academic program admission requirements (see Program Specific Admission Requirements section), as well as submit evidence of immunizations, including Hepatitis B, Meningococcal, and T-DAP. Moreover, international students will be required to provide evidence of health insurance.

An I-20 can only be issued once the student has been granted acceptance, official documentation of financial support has been received, and a $2,200 non-refundable deposit has been made. The deposit will reserve the student's place in the incoming class.

5.2.4 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 re-examine 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 advisers 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.

Subject to approval by the academic Department or Division Chair, courses completed at another institution may be used to satisfy requirements in a major. However, at least 15 semester hours in the major must be completed at Davis & Elkins College. (Note: the specific number of residency credits in the major varies within each degree program.) Moreover, pursuant to the College's residency requirement, bachelor's degree students must earn at least 36 semester hours of credit in residence at Davis & Elkins College, including 24 of the final 30 hours taken immediately prior to graduation. Associate's degree students must earn at least 28 semester hours of credit earned in residence at Davis & Elkins College, including the final 20 hours taken immediately prior to graduation.

A student who has completed fewer than 24 semester hours of college credit in transfer will be considered for placement in or exemption from the Foundation Courses.

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

1. A completed online or hard copy application form;
2. Official copies of all college transcripts;
3. An official high school transcript or equivalent; and
4. Official ACT, SAT, TOEFL, or IELTS scores (unless the student is transferring from an English speaking institution). Students must earn a minimum score of 500 on the paper version of the TOEFL; a minimum score of 190 on the computer version; or a minimum score of 63 on the internet version of the test. Students must earn a minimum score of 5.0 on the IELTS.

Nursing program applicants may submit the results of the Evolve Reach Admission Assessment Exam.

In addition, transfer applicants must meet any applicable academic program admission requirements (see Program Specific Admission Requirements section), as well as submit evidence of immunizations, including Hepatitis B, Meningococcal, and T-DAP.

5.2.4.1 Transfer Credit Evaluation Criteria and Guidelines

Every transfer student admitted to the College is given individual attention. Evaluation of transcripts from other colleges and universities is overseen by the Office of the Registrar, which adheres to guidelines established by the College's academic departments and divisions to determine Davis & Elkins College's course equivalencies and related learning outcomes for appropriate transfer credits. Davis & Elkins College refrains from the transcription of credit from other institutions that it will not apply to its own programs.

When questions arise regarding a course equivalency or learning outcomes, Registrar's Office staff consult with the appropriate Department or Division Chair.

The following criteria will be used in the evaluation of transcripts submitted to Davis & Elkins College:

1. A minimum grade of C or better from a regionally accredited college or university. Grades of C- are not acceptable unless such a grade carries quality points of 2.0. Certain programs require higher than a "C" grade in major courses.
2. Credit for developmental courses does not apply towards graduation.
3. Grades of P (Pass) or S (Satisfactory) are generally not accepted for transfer. Some programs do allow for exceptions to this policy. In such instances, each course is evaluated on an individual basis.
4. Challenge examinations, if identified as such on the student's transcript, carrying a grade of P or S completed at another regionally accredited institution may be accepted in transfer

within the general education or major component of a degree program. Each exam is evaluated on an individual basis.

5. Course work completed through a branch of the military will be awarded based on the recommendations contained in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.
6. Davis & Elkins College participates in the Advanced Placement Examination Program (AP) and the College Level Examination Program (CLEP). If accepted, these credits are considered Davis & Elkins College credits and are processed through the Office of the Registrar.
7. Although course titles and credits earned appear on the Davis & Elkins College transcript, courses accepted in transfer are not included in the computation of cumulative grade point averages.
8. Online laboratory courses are generally not accepted in transfer within the general education or major component of a degree program, although each is evaluated on an individual basis.
9. Transcripts received from institutions outside of the United States must be evaluated (course-by-course) by the World Education Services (WES). Davis & Elkins College will generally follow the recommendations of this service. Individual programs within the College reserve the right to refuse any credit recommendations made by World Educational Services.
10. Only official transcripts will be evaluated. Any non-accredited school credits will be assessed by the Department or Division Chair in which the course resides. This official evaluation is done after the student is accepted. The Office of the Registrar is responsible for the official transfer of credit. Official transcripts from all colleges or universities attended must be on file at the time of admission. Official transcript evaluation is processed after admission to the College. "Issued to Student" unofficial transcripts are not used for transfer evaluation.

Note: The above criteria does not replace existing provisions of an academic program that are more restrictive in nature.

5.2.4.2 **Transfer Credit Appeal Process**

Upon completion of the credit review processes, students will be notified of the decision by the Office of the Registrar. A student wishing to challenge course credits deemed ineligible for credit must file a written appeal with the appropriate department or division chair. Within ten business days of receipt of the appeal, the chair will notify the student of the results of the review. Any changes will be communicated to the Office of the Registrar for official processing.

A student dissatisfied with the results of the appeal may submit a written appeal to the Vice President for Academic Affairs for a final review. The Vice President for Academic Affairs provides dated acknowledgement of receipt of the appeal to the student. Within ten business days of receipt of the appeal, the Vice President for Academic Affairs will notify the student of the results of the review. Any changes will be communicated to the Office of the Registrar for official processing. The Vice President for Academic Affairs' decision is final and not subject to further appeal.

5.2.5 Admission of Non-Degree Seeking Students

A student not wishing to pursue a course of study leading to a degree and who qualifies for admittance with a minimum of a high school diploma or a GED may enroll as a non-degree seeking student. The student must maintain a C average in order to be enrolled at the College for the subsequent semester.

Visiting students who seek temporary admission to Davis & Elkins College in order to accumulate credits for transfer toward completion of degree requirements at another institution are welcome. Written permission to register for specific courses must be obtained from the degree granting institution and submitted along with application materials to the Office of Admission.

5.2.6 Conditional Admission

Davis & Elkins College reserves the right to admit applicants who do not meet the standard criteria for admission, but who show promise of benefitting from a Davis & Elkins College education. Such applicants may be admitted conditionally. The decision to admit applicants conditionally is made on a case-by-case basis by the Office of Academic Affairs. Applicants admitted conditionally may be required to meet any number of specific conditions, including, but not limited to:

- Enrollment in one or more Foundations courses.
- Enrollment in courses in which they have the greatest opportunity for academic success.
- Enrollment for a specified (usually limited) number of credit hours.
- The achievement of a minimum semester GPA.

5.2.7 Definition of a Student

Any individual who is not an employee of the College and who is either: (1) admitted as a student to the College and has been moved to deposited status (2) an enrolled student (includes students auditing courses); (3) a Davis & Elkins student between academic terms or on a Leave of Absence; (4) a graduate awaiting a degree (note: students are classified as such until they receive their degree; students who petition the College to complete their degree via distance or some other arrangement forfeit their student status if they do not complete their degree during the period of time specified in their agreement with the College); or (5) a Davis & Elkins student who withdraws from the College while a disciplinary matter (including an investigation) is pending. A student ceases to be a student when they graduate; in the event that they are expelled for academic or conduct reasons; or in the event that the student formally withdraws from the College and there is no pending disciplinary investigation. Solely for purposes of this definition, the term "employee of the College" does not include students who are employed by the College through a work-study or similar program.

5.2.8 Program Specific Admission Requirements

5.2.8.1 **Admission to the Teacher Education Program**

The Teacher Education program at Davis & Elkins College is developed to prepare candidates seeking initial teaching licensure in the state of West Virginia. Davis & Elkins College is a West Virginia Department of Education approved educator preparation program. The Teacher Education program is an accepted candidate for national accreditation by the Council for the Accreditation of Educator Preparation (CAEP).

The major in Education leads to the awarding of the Bachelor of Arts degree. A student seeking initial certification/licensure in Elementary Education grades K-6 undertakes a major in Elementary Education. A student is encouraged to seek additional specializations which may be obtained in a content area by meeting West Virginia Department of Education (WVDE) licensure requirements. A student seeking a content specialization in any subject within a programmatic level (5-9, 5-Adult, 9-Adult or preK-Adult) must have declared a major in a subject area other than Education and a declared minor in Education. Teacher Education students are expected to meet all Davis & Elkins College Education Program requirements and WVDE licensure requirements.

A student considering Teacher Education should review and assume responsibility for meeting teaching licensure requirements. Because Education is a bachelor's degree program with time specific requirements, a student should notify the Office of Admission, Office of the Registrar, the Education Department and the his or her adviser of his or her intent to pursue an educational program or make changes to his or her program and complete required forms at the earliest possible time.

Mission

The Mission of the Teacher Education Program is to teach and inspire preservice teachers who possess the knowledge, skills, and dispositions they need to prepare PK-K students for a college- and career-ready future.

The mission is aligned with high-quality indicators from the West Virginia Professional Teaching Standards found in State Board of Education Policy 5100 (pg. 30-34), the *Approval of Educator Preparation Programs*, Council for the Accreditation of Educator Preparation (CAEP) Standards, and Interstate Teacher Assessment and Support Consortium (InTASC) Standards. These standards support the integration of course content, field experience, clinical experience, technology, diversity, and dispositions that enable Davis & Elkins College to meet its mission. The WV Professional Teaching Standards include the following five broad areas:

- Curriculum and Planning
- The Learner and Learning Environment
- Teaching
- Professional Responsibilities for Self-Renewal
- Professional Responsibilities for School and Community

Field and Clinical Experiences

All education courses require student field experience (pre-student teaching) and clinical experience (student teaching) hours in preK-12 schools or other programs approved to accept student placements. Students are assessed a fee and are responsible for their own transportation. Hours and requirements are progressive beginning with 10 hours for 100 level courses to 60 hours for 400 level courses and a minimum of 125 hours in clinical experience. Field and clinical experiences are planned by course instructors to focus education students on the following outcomes:

- Instruction that fosters academic, social, and emotional development in students from diverse backgrounds and diverse needs;
- Instruction that is aligned to state and national standards; and
- Instruction that uses data to inform teaching and learning and measure the impact on learning.

Students seeking an Education degree participate in one of four categories:

Level 1: Teacher Education Pre-Candidate

Level 2: Teacher Education Candidate

Level 3: Teacher Education Clinical Experience Candidate

Level 4: Teacher Education Program Completer

Level 1: Teacher Education Pre-Candidate

Students who declare Education as their major (or "undecided" students seeking to explore education as a major or minor) begin taking general education and EDUC 100 and 200 level courses during their first two years as pre-candidates. Competence in these courses underlies students' ability to (1) understand and communicate information; (2) demonstrate foundational knowledge and skills; (3) maintain high academic achievement; (4) successfully complete field experience assignments; and (5) display exemplary personal and pre-professional dispositions. These competencies are measured by multiple assessments administered and analyzed by Education Department faculty. Data from these measured competencies are used not only as indicators of success for students as pre-candidates but also as criteria for admission to Level 2 – teacher education candidacy. As students begin required field experiences in public schools beginning with the first EDUC 100 course, a clear background check and proof of a negative tuberculosis screening is required.

Level 2: Teacher Education Candidate

Generally, students apply for admission to Teacher Education in the third or fourth semester (40-55 hours), immediately after having met the requirements listed below. Transfer and returning students apply as soon as they are eligible.

The filing of an application by prospective educators declaring themselves as candidates to complete an approved educator preparation program and the Education Department's formal acceptance of students as candidates for teaching licensure relies on satisfying admission criteria.

The Education Department Review Panel (EDRP) will make the final determination to grant acceptance into the Teacher Education Program. The criteria for admission includes the following requirements:

1. Minimum of 2.5 cumulative individual grade point average (GPA) and a member of a cohort with a minimum 3.0 GPA average. The 3.0 GPA cohort grade point average is calculated using a 4-point scale that includes all core subject coursework in the calculation (electives not required for general education or the major/minor are not included).
2. Successful disposition screening assessment ratings.
3. Required performance as per the WV Licensure Testing Directory on the West Virginia Department of Education (WVDE) website on the Core Academic Skills for Educators (CASE) in Reading, Writing, and Mathematics (or meet the WV Department of Education exemption waiver requirements for composite scores from a single administration of the ACT or the SAT).
4. Grade of C or better in ENGL 101A, EDUC 120, and COMM 107 (or approved equivalent) to meet pre-professional WVDE competency requirements for grammar, usage, and mechanics skills−speaking, listening, technology and communication.
5. Grade of C or better in all required Professional Education and Content Specialization courses taken to that point.
6. Recommendations for admission from the (1) EDUC 100/100L and EDUC 120 instructor(s), (2) ENGL 101A instructor, (3) COMM 107A instructor, and (4) academic adviser.
7. Pre-admission paperwork, including biographical information, declaration of major and minor, and audit report. Moreover, other documents as specified, completed and submitted to the certification analyst by the due date.
8. Evidence of successful field experience placements (LiveText entries and course grades).
9. Clear background check via fingerprints and proof of negative TB screening.
10. Recommendation of Education Department Review Panel.

Level 3: Clinical Experience Candidate (Student Teacher)

Clinical experience is the culminating experience for education candidates. Teacher Education candidates apply to the Education Department for admission as a Clinical Experience Candidate and make application for a clinical experience permit from the WVDE at least thirty (30) days prior to the start of the semester in which they plan to participate in clinical experience. Candidates must meet the following criteria to be eligible for clinical experience:

1. Receive passing score on the required Praxis® Content Knowledge of Teachers Specialty Area Tests. These assessments of content knowledge must be passed for every area the candidate is seeking licensure, including endorsements.
2. Complete all required coursework with a minimum cumulative GPA of 2.5 and a grade of C or better in all required Professional Education and Content Specialization courses taken to that point. The cumulative 2.5 GPA does not include electives other than those required to meet general education or major/minor requirements.
3. Complete all required methods courses at Davis & Elkins College.
4. Receive clear state and national background checks (fingerprints).

5. Provide proof of negative tuberculosis test, if required.
6. Maintain required academic standing.
7. Present an audit report completed by the registrar to the Education Department certification analyst.
8. Adhere to the West Virginia Code of Conduct and other applicable Codes, consistently display expected Education Department dispositional behaviors, and comply with all Davis & Elkins College policies or procedures.
9. Adhere to all placement school and district expectations, procedures, and policies. *
10. Receive recommendation of Education Department Review Panel.
11. Hold a valid WVDE clinical experience permit prior to clinical experience placement.

*A candidate who does not adhere to school or district expectations, procedures, or policies may be administratively removed from a clinical experience placement if there is cause.

Level 4: Teacher Education Program Completer

In order to be recommended to the WVDE for licensure, the applicant must meet the requirements as established by the WVDE in Chapter 18A, Section 3, Article 1 of the West Virginia School Law, and Davis & Elkins College. The following requirements are applicable:

1. WV Code which reads (1) A certificate to teach may be granted to any person who is (A) A citizen of the United States, except as provided in subdivision (2) of this subsection (A) permit to teach in the public schools of this state may be granted to a person who is an exchange teacher from a foreign country or an alien person who meets the requirements to teach.; (B) Is of good moral character; (C) Physically, mentally, and emotionally qualified to perform the duties of a teacher; and (D) At least eighteen years of age on or before the first day of October of the year in which his or her certificate is issued.
2. Pass the required performance assessment, Praxis® Performance Assessment of Teachers (PPAT).
3. Recommended by the College to WVDE for certification and licensure.
4. Complete all requirements for clinical experience courses and receive credit for the courses.
5. Complete all requirements for Capstone course and receive a satisfactory rating on the Capstone project.

Retention in the Teacher Education Program

To maintain the status of full admission to the Teacher Education Program, the following criteria must be met:

1. Meet and maintain all requirements for Levels 1-4 of the Teacher Education Program.
2. Retain the recommendation of the Education Department Review Panel.
3. Receive positive feedback and satisfactory performance ratings or grade from cooperating teachers and college instructors for field and clinical placements.

4. Adhere to all College, state, and PreK-12 school and district expectations, procedures, and policies.

Education Degree without Certification/Licensure

The College offers an option to students who have not met the WVDE specified licensing criteria to apply to graduate with a Bachelor of Arts in Education degree without certification and licensure. Students requesting this option must have been fully admitted as a teacher education candidate and satisfactorily completed all courses, attained the required GPA, passed the Praxis® CASE and completed all other requirements up to the Praxis® Content Knowledge Test for Teachers (CKT Specialty Area) Tests or Praxis® PPAT, as applicable. The CKT and PPAT must have been taken by the students seeking to graduate without certification and license a minimum of two times.

Provisional Admission as Teacher Education Candidate

If a student is deficient in any of the Level 2 Teacher Education Candidate 1-8 requirements, the student may apply to the Education Department Review Panel for a one semester, nonrenewable, provisional admission. Generally, provisional admission is appropriate if the student has a reasonable chance to remediate the deficiency within the one semester period. The Education Department Review Panel can make specific recommendations for remediation as a condition of provisional admission. Provisional Admission is also appropriate for transfer students who may not have taken one of the required classes. It may also provide additional time and support for individuals from under-represented groups in teaching (i.e. minorities, international students, English language learners, students with disabilities, and so forth) to meet the standards for entry into the program.

Status for students who are unable to meet the admission requirements during the provisional semester is changed to "Denied Admission." Students may reapply for admission as a Teacher Education Program Candidate upon successful completion of all Level 2 Teacher Education Candidate criteria. Students reapplying for admission beyond the provisional semester will need to meet the Teacher Education Candidate requirements that are applicable at the time of reapplication.

5.2.8.2 Admission to the Nursing Program

Admission to the nursing program is competitive. Applicants must be academically and psychologically prepared for admission or readmission. The number of students enrolled in a clinical nursing course is limited by clinical facilities and number of faculty available.

Nursing Admission Requirements

The Catalog reflects the admission requirements at the time the Catalog was printed. Please visit the Nursing Program webpage at www.dewv.edu/nursing/admission-nursing-program for any modifications to admission requirements.

Applicants who are recent high school graduates must meet the following requirements in addition to the College entrance requirements:

1. A high school GPA of 3.0 on a 4.0 scale;
2. College math placement testing into FND 112A or greater;
3. An ACT composite score of 20 or SAT score of 460 – Math, 500 – Verbal (must have been taken within last two years);
4. Completion of Assessment Technologies Institute, Inc. ® (ATI) Test of Essential Academic Skills (TEAS) with a minimum Composite score of 64 percent. Students may only take the exam two times per year. Both attempts must be completed prior to August 1st.
5. Completion of 8 hours of college level anatomy and physiology with a grade of C or better; and
6. A successful background check.

Students who initially do not meet the requirements for admission to the nursing program may elect to be "pre-nursing" for one year while they are attempting to meet requirements. If requirements are not fully met after two academic years at D&E with completion of all requirements prior to August 1st, the student will not be considered for admission to the nursing program

Applicants who have a GED equivalency diploma must meet the following requirements:

1. College math placement testing into FND 112A or greater;
2. Completion of 8 hours of college level anatomy and physiology with a grade of C or better; and
3. Completion of the Assessment Technologies Institute, Inc. ® (ATI) Test of Essential Academic Skills (TEAS) with a minimum Composite score of 64 percent. Students may only take the exam two times per year. Both attempts must be completed prior to August 1st; and
4. Students who initially do not meet the requirements for admission to the nursing program may elect to be "pre-nursing" for one year while they are attempting to meet requirements. If requirements are not fully met after two academic years at D&E with completion of all requirements prior to August 1st, the student will not be considered for admission to the nursing program

Applicants who are transfer/in-house candidates must meet the following requirements:

1. Completion of at least 12 credit hours of college level courses with a cumulative GPA of 3.0 or better;
2. College math placement testing into FND 112A or greater;

3. Completion of 8 hours of college level anatomy and physiology with a grade of C or better;
4. Submission of copies of all academic transcripts; and
5. Completion of the Assessment Technologies Institute, Inc. ® (ATI) Test of Essential Academic Skills (TEAS) with a minimum Composite score of 64 percent. Students may only take the exam two times per year. Both attempts must be completed prior to August 1st.

Students who initially do not meet the requirements for admission to the nursing program may elect to be "pre-nursing" for one year while they are attempting to meet requirements. If requirements are not fully met after two academic years at Davis & Elkins College with completion of requirements prior to August 1st, the student will not be considered for admission to the nursing program.

Provisional Admission to the Associate Degree Nursing Program

Students who have a cumulative GPA of 2.95-2.99 and meet all other admission requirements may appeal for provisional admission into the nursing program. Students must request provisional admission into the nursing program in writing to the Chair of the Division of Nursing before August 1st and provide a justification for the request.

If admitted provisionally the student must:

- maintain a cumulative GPA of at least 2.5;
- a grade of B or better in all required nursing courses;
- a grade of "C" or better in all other required courses as a Prerequisite for progression; and
- meet with an adviser regularly to discuss progress

The student's status will be reviewed at the conclusion of the following semester. If the student has met these requirements, he or she will be fully admitted to the program. If the student has not met these requirements, he or she will be dismissed from the program.

All students who have not met the requirements for admission into the Nursing program or who decide to leave the Nursing program will be required to meet with an adviser or Chair of the Division of Nursing.

Applicants who are Licensed Practical Nurses must meet the following requirements:

1. Proof of licensure as a LPN,
2. Submission of copies of all academic transcripts;
3. Submission of two (2) letters of recommendation, one of which must be from the most current health care supervisor or instructor;
4. College math placement testing into FND 112A or greater; and
5. Achieve a score of 120 or 70 percent or better on the National League of Nursing (NLN) Comprehensive Exam for Licensed Practical Nurses. Based on successful completion of this exam, the student is awarded the following credit:

NURS 108	Introduction to Pharmacology	1 semester hour
NURS 100A	Introduction to Nursing	6 semester hours

NURS 107	Nutrition	3 semester hours
BIOL 107	Human Anatomy	4 semester hours
BIOL 108	Physiology	4 semester hours
PSYC 200	Life Span Development	3 semester hours
Electives		3 semester hours
Total		24 semester hours

Readmission after Experience an Interruption from Regular Progression

Students who withdraw or take a Leave of Absence from the program at any point must apply for readmission in writing to the Division of Nursing. Students applying for readmission to the program will be evaluated according to the guidelines in the current catalog. 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:

- Transcripts of all previous academic work;
- A medical form completed by a licensed physician;
- Evidence of current professional liability and personal health insurance; and
- Enrollment in FND 160; Nursing School Success Strategies; 2 semester hours

Students who are admitted to the nursing program must complete the degree within four (4) academic years from the time of initial admission to the program.

5.2.8.3 Associate Degree Nursing Policies

Students must maintain a cumulative GPA of at least 2.5, and a grade of B or better in each of the required nursing courses and a grade of C or better in all other required courses as a prerequisite for progression in the program. Those students in regular progression in the program will be given priority over students requesting to repeat a course in nursing. Due to the necessity for application of theory to clinical practice, a student must pass both clinical and theory portions of a nursing course. Clinical components are graded on a Satisfactory-Unsatisfactory basis with satisfactory equivalent to passing.

The grading scale for nursing courses is as follows:

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 59% or below

Nursing majors receive a *Division of Nursing Student Handbook*, which outlines program policies, including those pertaining to assessment, admission, progression, retention and suitability. The faculty reserve the right to exclude or remove any student who has demonstrated attitudes or behaviors incompatible with safe, professional nursing practice.

Graduates of the nursing program are eligible to take the National Council Licensing Examination (NCLEX) for licensure as a registered nurse provided they meet the legal requirements outlined in the West Virginia Nursing Code and Legislative Rules 19CSR3, which are set forth in the Catalog.

Note: The College publicly discloses its students' licensure pass rate on the College website.

5.2.9 Applicants with Criminal Backgrounds

Davis & Elkins College is committed to ensuring that students have the ability to benefit from the education received at the College. Certain affiliates associated with the College require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background check prior to placement. A student whose background check reveals a criminal history may be prevented access to the clinical site, and as a result, the student may not have sufficient clinical experience to successfully complete the program. Additionally, licensing boards for nursing and teaching professions may deny the individual the opportunity to sit for an examination if the applicant has a criminal history.

5.2.10 Acceptance of the Admission Decision

Davis & Elkins College subscribes to the Candidate's Common Reply Date. Students accepted for the fall term should indicate their intention to enroll by submitting a deposit of a specified amount, preferably by May 1st. This advance payment is not refundable, but it will be applied to the total charges in effect for the semester a student enrolls.

5.2.11 Readmission to Davis & Elkins College

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 and:

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 in one or more Foundations courses.
    - Enrollment in courses in which they have the greatest opportunity for academic success.
    - 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 for Student Affairs; and
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 College.

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 Assessment Team (CARE 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.

5.3 Registration and Enrollment Policies

5.3.1 Registration and the Office of the Registrar

Registration is the formal process whereby students enroll in courses for a particular term or semester. Together with their advisers, students plan their schedules and register for classes using WebAdviser. Students are expected to be aware of the importance of monitoring their transcripts, grades, and schedules on WebAdviser to ensure accuracy, as well as comply with important dates associated with Registration. (See the Academic Calendar in the current Catalog or on the College website 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 midterm and 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 encourages students to contact the Office should a concern or a question arise about registration, grade reports, graduation, or other Registrar's Office related matters.

5.3.1.1 **Closed Class Permission**

To register for a closed course that has reached its enrollment capacity, a student must submit a request signed by the course instructor and adviser to the Office of the Registrar. Requests are not always granted, and will not be approved if the classroom cannot physically accommodate additional students.

5.3.1.2 **Registration Holds**

Students will not be permitted to register if there is a hold on their account. Obligations that can result in holds are most often financial (past due accounts including unpaid tuition and fees, library fines, etc.). Other holds may be related to conduct violations, incomplete admission files (missing transcripts), or missing proof of immunization records. Holds may also be placed on students who are not U.S. citizens or permanent residents and have not submitted required documentation or who are at risk of Student Exchange Visitor Program (SEVP) non-compliance. To clear a hold, the student must contact the office that has issued the hold to find out what must be done to fulfill the obligation(s).

5.3.1.3 **Time Conflicts**

Students are not permitted to register for courses that scheduled meeting times overlap unless the overlap is 10 minutes or less and is approved by the instructors of both courses.

5.3.2 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 driver's license, marriage certificate, social security card, etc. that supports a name change must be brought to the Registrar's Office and the appropriate form completed.

5.3.3 Courses of Instruction

Courses numbered in the 100s are taught primarily at the introductory level, courses numbered in the 200s at the intermediate level, and courses in the 300s and 400s at the advanced level. Special Topics courses cover academic topics not covered in regularly offered courses. These courses are designated with a '4' as the middle digit (e.g. 14x, 24x, 34x, 44x) and may be taught up to three times before they must be reviewed to be either included in the curriculum or deleted.

It is necessary to check the schedule of classes prepared each year by the Office of the Registrar to determine when, and whether, a particular class will be offered. Any course may be withdrawn from the schedule of a given semester if the enrollment is insufficient.

Course prerequisites are listed after course descriptions. The student should note that courses listed as prerequisites may, themselves, have prerequisites which will be listed under their descriptions. Note, also, that any prerequisite may be waived in special cases by joint agreement of the course instructor and department and/or division chairperson.

A student who has taken an upper-level course in what a program judges to be a sequence, may not receive graduation credit for subsequently taking a lower-level course in that sequence without the written permission of the Department and/ or Division Chair.

Some courses may require that a student provide their own transportation for off-site experience.

5.3.4 Course Options

5.3.4.1 **Auditing Courses**

Full-time students may audit a course without charge if they receive permission from the instructor. Part-time students and non-matriculated students may audit a course if they receive permission from the instructor and pay an auditing fee.

Auditors must register for the course but do not take examinations, submit written work, perform laboratory work, or participate in class discussion except at the invitation of the instructor. Audits will be recorded on the transcript, but no credit will be received. Laboratory, studio art, applied music, private instruction, and physical education activity courses, which require the development of specific individual skills and, therefore, a significant degree of personal instruction, are not normally available for auditing.

5.3.4.2 **Independent Study, Practica, and Internships**

Students who have earned six credits in a particular discipline in addition to credit for College Writing II (English 102A or an approved equivalent) may apply to the appropriate department and/or division chair to undertake Independent Study courses. Such courses allow students to explore specific areas of interest in greater depth. Permission of the instructor and division chair is required. Students may visit the Office of the Registrar to obtain Independent Study forms, which must be completed and returned to the Office of the Registrar before the end of the Drop/Add period.

The College also provides courses in supervised fieldwork through many of its programs. These courses afford the prepared student an opportunity to apply knowledge in a work setting or clinical facility that is selected and overseen, collaboratively, by a designated site supervisor, the Office of Career Services and Student Employment, and a faculty sponsor. Practica and Internships are completed at a variety of institutions, businesses, and agencies. Some of these courses are required for certain majors and minors but may also be taken as elective courses. Permission of the instructor and department and/or division chairperson is required. Students undertaking internships and practica must also complete the necessary forms in the Office of Career Services and Student Employment. Students may visit the Office of the Registrar to obtain Practica and Internship forms, which must be completed and returned to the Office of the Registrar before the end of the Drop/Add period.

5.3.4.3 **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 program 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 in Volume VI of *Davis & Elkins College Policy Manual* (6.2.2.12). for additional information.

5.3.4.4 Special Arrangement Courses

Courses by Special Arrangement must be approved in advance by the faculty member of instruction and the Department and /or Division Chair, and the Vice President for Academic Affairs. The faculty member who typically teaches these courses will also teach them by Special Arrangement unless someone else is explicitly authorized by the Vice President for Academic Affairs in consultation with the appropriate department chairperson. Forms must be completed and submitted to the Office of the Registrar before the end of the Drop/Add period.

5.3.4.5 Study Abroad

Davis & Elkins College supports its students in seeking appropriate study abroad experiences. Students interested in studying abroad should make an appointment with the College's Study Abroad resource person.

5.3.4.6 Courses Taken at Other Institutions

A student pursuing a degree at Davis & Elkins College must secure permission in advance from his or her adviser and the Registrar to take courses for credit at another regionally accredited institution. Courses that a student has previously taken at Davis & Elkins College, 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. All transfer credit is awarded as credit. The College reserves the right to re-examine students over any transferred work.

5.3.5 Course Changes: Add, Drop and Withdrawals

For each semester and term, 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 adviser and (2) files the appropriate form in the Office of the Registrar. A 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.

5.3.6 Course Substitutions and Waivers

Students are expected to satisfy all degree requirements. Only under unavoidable and exceptional circumstances will the College permit a student to deviate from an academic program's requirements via a course substitution or waiver. When it becomes necessary to request a deviation from the prescribed course of study, students must consult their academic adviser and submit a

formal request to the Office of the Registrar. In preparing the request, students are advised to be mindful of the following:

1. The course to be substituted must be in the same area as the required course or in a closely related area.
2. Substitution of a course for a previously failed required course is seldom granted.
3. Failure on the part of the student to schedule a required course is not sufficient reason for granting permission for a course substitution or waiver.

In the event the student disagrees with the Registrar's decision, he or she may appeal to the Office of Academic Affairs, which will serve as the final arbiter for any exceptions to a student's academic program. The Office of Academic Affairs will inform the student of the final decision in writing.

5.3.7 Declaration of Majors and Minors

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

In the event a student matriculates after a previous period of attendance at Davis & Elkins College, the student must complete all graduation requirements (including general education, major, and minor requirements) from a Catalog in effect during the period in which he or she has re-matriculated at Davis & Elkins College.

5.3.7.1 **Adding a Major or Minor**

To officially add a new major or minor, the appropriate form must be completed, signed by an academic adviser in the student's major and the appropriate department and division chair and submitted to the Office of the Registrar.

5.3.8 Diploma Replacement Requests

Students may request a replacement diploma from the Registrar if their Davis & Elkins College diploma has been destroyed or misplaced. There is a replacement fee associated with the issuance of the replacement diploma. The name on the replacement diploma will appear as the name that was registered with the College at the time of graduation. The original diploma format, if different from the format currently being used by the College, cannot be duplicated. The replacement diploma will be similar to that awarded to the current year's graduating class. The College will use the signatures of the officials currently holding office rather than the signatures of the officials who signed the original diploma.

5.3.9 Academic Leave of Absence

Should a student experience serious injury or illness (or other extenuating circumstances) that makes it difficult or impossible to complete all or a majority of his or her academic work in a semester, the student may apply for an Academic 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 Student Recruitment and Success. Should a request be granted, the student will receive an 'IP' or 'W' for the courses in which he or she was enrolled the semester in which the leave was taken, depending upon the particular situation in each course. Students who have received a Leave under such circumstances may be entitled to return to the College with an approved return plan in place at the beginning of the following semester (or following year) without reapplying for admission.

Students who cannot attend classes due to military service are eligible for an Academic Leave of Absence from the College. The service member can return to Davis & Elkins College without reapplying and will be 'promptly readmitted' (as defined in the Federal Student Aid Manual Volume 2, Chapter 3) with the same academic status the service member had when last attending D&E.

Residential students on leave may not live in College residence halls during the period of their leave. Nor may they participate in and/or hold leadership positions in a registered student organization or athletic team. Residential students who file for an Academic Leave of Absence must clean out their room, inform their Resident Assistant and return their key to the Student Life Office.

For the refund policy for a student granted an Academic Leave of Absence, see the Financial Aid section of this catalog. **Students who wish to leave and do not intend to finish their studies at Davis & Elkins College must officially complete the College withdrawal process.**

Academic Leave of Absence status is ordinarily granted for no more than two semesters. The student must indicate in the required form the starting and ending dates and the reason for the academic leave of absence. Please note that there must be a reasonable expectation that the student will return from the academic leave of absence. Academic leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

If a student does not return by the date specified on his or her leave form, the student's withdrawal date will be recorded as his or her initial last date of attendance.

5.3.10 Semester Hours and Course Loads

A student's academic progress is measured in terms of semester hours. Normally, one semester hour of credit is granted for each weekly 50-minute class session that meets throughout an entire semester. Two-hour weekly laboratory sessions typically count as one semester hour of credit. 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 31 semester hours per year taken during the fall and spring semesters. Students should plan to take 14 to 15 semester hours each in the fall and spring semesters in order to graduate in eight semesters. The minimum requirement for classification as a full-time student is 12 semester hours each in the fall and spring semesters. 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 the fall or spring semester, he or she will receive an overload charge. However, the overload charge for a 19th semester hour of credit is waived for students at the sophomore level and above who have a cumulative grade point average of 3.8 or above. The overload charge is also waived for students who accrue the overload by participating in certain music courses (MUSC 102, 103, 105, 137, HER 184, and 185). The Registrar must approve all overloads, but in no circumstances will an overload of more than 24 semester hours be approved.

5.3.11 Transcript and Certification Requests

5.3.11.1 **Transcript Requests**

Transcripts must be requested by WebAdviser, 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.

5.3.11.2 **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.

5.3.12 Withdrawing from the College

Students who find it necessary to withdraw from the College during the course of a semester (or term) must follow the official withdrawal procedure, which begins by obtaining the required withdrawal form in 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 attended class, 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 term or semester is that term's last day of classes, which is listed on the Academic Calendar.

Students who leave the College without officially withdrawing may receive failing grades in those courses that they have stopped attending. Students who are required to withdraw from the College for disciplinary reasons (prior to the last day of classes for a given semester or term) 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 semester or term 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. As such, students must understand that a withdrawal is a permanent decision, unlike a temporary leave of absence. Students who withdraw from the College will need to re-apply should they wish to return, and re-admission is not guaranteed.

5.4 Academic Policies

5.4.1 Academic Credit from Prior Learning

Davis & Elkins College recognizes that certain types of learning that occur prior to matriculation may be sufficient to count for credit toward a Davis & Elkins College degree. Evidence of college-level experiential learning will be evaluated by the Office of the Registrar, which adheres to guidelines established by the College's academic departments and divisions to determine Davis & Elkins College's course equivalencies and related learning outcomes for appropriate transfer credits. Davis & Elkins College refrains from the transcription of credit from providers that it will not apply to its own programs.

When questions arise regarding a course equivalency or learning outcome, Registrar Office staff consult with the appropriate department or division chair to determine the appropriate amount of credit to be awarded. Experience will be evaluated for the level, quality, and quantity of learning that was gained; simply completing an experience is not sufficient evidence for the awarding of credit.

A student wishing to challenge prior learning experiences deemed ineligible for academic credit at Davis & Elkins College may file a written appeal in accordance with the College Transfer Credit Appeal Process.

5.4.1.1 **Academic Credit for Prior Learning**

Davis & Elkins College recognizes that certain types of learning that occur prior to matriculation may be sufficient to count for credit toward a D&E degree. Evidence of college-level experiential learning will be evaluated by the Office of the Registrar, which adheres to guidelines established by the College's academic departments and divisions to determine Davis & Elkins College's course equivalencies and related learning outcomes for appropriate transfer credits. Davis & Elkins refrains from the transcription of credit from providers that it will not apply to its own programs.

When questions arise regarding a course equivalency or learning outcome, Registrar's Office staff consult with the appropriate department or division chair to determine the appropriate amount of credit to be awarded. Experience will be evaluated for the level, quality, and quantity of learning that was gained; simply completing an experience is not sufficient evidence for the awarding of credit.

A student wishing to challenge prior learning experiences deemed ineligible for academic credit at D&E may file a written appeal in accordance with the College Transfer Credit Appeal Process.

5.4.1.2 Course Test-Out

A student whose background, experience, and/or prior education have provided sufficient competence in specific areas may receive course equivalency by demonstrating satisfactory performance on an examination prepared by the appropriate department or division chair. The test-out option may be used to fulfill course prerequisites or to determine the appropriate placement level in sequential courses, but the student will not earn a grade for passing the exam, nor will any credit be applied toward graduation requirements. If the student fails the test, he or she may not apply to retake the examination.

Note: A student may not request an examination for an audited course or a course in which he or she earned a grade of less than C. The exam fee will be payable in the Business Office.

5.4.1.3 Credit by Examination

Students whose background, experience, and prior education have given them sufficient competence in specific areas may receive Course Credit by Examination by demonstrating satisfactory performance on an examination prepared by the appropriate department or division chair. The credits will be recorded as 'P' ('Pass') on the transcript rather than designated by a letter grade. A student who fails an examination for these purposes may not apply to retake it, nor may a student request an examination on the basis of an audited course or a course in which he or she earned a grade of less than C. The Credit by Examination option is available only to students currently registered at the College and may not be earned in a foreign language that is the native language of the student. Interested students may obtain forms for Credit by Examination in the Office of the Registrar.

5.4.1.4 Life Learning Experience Credit

Credit may be awarded to matriculated students at Davis & Elkins College who present evidence of knowledge and skills acquired through non-classroom learning experience. The maximum credit available through this option may not exceed 35 semester hours for the baccalaureate degree or 17 hours for the associate degree. Life Learning Experience credit is not recorded on the transcript until the student has completed 15 hours of regular course credits at Davis & Elkins College and may not be used to meet the College's residency requirements. Such credits will not receive a letter grade nor be considered in determining graduation honors. Interested students should contact the Office of the Registrar for guidelines and information about General Studies 101, Portfolio, a requirement for this option. Please note that there is a fee associated with Life Learning Experience credit.

5.4.1.5 Military Training and Service

All veterans must submit a copy of their DD 214. Veterans who have served at least six months in active U.S. military service and have successfully completed their basic recruit training will be awarded four semester hours of credits. The following credits will be awarded: 1 semester hour

of Physical Education (PHED-101, Fitness for Life, and PHED-104, Physical Activity), and three credits of general electives. Also, the veteran's military record will be reviewed by the Office of the Registrar and additional credits may be awarded based on the veteran's military training, schooling, and job experience (military occupation specialty) and level of experience attained in that specialty. The exact credits to be awarded will be based on the recommendations contained in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

5.4.1.6 **Pathways to Proficiency**

Pathways to Proficiency (P2P) is a modern language proficiency certification and crediting program in Spanish, French and German at Davis & Elkins College. It prepares students to individualize a learning program or pathway in preparation for an online proficiency test in one or more of several languages. It is a program and not a "course" with a fixed schedule, assignments, exams, grades and start-finish dates.

Any full-time Davis & Elkins College student may prepare to test in a language that is not his or her native or first language. Work done during the academic year with P2P is extracurricular inasmuch as it is not counted as part of the course load nor does any credit received affect the GPA. Currently the College offer a minor in Spanish. Contact the Registrar's Office for further information.

5.4.2 Academic Honesty Code

Davis & Elkins College strives to maintain an environment of trust, respect, and integrity that facilitates the pursuit of scholarly goals. As such, the College maintains an Academic Honesty Code that promotes the assumption of personal responsibility and integrity and prohibits all forms of academic dishonesty.

5.4.2.1 **Forms of Academic Dishonesty**

Academic dishonesty is a serious offense that threatens the College's core educational mission. The most common form of academic dishonesty is plagiarism. Forms of academic dishonesty which violate the Academic Honesty Code are defined below.

Plagiarism

Plagiarism is defined as failing to acknowledge adequately the source of words or ideas which are not one's own. Plagiarism includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source.
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source.

3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source.
4. Copying or purchasing all or any portion of another's academic, research, or creative work — even with the creator's knowledge and permission — and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material which has been copyrighted. Students are hereby advised that when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but also a violation of law that could lead to civil or criminal penalties.
5. Ignorance of the rules governing plagiarism is not an excuse. When in doubt, students should seek clarification from the professor who issued the assignment.

Cheating

Cheating is defined as using, or attempting to use, in any academic exercise, materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Cheating also encompasses the provision or acceptance of any unauthorized assistance during an examination or assignment to be completed individually, including but not limited to talking to another student, viewing or copying another student's examination or assignment, making or receiving gestures from another student, or engaging another person to complete an assessment or examination in place of the student.

Collusion

Collusion involves the cooperation of students with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by students to change examination grades and/or grade point averages; cooperative efforts by students and student assistants to gain access to examinations or answers to examinations for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

Recycling

Recycling is defined as submission of a student's work that has previously counted for credit in another course. Recycling is not allowed unless explicitly authorized by the faculty members of both study units. In such a case, students must reference their previous work.

Sabotage

Sabotage is defined as the destruction or deliberate inhibition of progress of another student's work, including but not limited to the destruction or hiding of shared resources such as library materials, computer software and hardware, and tampering with another person's laboratory experiments.

Falsification of Data, Information or Records

Providing or conspiring to provide false information to the College by forgery, alteration or misuse of College documents, academic records, research data or professional or academic credentials is strictly prohibited.

5.4.2.2 **Review Procedure for Academic Honesty Code Offenses**

When a course instructor has substantial evidence that a student has violated the Academic Honesty Code, the course instructor will report the incident in writing via hand delivery or the College email system to the Vice President for Academic Affairs. The instructor's written report must detail the facts of the case and include any supporting documentation (crib sheets, witness statements, etc.), as well as document the instructor's recommended sanction. A copy of the report will be provided to the student via hand delivery or the College email system. The student will have three school days to submit a written response to the Vice President for Academic Affairs. The student may petition the Vice President for Academic Affairs for an extension of time to submit the response.

Following receipt of the student's written response (or four school days after receiving the instructor's written report should the student elect not to file a response), the Vice President for Academic Affairs (or designee) will investigate the matter. The Vice President for Academic Affairs' investigation will include, at a minimum, a review of the materials submitted as well as a meeting with the instructor and the student. The Vice President for Academic Affairs will render a decision in writing via hand delivery, mail, or the College email system to the student and course instructor within five school days of receipt of the instructor's initial report.

If the Vice President for Academic Affairs determines that a violation of the Academic Honesty Code has occurred, an appropriate penalty based on the facts of the case will be imposed and set forth in the written communication.

Initial Offense: For an initial violation of the Academic Honesty Code, penalties may include, but are not limited to the following:

1. A written warning;
2. Failing grade on work for which the violation was committed;
3. Dropping grade earned in a course by one letter grade;
4. Failure of the course;
5. Suspension from the College; or
6. Expulsion from the College.

Second Offense: For a second violation of the Academic Honesty Code, the student will receive an F for the course and be subject to suspension or dismissal from the College, at the discretion of the Vice President for Academic Affairs. In the event that the student receives an F in the course and elects to withdraw from the course prior to the withdrawal deadline, the student will receive the grade of WF, a grade which is equivalent of an earned F in the cumulative quality point index. If the student is dismissed, the notation – Withdrawn by the College – will appear on his/her transcript.

Third Offense: If a student is found guilty of a third violation of the Academic Honesty Code, the student will receive an F for the course and will be permanently dismissed from the College. In the event that the student receives an F in the course and elects to withdraw from the course prior to the withdrawal deadline, the student will receive the grade of WF, a grade which is equivalent of an earned F in the cumulative quality point index. If the student is expelled, the notation –

Withdrawn by the College – will appear on his/her transcript.

Appeals

In instances where the Vice President for Academic Affairs imposes a sanction of F for the course, suspension, or dismissal, the student may file a formal appeal. Appeals will be limited to:

1. Irregularities in the investigation;
2. The punishment, penalty, or discipline was perceived as being excessive or inconsistent with the nature of the offense; or
3. New and pertinent evidence or facts have been discovered that were unavailable at the time of the Vice President for Academic Affairs decision.

The student's appeal must be submitted in writing by the deadline stated in the Vice President for Academic Affairs' letter of notification. If the student does not file the appeal within the specified deadline, the decision of the Vice President for Academic Affairs will be final.

Appeals will be heard by an ad hoc Academic Honesty Appeal Board, which will consist of a designee of the President (chair), two faculty members (one appointed by the Vice President for Academic Affairs and one elected by the course instructor), and two students appointed by the Student Assembly.

The burden of proof shall be on the student and that burden must be satisfied by the preponderance of the evidence. Preponderance of the evidence means that a greater weight of the evidence is required in order to decide in favor of one side over the other, to determine whether a fact is true and/or to establish that an event occurred.

Hearing Procedures:

The Appeal Board will conduct an appeal hearing in accordance with the following guidelines:

1. The Chair of the Board will provide the student written notice of the date, time, and place of the hearing.
2. The written notice will also state that the student will be afforded the opportunity to present evidence through written memoranda, oral presentations, and witnesses.
3. The course instructor who made the initial allegation of academic dishonesty and the Vice President for Academic Affairs will be invited to attend the hearing and offer testimony.
4. A copy of all written material provided by the student in support of the appeal will be provided to the Appeal Board at least 72 hours prior to the hearing.
5. No persons other than the members of the Board, the student, the course instructor, the Vice President for Academic Affairs or any person that the Board believes can contribute to assisting it in reaching a decision shall be admitted to any meeting of the appeal committee. Legal counsel shall not be admitted at any of the meetings of the Hearing Board.
6. A record will be kept of the hearing. Formal evidentiary rules will not be applicable to the hearing.
7. The Board shall issue a decision, which will be communicated in writing promptly to the student, the instructor, and the Vice President for Academic Affairs. That decision will be to:

a. Affirm the determination of academic dishonesty and the imposed sanction; or

b. Affirm the determination of academic dishonesty, but modify the imposed sanction; or

c. Reject the determination of academic dishonesty and set aside any sanction.

8. The decision of the Appeal Board shall be final.

5.4.3 Academic Standing

In order to graduate from Davis & Elkins College a student must have a minimum cumulative GPA of 2.0. (Certain programs require a higher cumulative GPA.) Students maintain good academic standing by achieving the minimum grade point average (GPA) for the number of credits they have completed (see table below).

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

Semester Hour Credits Completed	**Minimum Cumulative GPA for Good Academic Standing**
23.5 or fewer	1.75
24 and above	2.0

Student receiving federal financial funding should be aware that they must also adhere to the College's Financial Aid Satisfactory Academic Progress Policy.

5.4.3.1 **Academic Warning**

A student whose academic performance falls below the minimum requirements for good academic standing for the first time will be placed on academic warning. The purpose of academic warning is to identify students struggling academically and to provide them with appropriate academic support. A student placed on academic warning will be notified of their status by the Vice President for Academic Affairs and will be required to participate in the College's academic support program as appropriate.

5.4.3.2 **Academic Probation**

A student whose academic performance falls below the minimum requirements for good academic standing for a second (or any subsequent) time 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: attend a required face-to-face meeting with support faculty and/or staff, limit the number of credit hours enrolled during the semester of probation, and/or participate in part of the College's academic support program (including enrollment in specified credit-bearing FND courses).

5.4.3.3 Removal from Academic Probation and Academic Warning

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

5.4.3.4 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 or academic warning. A student on academic probation who earns a semester GPA of less than 2.0 and whose cumulative GPA would warrant him or her being placed on academic probation for a second (or any subsequent) semester shall be dismissed from the College.

A student dismissed from the College is prohibited from returning to the College until the passage of either a fall or spring semester following the student's dismissal (i.e. a student cannot be readmitted after sitting out only a summer term). 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.

5.4.3.5 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 by the first day of classes to be considered for reinstatement for the current academic term. A student whose dismissal appeal is granted will be placed on academic probation.

5.4.4 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 semester and part-time when they are enrolled for fewer than 12 hours during a semester.

Students will be classified according to the number of completed semester hours:

Freshman	1-29 semester hours completed
Sophomore	30-59 semester hours completed
Junior	60-89 semester hours completed

Senior	90 or more semester hours completed

5.4.5 Cancellation of Courses

The College reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancelation. Notification of a canceled class will be sent to students at their College email address.

5.4.6 Classroom Management

5.4.6.1 **Attendance Requirements**

Regular and punctual class and laboratory attendance is required throughout the semester in accordance with the policy specified by the instructor. Course instructors will provide students with a written statement of the attendance policy for the course within the first week of a term. All students must attend every class or laboratory unless officially excused. Excused absences include representing the College, participating in approved field trips, illness, a family emergency, or others as determined by the instructor. Students will be responsible for all course work missed during an absence. Absences in classes immediately before and after holidays are unexcused.

5.4.6.2 **Class Cancelations**

On rare occasions, it may be necessary to cancel a scheduled class due to inclement weather or an instructor's inability to meet a class.

Inclement Weather Cancellations: Unless announced via an official College communication, classes will continue as usual on days of inclement weather.

Faculty Member Decision to Cancel Class: When an instructor is unable to meet a class because of illness and unable to arrange for a substitute, an official notice with this information will be posted outside the assigned classroom.

5.4.6.3 **Classroom Courtesy**

Professional responsibility requires prompt and regular attendance of course instructors at their classes and other assigned duties. Classes are to begin and end promptly. Students are free to assume that a class has been canceled and leave if the instructor is not present within fifteen minutes of the usual starting time unless the instructor has established an alternate procedure.

5.4.6.4 **Course Syllabi**

All course instructors are responsible for preparing a syllabus for each course that follows the template provided by the Office of Academic Affairs. The syllabus clearly specifies all course requirements and includes learning outcomes, required readings and reports, evaluation criterion, student ADA statement, a statement regarding the College's policy on academic integrity, and

other course expectations. Copies of these syllabi/outlines are to be distributed to students at the first class.

5.4.6.5 Guidelines for Handling Disruptive Students

Davis & Elkins College students are expected to conduct themselves at all times in accord with good taste and observe the policies and procedures of the College and the laws of the city, state, and national government.

All members of the College community have the right and obligation to report student violations of College policies and regulations to the Student Life Office.

Should an instructor encounter a disruptive student, the student will be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). An instructor has the authority to do this if the student is acting in a disruptive manner. If the student refuses, the Office of Public Safety and/or the Student Life Office will be notified.

5.4.6.6 Student Use of Mobile Devices in the Classroom

The use of cellular phones, PDAs, computers, tablets and other electronic devices in the classroom must comply with the rules instructors set forth in their respective syllabi and must never be used in a manner that causes disruption in the classroom. Moreover, Davis & Elkins College does not allow the use of such devices to photograph or video any classes without instructor permission. Abuse of devices with photographic or video capabilities, including cameras, recorders, cellular phones and tablets for purposes of photographing test questions or materials is a violation of Davis & Elkins College Academic Honesty Policy.

5.4.7 Final Examinations

When final examinations represent the most appropriate form of learning assessment, they are administered during final exam week of the fall and spring semesters. No examinations may be scheduled for the last two regular class days of the academic semester. Students who have final examination conflicts should attempt to resolve the problem by talking with the professors involved. If a solution cannot be reached, students should contact the Vice President for Academic Affairs. A student absent from a final examination because of illness is entitled to a special examination only when he or she presents a doctor's written explanation that the student was physically unable to take the exam at the scheduled time.

5.4.8 Foundation Requirements

Foundation Courses provide instruction in skills necessary for college success. Students entering Davis & Elkins College with fewer than 20 semester hours will be considered for placement in or exemption from FND 103 (Academic Skills), FND 104 (Foundations of Reading and Writing), FND 105 (Structured Academic Support), FND 111A (Developmental Mathematics I), and FND 112A (Developmental Mathematics II). The College reviews ACT/SAT and mathematics placement test scores to make these decisions. Students who are found to need Foundation Courses must plan their schedules so that they successfully complete these courses within their first two

semesters before advancing to the regular college courses in English or mathematics. FND 103 (Academic Skills) is open to all admitted students and may be required for some students as a condition of admission. Hours of credit earned in Foundation Courses will not count to the total number of semester hours required for graduation.

5.4.9 Grading Policies

5.4.9.1 **Grading System**

Evaluation of student performance is the prerogative and responsibility of the course instructor. The grading system is A through F except for those courses designated as Pass/Fail. 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.

Midterm and final grades are reported on all courses and are available online through WebAdviser. Final grades are also mailed to the student.

A grade of 'In progress' will be reported for the student who has arranged for additional time to complete an experience or project. An '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 circumstances beyond his or her control prevent completion of required course work by the end of semester. In general, a student's performance must meet the following criteria in order to be eligible to receive a grade of 'Incomplete':

1. The student's completed work to date is passing;
2. The student has completed 60 percent or more of the required work for the course;
3. The student's attendance has been satisfactory for at least 60 percent of the semester; and
4. An extended illness or extenuating circumstance prevented completion of required work by the end of semester.

The grade of incomplete must not be given as substitute for a failing grade, must not be based solely on student's failure to complete work in a timely fashion, and must 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 calendar year. 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 or Division Chair, will assist students in the process of completing requirements for 'In progress' or 'Incomplete' grades.

For each semester and term, 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 adviser 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.'

At midterm, faculty members may file midterm grade reports of 'W' with the Office of the Registrar for students who have never attended class or who have not attended for a significant period of time. In such instances, the Office of the Registrar will notify the student who has received a midterm grade of 'W.' Unless students assigned a 'W' at midterm contest the action within a designated period of time, the 'W' shall be recorded on the transcript by the Registrar.

U.S. veterans must notify the School Certifying Official when withdrawing from any courses so their certification can be adjusted accordingly. In addition, all student-athletes must consult with the Athletic Director before they see their academic adviser to officially withdraw or drop/add a course. Similarly, students are reminded to be familiar with any specific academic program withdraw or drop/add policies before making a course change.

All students should be aware that withdrawing from courses can significantly slow progress toward degree completion and impact financial planning. In particular, credits for which a grade of 'W' is received are considered attempted credits but not successfully completed credits for purposes of federal financial planning. A grade of 'W' does not impact the student's GPA, but does negatively impact the cumulative completion percentage and counts toward the student's maximum time frame. See the College's Satisfactory Academic Progress Policy in the *Davis & Elkins College Policy Manual* Volume VI (6.2.2.12) for additional information.

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

CR Credit only (Used only for transfer work--0 quality points for each hour)

AU Audit

5.4.9.2 **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

CR Credit only (Used only for transfer work--0 quality points for each hour)

AU Audit: no quality points generated

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

5.4.9.3 **Grade Appeals**

Davis & Elkins College affirms the principle of academic freedom and its responsible exercise by the faculty in the program of instruction. The College also recognizes the right of students to fair treatment within the membership of the academic community. In affirming these principles, the College recognizes the prerogatives and responsibilities of the faculty in establishing the criteria for evaluating student performance in courses of instruction, as well as in reporting the grade to the College Registrar.

A student who wishes to appeal a course grade should first confer with the instructor who assigned the grade. If the student's grade concern is not resolved in this conversation, the student will then submit a written request for a reconsideration of the grade to the instructor with copies to the department/division chair and the Vice President for Academic Affairs. This written request must be made within two weeks of the of the first grade conversation with the instructor.

If, after consultation with the instructor, and the department and/or division chair, the student concludes that a further appeal is warranted, the department/division chair shall advise the student on the process of appeal to the Vice President of Academic Affairs.

Initial appeals must be made within 30 school days of the issuance of the course grade being

appealed.

A student may elect to bypass an appeal to the department/division chair and make an appeal in writing to the Vice President for Academic Affairs. This appeal must be made within 30 school days of the initial grade appeal to the course instructor. The decision of the Vice President of Academic Affairs shall be final.

5.4.9.4 **Grade Changes**

Grades officially submitted to the Registrar are final. Requests for a change of grade necessitated by clerical, computational, or other documented error must be submitted in writing by the faculty member to the Office of the Registrar. The requested change will become effective when approved by the Registrar.

5.4.10 Residency Requirements

Students seeking an associate degree must complete at least 28 semester hours as a matriculated student at Davis & Elkins College to meet residence requirements, including the final 20 semester hours taken immediately prior to graduation. Students seeking the baccalaureate degree must complete at least 36 semester hours as a matriculated student at Davis & Elkins College to meet residence requirements, including 24 of the final 30 hours taken immediately prior to graduation.

5.4.11 Second Associate Degree

A student may earn a second associate degree in a different concentration from the first associate degree, provided that he or she completes at least 28 semester hours in residence beyond the requirements of the first degree and satisfies all the requirements of the second degree. In addition, the student must successfully complete any assessment requirements for the new concentration.

5.4.12 Second Baccalaureate Degree

Students who wish to earn a second baccalaureate degree must satisfactorily complete at least 36 semester hours in residence at Davis & Elkins College beyond the requirements of the first degree and must satisfy all the requirements of the second degree. In addition, the student must successfully complete any assessment requirements for the second degree. The forms for degree requests are available in the Office of the Registrar.

5.4.13 Textbooks

The Higher Education Opportunity Act (HEOA) requires that Davis & Elkins College make available to students information regarding the price of books for each course offered.

In compliance with the HEOA, a listing of required and/or optional textbooks for courses is made available via College bookstore's website. Included on the website is the International Standard Book Number (ISBN) and retail price of every recommended or required book or supplemental material for all courses offered by the College. If the ISBN is unavailable, Davis & Elkins College Bookstore provides the author, title, publisher, and copyright date. If textbooks are not listed on the College bookstore's website two weeks prior to the start of classes, students should contact the

instructor directly.

Students are free to choose where they purchase course materials and there is no obligation to purchase a textbook from the College bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

5.4.14 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 seven years of the student's date of matriculation. Requests for exceptions to this policy may be submitted to the Registrar, who will consult with the department/division chair. The Vice President for Academic Affairs will serve as the final arbiter for appeals.

5.4.15 Military Student Recruiting, Enrollment, and Tuition Assistance Compliance

The College prohibits recruitment, admissions, compensation, and enrollment practices that violate DOD regulations and ensures that Service members are provided with accurate information and sufficient opportunity to make informed educational decisions. The Office of Admissions, Financial Aid, and the Office serving Military and Veteran Students are responsible for implementing and monitoring compliance with this policy.

1. Prohibition on Incentive Compensation
The College shall not provide any commission, bonus, incentive payment, or other compensation based directly or indirectly on securing enrollments or the awarding of federal financial aid, including Tuition Assistance funds.

This prohibition applies to:

- Employees involved in recruiting, admissions, enrollment, marketing, outreach, or student advising activities.
- Contractors, agents, vendors, or other third parties acting on behalf of the College.
- Any compensation arrangement that ties payment to the number of military students recruited, enrolled, retained, or awarded financial assistance.

2. Prohibition on High-Pressure Recruitment Practices
The College prohibits high-pressure recruitment tactics directed toward Service members or military-affiliated students.

Prohibited practices include:

- Making three or more unsolicited recruiting contacts by phone, email, text message, social media, or in-person communication for the purpose of securing enrollment.
- Engaging in same-day recruitment and registration activities designed to pressure Service members into immediate enrollment decisions.
- Misrepresenting academic programs, costs, transferability of credits, financial aid, Tuition Assistance benefits, or employment outcomes.
- Using threatening, intimidating, coercive, misleading, or aggressive sales tactics.

- Pressuring prospective students to enroll before they have adequate time to consider their educational options.

3. Tuition Assistance Approval Requirement
The College recognizes that eligible Service members using Military Tuition Assistance (TA) must obtain approval from their respective Military Service before enrollment under a TA benefit.

Accordingly:
- College personnel shall advise prospective students who intend to use TA to consult with their Educational Services Officer (ESO), military counselor, or designated Service representative.
- College personnel shall direct students to obtain required TA authorization prior to enrollment under a TA funding arrangement.
- Students seeking to use TA funds must secure approval from their Military Service before the College certifies enrollment for TA purposes.
- Information regarding TA requirements and military educational counseling resources shall be made available through the College's website and student information materials.

4. Employee and Contractor Responsibilities
All employees and contractors engaged in recruiting, admissions, enrollment management, financial aid, military student services, or related functions are required to:
- Comply with this policy and all applicable DoD MOU requirements.
- Complete training regarding ethical recruitment and enrollment practices when assigned responsibilities involving military-affiliated students.
- Report suspected violations to appropriate College leadership.

Failure to comply with this policy may result in corrective action, including disciplinary measures, contract termination, or other administrative action as appropriate.

5.5 Academic Resources

5.5.1 Academic Advisers

A student's advising experience, like a student's initial classroom experience, strongly influences his or her approach and adjustment to the college learning environment and, therefore, receives careful attention at Davis & Elkins College.

Prior to a student's first semester, he or she will be advised by a member of the Registrar's Office. At the start of the first semester, students are assigned an adviser through the Registrar's Office. Students may change their adviser and/or major by submitting Form 26 (Declaration of Academic Program) to the Office of the Registrar. Students meet with their advisers in advance of Registration & Assessment Day in the fall and spring semesters and at other times as arranged by the student.

The adviser-advisee relationship is a critical part of the college experience. Together, the student and adviser develop an ongoing plan to move the student toward graduation. The ultimate responsibility for understanding, and meeting, graduation requirements rests, however, with the student. Please note: an adviser cannot make exceptions to the published specifications; only the Office of Academic Affairs in consultation with the Office of the Registrar may grant variances from College policies.

Students with questions or concerns about any academic issues should speak with an adviser. To identify an adviser, or to change an adviser, students should contact the Office of the Registrar. Students who are not comfortable speaking with their adviser, should contact the Office of Academic Affairs.

5.5.2 The Naylor Learning Center

The Naylor Learning Center mission is to support the heightened performance of students and faculty campus wide, transform the learning experience of students with learning disabilities, and 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).

5.5.2.1 **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.

5.5.2.2 **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).

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.

5.5.2.2.1 Academic Support Program Services

The Academic Support Program, which is located in the Naylor Learning 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*: Tutoring 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 meet specific eligibility requirements. A tutoring schedule is distributed via campus email.
- *Study Groups*: Study groups are coordinated and supported by the Naylor Learning 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.

5.5.2.2.2 Supported Learning Program

Since 1989, Davis & Elkins College has offered a fee-based supplemental program to provide individualized support to college students with disabilities. This comprehensive fee-for-service program moves far beyond federally mandated accommodations by taking a holistic approach to supporting students with disabilities. The program includes regular, weekly, one-hour sessions with one of the Supported Learning Program instructors. During these weekly meetings, strategies for time management, organizational skills, learning strategies, and various study skills strategies are learned, implemented, and monitored. Specialized technology along with specialized assistance provides students with support for success in academics, social interaction, and independent living.

To participate in the Supported Learning Program, a student must meet the admission requirements of the College, qualify as a student with a disability eligible for legal accommodations at no cost from Davis & Elkins College Disability Services, and complete a separate Supported Learning Program application, along with a face-to-face interview

All students in the Supported Learning Program have access to the following services and forms of support:

- Weekly one-hour meetings with a Supported Learning Program instructor;
- Five hours of supervised study hall each week;
- Pre and post exam study review sessions;
- A one-credit class for all in-coming students, "Study Skills for Success";
- Regular monitoring of progress throughout semesters focusing on student-specific goals and objectives;
- Support and guidance in identifying learning strengths and weaknesses;
- Help in implementing effective time management and organizational skills;
- Strategies for effective test-taking, note-taking, studying, etc.;
- Guidance in balancing the social and academic dimensions of college life;
- Proofreading and editing support for academic writing assignments;

To learn more about the Supported Learning Program, visit the D&E Educational Support webpage, or contact the Naylor Learning Center at 304-637-1435.

5.5.2.2.3 Disability Services

It is a student's responsibility to inform the College of their disability, register with D&E Disability Services, and request accommodations in accordance with their documentation. D&E Disability Services within the Naylor Learning Center provides reasonable accommodations in the academic setting for students with disabilities (ADA, 504 & 508 accommodations). The disability must be documented based on the College documentation criteria. Students are not required to apply for or join the fee-based Supported Learning Program to receive reasonable accommodations. Students seeking more information regarding reasonable academic, housing, or dietary accommodations or any other related issues should contact D&E Disability Services within the Naylor Learning Center at 304-637-1435.

Should a student feel they have not been provided or have been denied an appropriate, reasonable accommodation under the Americans with Disabilities Act (ADA), they may appeal any accommodation decision in full or in part.

Appeal Procedures

The appeal process is intended to provide students with the opportunity to bring forward questions regarding substantive or procedural errors or evidence of bias that occurred during the accommodation review process. The appeal process is not intended to initiate a new accommodation review process at a higher level.

General dissatisfaction with an accommodation decision is not grounds for an appeal. Individuals wishing to appeal decisions regarding accommodation should first try to resolve the issue with Disability Services An appeal from an accommodation decision must be based on one or more of the following grounds:

1. There was a procedural error made during the accommodation review process that substantially impacted the outcome of the decision (e.g. you were not given an opportunity to participate in an "interactive process," or the collaborative effort to arrive at a reasonable accommodation).
2. There was a substantive error (such as a misunderstanding of your accommodation request) made during the accommodation review process that impacted the outcome of the decision. To submit an appeal based on substantive errors, you must demonstrate that you already attempted to address the error with Disability Services.
3. There is evidence of bias on the part of Disability Services, which made the decision that prevents them from considering your accommodation request objectively and completely.

Appeals can be made to the Dean of Students, Ms. Kate Garlick.

Kate Garlick
Dean of Students
Liberal Arts Hall, 1st Floor
(304) 637-1241 | **garlickk@dewv.edu**

Appeals must include the following:

- A copy of your accommodation decision or notification letter,
- A written statement explaining the accommodation you originally requested, and,
- An explanation of the grounds for appeal listed above. Appeals are written and do not often include an interview, so you need to make sure all the necessary information is contained in your written submission.

The appeal window begins on the day your receive your accommodations decision. You have ten (10) business days to appeal accommodation decisions in whole or in part. Decisions regarding appeals will typically be made in five (5) business days. Appeals can be:

- Granted, in which case Disability Services will be instructed to revisit your accommodations request and will receive information on how to address the information provided in your appeal;

OR

- Denied, in which case the Dean of Students has determined that your initial accommodation decision was not the result of error or bias, and you are required to follow the information provided in your accommodations decision.

Failure to accommodate is considered a form of discrimination under College policy. Any student currently enrolled at the College who believes they have been discriminated against or harassed on the basis of disability may contact the Title IX/Section 504 Coordinator at:

Amy Kittle
Title IX/Section 504 Coordinator
Liberal Arts Hall 209
Phone: 304-621-1316 | kittleamy@dewv.edu

Please see Davis & Elkins College Policy and Procedures on Discrimination, Harassment, and TItle IX Sexual Harassment for more information.

5.5.3 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 facility is an inviting place to work, with every type of study space available including quiet zones, seminar rooms for small group work and a student lounge for larger student meetings. Booth Library also features a 24-hour, secure keyless-entry computer lab available to students, faculty and staff. The physical and digital collections number over 165,000 items, all access

through an online catalog. The Library provides access to numerous electronic resources including hundreds of full-text journals, thousands of electronic books, and many reference databases. Research assistance is available 24/7 through online research guides. In-person consultations are available through appointment.

While Booth Library exists primarily to meet the needs of the College's students, faculty and staff, visitors not affiliated with the College may also use the library. To learn more about visitor services, visit the Booth Library Information Desk.

For more details about services and procedures, please visit the Booth Library Information Desk or the Booth Library website.

5.5.3.1 General Library Policies

Students, employees, and guests of Booth Library are to conduct themselves in accordance with the College's policies while in Booth Library.

The areas of the Library designated as Quiet Study Areas are strictly enforced. No talking, music, or other activities that may disturb others are allowed in these designated areas.

Eating and drinking are not permitted in some sections of the Library. Exceptions are special functions approved by the Librarian.

Cell phone ringers must be silenced upon entry to the Library. Cell phone use is allowed only in designated areas of the Library.

Violations of these policies will be reported to the Office of Public Safety and may result in corrective discipline in accordance with College policy.

5.5.3.2 Borrowing Privileges

Students, faculty, administrators, and staff of Davis & Elkins College have full borrowing privileges. A valid D&E ID Card must be presented when checking out materials.

Davis & Elkins College alumni are also eligible to borrow books. Application forms for alumni are available at the Information desk. A valid form of identification is required before applications can be processed.

Borrowers will be held responsible for all materials checked out on their ID Card, until returned through the library system.

5.5.3.3 Loan Period and Renewals

The student's loan period for books is three weeks (21) days, with one (1) renewal of three weeks (21) days.

Students can renew books once. Items can be renewed in person at the Information Desk and online. To renew library materials online, visit Your Library Account on the Booth Library's website. To renew materials, follow the online instructions. To complete the renewal procedure, borrowers must have a barcoded Davis & Elkins College ID Card. After one (1) renewal, students must return the books to the Library. Overdue books, books for which there are outstanding holds

(i.e., items requested by other patrons) and those that have reached the renewal limit cannot be renewed.

Faculty and staff may check out an unlimited number of books for the semester. Faculty will receive recall notices for items requested by other users or for reserve and must return these materials by the date indicated on the recall notice.

5.5.3.4 **Limit**

A cumulative maximum of thirty (30) books can be checked out at any given time. No more than five books, on any one subject, will be allowed to be checked out at one time.

5.5.3.5 **Returns**

Materials that have been checked out can be returned either to the Information Desk or placed in the Book Drop located just outside the main entrance to Booth Library.

5.5.3.6 **Print Reserves**

Reserves are course related materials that are set apart from the rest of the Library's collection at the request of faculty for the exclusive use of Davis & Elkins College students enrolled in specific courses.

The Print Reserves collection is located behind the Information Desk. Students can locate desired materials by providing the circulation desk staff the instructor's name, course name and course number. Booth Library staff will retrieve items in the Reserves collection. Students can borrow two (2) items simultaneously. Materials on two (2) hour loan cannot be removed from Booth Library. Items borrowed from the Reserves collection must be returned to the Information Desk.

5.5.3.7 **Fines and Fees for Overdue Items**

Overdue Fines: Booth Library borrowers are subject to the loan and fine policies. All Booth Library circulating materials are electronically assigned a due date at the time of checkout. Borrowers are expected to return materials on or before the assigned due date. Materials kept beyond their assigned due date are electronically fined. Davis & Elkins College students who have significant fines will be restricted from borrowing material from Booth Library.

Notices for overdue materials are sent as a courtesy and failure to get one does not relieve a borrower from the responsibility of returning the overdue materials.

At the end of each semester, Booth Library will report students with outstanding unpaid fines and/or books that are overdue and have not been returned to the College's Registrar. The Registrar will withhold diplomas and transcripts until said fines are paid in full and/or overdue book(s) are returned or appropriate replacement payments have been made to the Library. Once these conditions have been met, the Library will inform the Registrar to release the offender's name.

Recalled Fines: Borrowers who fail to return materials which have been recalled by the date indicated on the recall notice will be fined per day.

Lost Item Fine: Borrowers will be charged a lost item and processing fee for each lost or stolen library item. If a current replacement cost cannot be determined then a flat rate will be charged in addition to a service charge. Unpaid library obligations will be referred to the Registrar Office, which may result in the inability to register for classes or the withholding of transcripts and/or diploma.

5.5.3.8 **Holds**

Holds can be placed on available materials and on items currently checked out to other patrons at the Information Desk or online. For materials checked out, the patron requesting the hold will be notified when it has been returned. The material will be kept on the "hold" shelf at the Information Desk. Patrons will have up to ten days to pick it up, after which the item will be returned to the collection. Holds apply only to general circulating books and not to course reserve items. The Library will not place "holds" for affiliated borrowers on materials loaned to Davis & Elkins College students, faculty, or staff.

Borrowers may be charged overdue fines, processing fees, and lost book charges by Booth Library for failure to return or renew material by the due date.

5.5.3.9 **Recalled Materials**

All materials checked out are subject to recall after 14 days. The due date on a recalled item will be electronically changed to reflect the new due date. Patrons will be notified via email of any changes. Borrowers who fail to return materials which have been recalled by the date indicated on the recall notice will be fined per day.

The Library will not place recalls for affiliated borrowers on materials loaned to Davis & Elkins College students, faculty, or staff.

5.5.3.10 **Interlibrary Loan Policy**

Interlibrary Loan (ILL) offers the opportunity to obtain academic resources not available in Booth Library. This service is available to all current Davis & Elkins College students, faculty, and staff.

Borrowing Privileges

Generally, books and photocopies of articles related to academic research may be requested. Each lending library sets their own policies regarding loans and copies.

Most Libraries do not lend:

1. Reference materials;
2. Full issues of periodicals or newspapers;
3. Audiovisual materials (videocassettes, CDs, DVDs, etc.);
4. Rare, fragile or very valuable items; and
5. Very recently published books.

Time Needed

Because ILL items come from other libraries, at least ten days are needed from the time of the request until the item is received. If it is necessary to refer the request to more than one library, or if the request information is inaccurate, the process could take longer. Therefore, it is best to request interlibrary loans well in advance of the time a paper or project is due.

Loan Periods

Loan periods are established by the lending institution.

Fees

Booth Library does not charge for interlibrary loan services, but patrons may be responsible for fees imposed by the lending library.

5.5.3.11 Library Visitors

Booth Library exists primarily to meet the needs of the students, faculty, and staff of Davis & Elkins College. Visitors who are unaffiliated with the College are welcome to use library facilities and materials for research and educational purposes, subject to availability.

Visitors, upon entering Booth Library, must present themselves at the Information Desk. Visitors must present a valid U.S. or international issued photo I.D. (driver's license, passport, etc.) and signing the visitor registry each time they use Booth Library. Persons without a valid I.D. will not be allowed into Booth Library.

5.5.3.12 Children in the Library

Children and other non-student minors may come to Booth Library only when accompanied by a parent. Children may not use the Library computers.

5.5.4 The Writing Center

The Writing Center, located on the second floor of Albert Hall, provides assistance with English essays, business theses, 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.

5.6 Academic Honors

5.6.1 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 all students to achieve their potential as scholars and continue in the pursuit of scholarship.

5.6.1.1 **President's List**

The President's List is published at the end of the fall and spring semesters to recognize students who have completed a minimum of 12 semester hours (in graded courses) in that semester with a term grade point average of 4.0 on a 4.0 scale.

5.6.1.2 **Dean's List**

The Dean's List is published at the end of the fall and spring semesters to recognize students who have completed a minimum of 12 semester hours (in graded courses) in that semester with a term grade point average of 3.6 or above on a 4.0 scale.

5.6.1.3 **Academic Achievement Awards**

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

Dean's Award: Awarded to deserving graduating senior(s) selected by the Vice President for Academic Affairs.

Academic Achievement Awards: Awarded to students with outstanding academic achievement in each program. The selection is made by faculty in the respective programs.

Named awards include:

The Robert E. Urban Memorial Award in Biology

The Dr. Charles E. Albert Memorial Prize in Chemistry

Chemistry–-The Achievement Award in Chemistry for Freshmen Students in Chemistry

The Tatiana Jardetzky Scholarship Award in Foreign Languages and Culture

The James H. Swanton Prize in History

The Dorothy F. Roberts Achievement Prize in Political Science

The Pendleton Prize in Theatre

The Faculty Senior Award: The Faculty Senior Award is granted to a senior student who has achieved excellence in a wide range of academic areas and exhibited both personal and intellectual leadership. It recognizes students who have fostered a climate of intellectual excitement throughout their years at Davis & Elkins College. The Faculty Assembly Executive Committee selects a recipient from seniors with a minimum 3.8 cumulative grade point average.

The Algernon Sydney Sullivan Awards: These awards are presented to students who demonstrate exemplary spiritual qualities in daily living. Received by students who exhibit "nobility of character," these awards are distinct from those for scholarly and athletic achievement and are awarded by a special College committee.

The Achievement Award in Chemistry for Freshmen Students: The Chemical Rubber Publishing Company provides an award for outstanding achievement by a freshman student enrolled in chemistry courses. The Handbook of Chemistry and Physics is given to the student who wins this award.

Commencement Awards: The following academic awards are given each year at Commencement:

Freeman J. Daniels Awards: Friends of Freeman J. Daniels, a distinguished alumnus of Davis & Elkins College, established awards to recognize high academic achievement. Each year at the Founder's Day Convocation, the Freshman, Sophomore, and Junior Awards are given to the highest ranking students in those classes, based on their previous year's academic performance. Awards carry a $500 tuition grant. At Commencement, the Freeman J. Daniels Award recognizes the highest ranking senior, the Valedictorian.

5.6.2 Graduation Honors

To be eligible for graduation honors at Davis & Elkins College, a student must have completed a minimum of 62 semester hours for the baccalaureate degree and 32 hours for the associate degree at Davis & Elkins College. 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, the distinction of "Highest Honors" is awarded to associate degree graduates who have a cumulative grade point average of 3.95 - 4.00: 'High Honors' to those who have a cumulative grade point average of 3.80 - 3.94; and "Honors" to those who have a cumulative grade point average of 3.60 - 3.79. At the time of graduation, eligible seniors 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.

The graduating senior receiving a baccalaureate degree with honors who has the highest cumulative grade point average in class standing is named Valedictorian and gives the Valedictory Address. The next highest ranking senior who is eligible for graduation honors is named the Salutatorian and gives the Salutatory Address. In the case of a tie for either honor, preference will be given to the student who has completed the most hours at Davis & Elkins College if a tie still exists, co-honors may be awarded.

The highest ranking eligible candidates for the Bachelor of Arts, Bachelor of Science, and Associate Degree participating in the graduation ceremonies are recognized during the Commencement service and receive a symbolic scroll in recognition of their academic achievements.

5.7 Academic Administration Policies

5.7.1 Academic Field Trips

Academic field trips to off-campus locations provide valuable experiences and are an integral part of the College's educational activities. The College encourages approved academic field trips that are conducted in accordance with the guidelines set forth below.

For purposes of this policy, an academic field trip is defined as a course-related activity that serves educational purposes and occurs at a location other than the campus at which the course is regularly taught. Academic field trips are, by definition, College-sponsored events and must conform to the following guidelines:

Guidelines for Course Instructors

Prior to the beginning of the term, the course instructor must provide the Office of Academic Affairs with complete information about the date, duration, location, and transportation plan for any proposed academic field trips. The course instructor will be notified promptly as to whether or not the trip has been approved.

Whenever practical, the site of the academic field trip should be visited in advance by the course instructor or an appropriate College administrator, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.

All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, and must include detailed information about date, time, location, means of transportation, and any fees for which the student is responsible. If an unforeseen educational opportunity arises later in the term, the faculty member should discuss it with the class as soon as possible. In such cases, the trip should be voluntary and not a requirement of the course.

During the first class of the term, the course instructor must discuss with students the planned itinerary for the trip, behavioral expectations, and transportation details, as well as any risks associated with the activity of the field trip. Such a discussion must be repeated no less than a week in advance of the trip.

The course instructor must announce that any student enrolled in the course who might need special accommodations in conjunction with the field trip should speak as soon as possible with Disability Services for information and assistance.

No later than ten business days prior to the event, the course instructor must check with the Office of the Registrar to ensure that all students scheduled to take the field trip have a signed and completed Travel Waiver Agreements on file in the Office. -The course instructor must be present for any academic field trips.

A contract may be required for the use of facilities or the procurement of other goods or services. If a faculty member is asked to sign a contract, the contract needs to be reviewed by the Business Office.

The course instructor is responsible for enforcing compliance with College rules and conduct regulations for all trip participants. The safety and wellbeing of all participants must be a primary concern.

Guidelines for Students

All students participating in the field trip must complete and submit a signed Travel Waiver Agreement to the Office of the Registrar no later than five business days prior to the scheduled trip.

Students engaged in travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a

participant's failure to comply with College rules and regulations, the direction of a faculty member, or applicable law. Without limiting the foregoing, all trip participants are required to:

1. Comply with the Student Code of Conduct and with applicable College policies and procedures, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and
2. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum that differs from that which is acceptable on campus.

Any violation of College policy or local, state, or federal laws may result in disciplinary action or sanctions by the College.

Students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.

Transportation

Whenever possible, chartered buses or College-owned or leased vehicles should be used for transportation on an academic field trip. Drivers of College-owned or leased vehicles must be on the institution-approved driver list.

Public transportation (e.g., regularly scheduled trains or buses) is also an appropriate means of transportation for an academic field trip. It is recommended that privately owned vehicles not be used for transporting students on academic field trips.

While the use of transportation provided by the College for the field trip is preferable, students are permitted to use a privately owned vehicle. They do so, however, at their own risk. If a student travels to the field trip site in a privately owned vehicle, the vehicle owner is responsible for any loss or damage in the event of an accident.

Faculty may drive their personal vehicles. However, the owner of the vehicle must have automobile liability insurance. The vehicle owner is responsible for any loss or damage in the event of an accident.

Rented vehicles should be rented under the name of the College and the individual drivers. The driver should not purchase insurance offered by the rental agency. The College offers physical damage (comprehensive and collision) insurance coverage. Rented vehicles must be arranged by the faculty member, and not by participating students.

If a chartered bus is used, the bus must be secured from a company approved by the Business Office.

Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

5.7.2 Academic Policy Approval

The introduction of new or proposed changes to Davis & Elkins College academic policies that impact all academic programs may be initiated by a faculty member, the Curriculum Committee or other applicable standing committee of the Faculty Assembly, the Vice President for Academic Affairs, the President, or the Board of Trustees or a standing committee thereof. All requests to

amend or revise the College's academic policies are reviewed and approved pursuant to the procedures set forth in the College Policy Development and Approval Process (see Volume I of the *Davis & Elkins College Policy Manual*).

5.7.3 Instructors of Record and Faculty Rosters

At the beginning of each academic year, the Academic Affairs Office will solicit from each academic department and division a list of all instructors of record approved to teach courses in the department and division for the upcoming academic year.

Davis & Elkins College defines an instructor of record as the individual designated by the academic division or department who has the appropriate academic credentials or equivalent experience to be granted overall responsibility for the development/implementation of the course syllabus, the achievement of student learning outcomes included as part of the course syllabus, and for issuing course grades. For team-based courses in which multiple instructors participate in the design, delivery and assessment of the course, the department or division chairs will identify a team coordinator, who will serve as the instructor of record.

The approved listing will include courses to be taught, the instructor's academic degrees and course work and other qualifications relative to the course taught, on or before the date specified by the Academic Affairs Office. Department and/or division chairs are responsible for sending applicable changes throughout the academic year to the Academic Affairs Office. The information submitted to the Academic Affairs Office will be included in the College's Faculty Roster database.

5.7.4 Internship and Clinical Placement Approval

Internships and clinical placements provide valuable experiences and are an integral part of the College's educational activities. The College encourages internships and clinical placements that are approved in accordance with the guidelines set forth below:

1. The course instructor; the department or division chair; and the Office of Career Services and Student Employment must approve all internship and clinical placements prior to the student's registration for the internship or clinical placement.
2. New internship and clinical placement sites are to be vetted by the course instructor supervising the internship or clinical placement and/or the Director of Career Services and Student Employment prior to approval. Sites where interns or clinical placements have been placed in the immediate past 3 years need not be vetted prior to approving the placement.
3. Once approval is granted, a formal and written agreement for managing the internship or clinical placement must be executed between the College and the internship or clinical placement agency and approved by the Vice President for Academic Affairs.
4. The approval of an internship or clinical placement agency is a continuing process. Approval may be withdrawn during an internship or clinical placement in the best interest of the student for concerns of safety, legality or educational validity.
5. Student compensation, if any, is to be decided between the student and the relevant agency and be included in the formal and written agreement.

6. The department or division will provide intern/internship evaluation forms to be used by the agency and by the student. The student is to give the appropriate form to his/her supervisor in the agency.

5.7.5 Program and Curriculum Development

The introduction of courses, majors, minors, degrees and special programs or changes thereto may originate from many sources: students, faculty, staff, trustees, as well as individuals and organizations outside the College. Proposals originating from any source must be referred initially to the appropriate academic department or division. If a related department or division does not exist, such proposals must be prepared by a qualified member of the faculty and then referred directly to the Curriculum Committee.

Proposals for courses must be prepared in accordance with the course description for the Catalog and the requirements of the Curriculum Committee and/or Vice President of Academic Affairs.

Proposals for majors, minors and degrees must be accompanied by the following materials:

1. A statement of the rationale for the proposal and a written narrative demonstrating that the proposed course(s) or program has content and rigor appropriate to higher education;
2. A statement that the department or division Faculty have been consulted;
3. A statement of the need for the proposal, which should address any overlaps or duplications that might result from the proposal;
4. The syllabus or an outline of the requirements, with a statement indicating the actual changes that will result from the proposal;
5. The department or division chair's assessment of the proposal in respect to the above and in respect to any impact that the proposal might have on resources and facilities; and
6. A *Catalog* description of the proposal.

Recommendatory and Evaluation Process:

The typical evaluative and recommendatory procedures are as follows:

1. Preparation of proposal by department or division faculty and submission to department or division chair.
2. Chair approval and submission to the Curriculum Committee.
3. Curriculum Committee consideration and recommendation to the Faculty Assembly.
4. Faculty Assembly recommendation to the Vice President for Academic Affairs.
5. Vice President for Academic Affairs evaluation and decision or recommendation to the President.
6. President's evaluation and decision or recommendation to the Academic Affairs Committee of the Board of Trustees.
7. Academic Affairs Committee evaluation and recommendation, if requested.
8. Board of Trustees' decision. *

It is the responsibility of each recommending and decision-making authority to ensure that proper evaluation of the proposal has taken place prior to recommending and/or approving the proposal, including verification that the proposal demonstrates appropriate content and rigor appropriate to higher education and that semester credit hours have been assigned in compliance with the College policy.

*Note: Course changes, additions or deletions do not require Board of Trustee approval.

5.7.5.1 Special Topics Course Approval

Departments/faculty members without approval of the Curriculum Committee of the Faculty Assembly may propose Special Topics classes. These courses may be taught a maximum of three times over a period of five years before such approval is required. Special Topics courses will be numbered x4x. The process for applying to teach a Special Topics course is as follows:

1. The department or division chair must approve the proposal.
2. The department/faculty member submits the course designation (ART, BUSI, HIST, etc.), suggested course level (100, 200, 300 level), number of credits, course description, prerequisites if any, intended audience, semester being proposed to teach the course, and projected enrollment to the Vice President for Academic Affairs. This is done at the same time that other courses are being scheduled for the next academic year.
3. The Vice President for Academic Affairs will consider how the course will affect other offerings in the department and College, course load for the faculty member involved, etc. If the Vice President for Academic Affairs approves the course, the Registrar will assign the appropriate number (14X, etc.) and it will be included in the appropriate semester schedule.
4. The course may be taught a maximum of three times over a five-year period before it must be submitted to the Curriculum Committee for approval. The Curriculum Committee and the Faculty Assembly must approve it before it can be taught again. Submitting the course to the Curriculum Committee will follow the normal process and must include the same information as before (designation, course level, credits, and description) and how the course fits into the major, minor, or general education. If approved by the Faculty Assembly, the Registrar will assign a new number (without the 4 as a middle digit) and the course will be listed in the next Catalog.

5.7.5.2 Faculty-led Study Abroad Program Approval

All faculty-led study abroad programs must receive advance approval in accordance with the following procedures:

1. Faculty members who propose to sponsor and lead a credit or non-credit, College-sponsored, student study abroad experience must have administrative approval no later than one full semester before the study abroad program is to begin.
2. The faculty member who proposes the study abroad program must submit a written proposal to the faculty member's department or division chair for review and recommendation. The proposal must include (1) a program syllabus, (2) a written report from the U.S. Department of State regarding the advisability of U.S. citizens to travel in the country or countries to be

visited, and (3) a copy of a waiver of liability form that includes reference to the inherent risks associated with the program. Upon receiving a proposal, the department or division chair will respond in writing within ten working days to the faculty member submitting the proposed study abroad program.

3. If approved by the department or division chair, the proposal will be forwarded to the Curriculum Committee for review and consideration. The Curriculum Committee will render a decision on the proposed program within ten working days.
4. If approved by the Curriculum Committee, the proposal will be forwarded to the Vice President for Academic Affairs for review and consideration. The Vice President for Academic Affairs will render a decision on the proposed program within ten working days.
5. If approved by the Vice President for Academic Affairs, the proposal will be submitted to the President for a final decision.
6. The President will notify, in writing, the sponsoring faculty member of the decision to approve or disapprove the proposed study program. This will be done within five working days of the President's decision. A copy of the notification will be sent to the Vice President for Academic Affairs. If the proposed program is approved, copies of the notification will also be sent to the Business Office and Registrar.
7. Following the notification of approval, the sponsoring faculty member must then arrange to meet with the Vice President for Finance and Administration, or his/her designee, for the purpose of establishing all necessary administrative procedures, including liability waivers and financial arrangements. These arrangements with the Business Office must be made prior to any promotion of the program among students and before any agreement, financial or otherwise, is reached between the faculty sponsor and the students involved.

The sponsoring faculty member will also be responsible for conferring with the Registrar to ensure that the course is listed in the *Catalog*.

5.7.6 Program Accreditation

A program requesting consent to seek formal accreditation or approval from a professional organization should have compelling reasons for seeking such accreditation or approval.

The development of a proposal for accreditation of a formally approved degree program should originate with the faculty of the applicable department or division. The written proposal must include:

1. Demonstration of the value of accreditation to the division or department and to the College as a whole;
2. Analysis of conformance to the guidelines as set forth above;
3. Rationale for seeking accreditation from the particular professional organization in question;
4. List of other institutions that have received accreditation from this organization;
5. Analysis of financial implications, determined in consultation with the Board of Trustees' Business and Finance committee.

Once complete, the proposal must be submitted for review and approval to the appropriate department or division chair, the Curriculum Committee, the Faculty Assembly and then the Vice President for Academic Affairs and the President before final submission to the Board of Trustees.

5.7.7 Program Discontinuation

The discontinuation of a department or program with significant consequences for faculty members, as well as present and prospective students, may be required by budgetary factors, changing student interests and needs, or other causes. In order to ensure, as fully as possible, a fair accommodation of institutional and individual interests, the following policies, guidelines, and procedures have been adopted by Davis & Elkins College.

The decision to formally discontinue a program, department or division of instruction will be based essentially upon educational considerations or issues of financial exigency. "Educational considerations" must reflect long-range judgments that the educational mission of the College as a whole will be served by the discontinuance. If discontinuation of the program is due to issues of financial exigency, the standards under the College's Financial Exigency Policy, which is set forth in the Faculty Handbook, will apply.

1. When a recommendation for program discontinuation is proposed, the impacted department or division chair, in consultation with the departmental or division faculty, will conduct a review within 15 days of receipt of the proposal and make a recommendation to the Vice President for Academic Affairs. The review of the Vice President for Academic Affairs, department or division chair, and departmental/division faculty may be either separate or joint and includes, but is not limited to, the following criteria:
    a. Relevancy and relationship of the program to the mission and objectives of the department or division and Davis & Elkins College;
    b. Overall quality metrics of the program, presently and potentially, including but not limited to graduate placement and employment opportunities for students;
    c. Cost and revenues associated with the program;
    d. Projected student enrollment;
    e. Current and projected relationship to other programs;
    f. Implications with respect to research;
    g. Impact on student needs.
2. The Vice President for Academic Affairs notifies the Professional Affairs Committee that it will be receiving materials concerning the recommendation for program discontinuation or curtailment. Upon receipt of the proposal, the Professional Affairs Committee will consider the program discontinuation and send its recommendations for action to the College President. The Professional Affairs Committee will complete its consideration of the program discontinuance within thirty days of receiving the program review, recommendations, and any other appropriate documentation materials. If this consideration is not completed within the thirty-day period, such inaction will be considered a recommendation to discontinue the program. If at any point there is a tie vote or another blockage in the procedure, the Vice

President for Academic Affairs will make an executive determination.

3. If the proposal is approved, it is submitted to the President. The President will review the recommendation, consult as appropriate, and decide whether the program should be discontinued or curtailed.
4. The President makes a recommendation on the proposed discontinuation or curtailment of the program to the Academic Affairs Committee of the Board of Trustees for action.
5. The Board of Trustees Academic Affairs Committee reviews the program proposal and makes a recommendation to the Board of Trustees.
6. The Board of Trustees takes a formal action on the approval of the program proposal.
7. Upon completion of the Board's review and decision, the President will inform the College community about the decision.

Program Discontinuation Implementation

1. Current Students: In the event the Board of Trustees approves a program discontinuation, arrangements will be made to allow students already enrolled in the program to complete their degrees. If the College cannot "teach out" a program of study, it will use reasonable efforts to facilitate the transfer of the students to equivalent programs for which the students are qualified and which has places available within the College or at a different College.
2. Faculty: As reflected in the Faculty Handbook, before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program, the College will make a documented effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training of up to no more than one academic year, financial and other support for such training will be offered. If no position is available within the College, with or without retraining, the faculty member's appointment may be terminated, with provision for severance salary adjusted to the faculty member's years of full-time service to the College, but only if the College is fiscally able to provide such severance salary.
3. Staff: Plans for treatment of current staff must be coordinated with Human Resources in accordance with existing College policies governing termination of staff employment in connection with position elimination.
4. Prospective Students: Potential applicants to the department, division or program of instruction must be informed that admission to the department or program is closed pending the outcome of the review process.

5.7.8 Revocation of Academic Degrees

Davis & Elkins College certifies the academic achievement of its students through the awarding of course credits and, ultimately, formal degrees. Employers, graduate schools and other entities outside of Davis & Elkins College rely upon academic degrees to verify the knowledge and qualifications possessed by the college and university graduates. As such, Davis & Elkins College maintains procedures to ensure that only those students who have completed their academic requirements in accordance with all College and program policies receive course credits or

degrees. Despite these efforts, it is possible that some students who are ineligible to receive course credit or a degree due to administrative error, fraud or other misconduct may be erroneously awarded credit or a degree before the violation is discovered. In such cases, Davis & Elkins College reserves the right to revoke the credit or degree in question, regardless of the amount of time that has passed since the certification was issued.

Violations Warranting a Revocation Investigation

The following examples illustrate the range of actions and situations that could result in a revocation of previously awarded credits or degrees investigation.

1. Fraudulent Application: A student gains admission to Davis & Elkins College as a result of any material misrepresentation, material omission or falsification of records.
2. Academic Dishonesty: A student engages in cheating, fraud or plagiarism, or otherwise violates any aspect of Davis & Elkins College Academic Honesty Policy.
3. Disciplinary Misconduct: A student violates an aspect of College policy that would have resulted in suspension or expulsion from the College.
4. Administrative Error: A course instructor commits an error of grading or documentation that results in the awarding of a credit or degree that was not truly earned. It should be noted that in cases of administrative error, a credit or degree may be revoked only within two years of the granting of the certification, and only if doing so will not place an undue hardship upon the individual (depending upon the scope of the error and whether the individual possessed prior knowledge of the error).
5. Student Request: A student who earned a credit or degree in accordance with Davis & Elkins College policy decides at a later date that they would like to have the certification revoked. This circumstance constitutes a voluntary revocation of credit or degree, and may be completed with the simple assent of the Board of Trustees. A formal hearing is unnecessary, unless requested by the student.

Preliminary Investigation

1. Any individual who encounters information indicating that one of the situations detailed above may have resulted in a current or former student ("student") erroneously receiving academic credit or a degree are requested to immediately report the situation to the Vice President for Academic Affairs.
2. The Vice President for Academic Affairs or designee will review the evidence provided by the reporting individual. If the evidence seems reasonably credible, he or she will promptly notify the student in writing that an investigation is being initiated.
3. The student will be given thirty calendar days to provide the Vice President for Academic Affairs with a written response, along with any relevant documentation. The failure of a student to respond to the Vice President for Academic Affairs notification will not be considered as an indication of guilt.
4. Following receipt of additional materials from the student, or lack thereof, the Vice President for Academic Affairs will determine if the evidence constitutes a reasonable case for

revocation of credit or degree. If a reasonable case exists, the Vice President for Academic Affairs will notify the President, and will initiate a formal hearing.

Hearing Preparation

1. The Vice President for Academic Affairs will select three members of the current full-time faculty as candidates to serve on an *ad hoc* Hearing Committee. None of the faculty members selected may have had substantial contact with the student or any involvement in the situation in question.
2. The Hearing Committee members will elect a committee chair ("chair") from among their members, who will be tasked with communicating with the student and directing the proceedings.
3. The chair will send written notification to the student detailing the basis for pursuing degree revocation, the names of the faculty members comprising the Hearing Committee, and the date which has been set for the hearing (which should occur no sooner than thirty calendar days following the delivery of the notification).
    a. The student will be afforded ten business days following receipt of the notification to issue a written statement challenging the appointment of any member of the Hearing Committee, should the student wish to do so.
    b. The President will determine whether the challenge is valid, and will appoint new members to the committee, as needed.
4. No less than five business days prior to the hearing, Davis & Elkins College and the student will disclose their respective lists of intended witnesses and any documentation that will be presented during the hearing.

Hearing Process

1. The hearing process and all evidence presented are treated as confidential. Hearings will be conducted in private and will typically involve only the student, committee members, and witnesses. Parents, attorneys, and other community members may not address the committee, except in exceptional circumstances as determined by the chair of the committee.
2. If a student fails to appear for the hearing, the committee may choose to proceed with the hearing, reviewing any available documentation and testimony.
3. No formal rules of evidence will be used by the committee. The chair controls the conduct of the hearing, ruling on the admissibility of any evidence presented and dismissing any disruptive parties from the hearing.
4. Following the presentation of evidence, the committee will deliberate in private and make a determination based on the preponderance of the evidence presented (i.e., it is more likely than not that the violation occurred).
5. Within ten business days of the conclusion of the hearing, the chair will deliver to the student, Vice President for Academic Affairs, and President a written decision setting forth a summary of evidence presented, a rationale for the final decision, and a description of the sanction recommended by the committee.

6. If the committee determined that it is unlikely a violation occurred, the decision will be certified by the President, the record will be amended, and the investigation closed. Any documentation collected as part of the investigation will be placed in a sealed file in the Vice President for Academic Affairs' office.
7. Should the President disagree with the committee's decision, the matter will be forwarded to the Board of Trustees for review.
8. If the committee determined that it is likely a violation occurred and recommends a sanction of revocation of an academic credit, the decision will be certified by the President and will be forwarded to the Registrar for completion within fifteen business days.
9. Should the President disagree with the committee's decision, the matter will be forwarded to the Board of Trustees for review.
10. If the committee determined that it is likely a violation occurred and recommends a sanction of revocation of a degree, the matter will be forwarded to the Board of Trustees' Executive Committee for review.

Board of Trustees' Executive Committee Review

1. In any case where a Board of Trustees' review is deemed necessary, the review will take place at the next scheduled Board meeting, provided it offers at least fifteen business days of notice to the student.
2. The chair of the Board of Trustees' Executive Committee will preside at the meeting, and the student, Vice President for Academic Affairs, President, and Hearing Committee members will be present. No witnesses are permitted to testify at the meeting, but the Hearing Committee will present documentation of any evidence presented at the hearing.
3. The student, Vice President for Academic Affairs, and President will have the opportunity to address the Executive Committee both orally and in writing.
4. The Executive Committee will deliberate on the matter in executive session, and will present its decision in writing within fifteen business days to the student, Vice President for Academic Affairs, and President.
5. The Executive Committee may confirm or overturn the Hearing Committee's decision, and/or may accept, reject or modify any recommended sanctions. The decision of the Executive Committee will be final.

Documenting a Revocation

Any decision requiring revocation of academic credit or a degree will be forwarded to the Registrar for processing. The Registrar is responsible for notifying any affected parties of the revocation. The student's official transcript and any other relevant documents will be corrected to reflect the sanction imposed. The Registrar will request that the student return any Davis & Elkins College documents, such as a diploma, that have been rendered inaccurate as a result of the decision.

5.7.9 Credit Hour Approval

The awarding of credit hours occurs at Davis & Elkins College in an effort to calculate and record students' achievement and fulfillment of requirements as they progress toward the earning of degrees and other academic qualifications at the institution. While credit hours are commonly understood to measure student work, it is important to remember that credit hours also reflect general academic learning. For all Davis & Elkins College academic programs, students must have successfully met the academic requirements with an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximate:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of student work completed outside of the classroom each week for approximately fifteen weeks for a traditional semester, or the equivalent amount of work over a different period of time; or
2. For other academic activities (including laboratory work and other academic work leading to the award of credit hours), an amount of work at least equivalent to that required in the above definition, as determined by the College.

The following examples clarify the amount of work expected at Davis & Elkins College per week (for approximately fifteen weeks for a traditional semester, or the equivalent amount of work over a different period of time) for other academic activities:

Laboratory courses (with little outside preparation required) – Three hours of instruction or supervised student work conducted in the laboratory.

Laboratory courses (with moderate outside preparation required) – Two hours of instruction or supervised student work conducted in the laboratory, and one hour of preparation work conducted by the student.

Studio work – Two hours of studio instruction or supervised student work and one hour of student work completed outside of the studio.

Internships/practica/field experiences – Three hours of documented work completed by the student.

Field trips/educational travel – Three hours of actual student time spent engaged in learning.

Workshops – At least one hour of instruction or supervised work, and two hours of work completed by the student individually.

Distance Learning courses – Three hours representing a combination of instruction, discussion, group work and individual student work.

It is the responsibility of the Vice President for Academic Affairs to ensure that all members of the College community understand and are able to implement credit hour criteria.

In accordance with the College Program and Curriculum Development Policy, credit values for courses are initially determined at the department or division level based on faculty expertise and course objectives. Upon departmental or divisional approval, the course is submitted to the Curriculum Committee of the Faculty Assembly. The Curriculum Committee is charged with following this policy on credit hours in its review and approval of all courses and for certifying that the expected student learning for the course meets the credit hour standard. The Vice President

for Academic Affairs will then be notified of all preliminary credit hour assignments and will have the opportunity to require amendments.

Approved courses are sent to the Registrar's Office for inclusion in the College *Catalog*. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes. Any discrepancies are brought to the attention of the appropriate department or division for correction.

5.8 Research Policies

5.8.1 Principal Investigators

Eligibility to act as a Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on research projects at Davis & Elkins College is a privilege limited to members of the Davis & Elkins College faculty. This limitation is in place because PI's are responsible for determining the intellectual direction of scholarship and research, which in turn impacts the academic trajectory and public perception of Davis & Elkins College as a whole. Given the critical role played by the PI, it is critical that only the true leader of a research effort is designated as a PI. The designation of "PI" or "Co-PI" requires approval by the Vice President for Academic Affairs.

Requests for PI eligibility for researchers who are not members of the appointed faculty may be made on a case-by-case basis by the Vice President for Academic Affairs. To recommend a candidate for an exception to the PI eligibility policy, the sponsoring faculty member must submit to the Vice President for Academic Affairs the following materials:

1. A written request containing a full justification for the exception;
2. A copy of the recommended individual's current curriculum vitae;
3. A one-page abstract describing the research project; and
4. A budget.

Rights and Responsibilities of Principal Investigators and Other Researchers

Rights: PI's have the right to academic freedom in the pursuit and support of research in accordance with the D&E Academic Freedom Policy (see the Faculty Handbook). Each PI has the right to know who is sponsoring the research and supporting his or her salary or stipend (if applicable). PI's also have the right to disseminate the results and findings of their research without suppression or modification from external sponsors beyond those provisions explicitly stated in the sponsorship agreement.

***Responsibilities*:**

1. *Supervision of Staff and Students*: PI's must be aware of their obligations to staff and students working as part of a research team. It is particularly important that at least annually, each PI review intellectual property rights and responsibilities (for management of data in all media, for proper authorship attribution, etc.), with all members of the group under his or her direction. Any disputes arising between a PI and a staff member or student will be mediated through the Vice President for Academic Affairs.

2. *Health and Safety*: Each PI is responsible for training members of his or her team in appropriate health and safety procedures for that particular research area, and for management of those procedures in his or her laboratory or other workplace. PI's are also responsible to assure the periodic inspection of lab facilities, and to cooperate in any inspections by Davis & Elkins College staff personnel or external agencies.
3. *Fiscal Obligations*: Although certain projects may be "sponsored" or funded by an external entity, the overall responsibility for management of a sponsored project within funding limitations rests with the PI. Funds must be expended within the restrictions of the contract or grant, and if any overdraft should occur, it is the responsibility of the PI to clear the overdraft by transferring charges to an appropriate account.
4. *Equipment Management*: PI's are responsible for securing necessary approvals for the purchase of the equipment, and for proper tagging, inventory, and disposal of equipment in accordance with Davis & Elkins College policy.
5. *Proposal Preparation*: The cost of proposal preparation activities in support of new directions in research may not be charged to sponsored projects. The Vice President for Academic Affairs will ensure that non-sponsored project funds are available to offset the portion of the PI and appointed staff's salaries from sponsored projects for effort spent preparing proposals to support new directions in research. The cost of proposal preparation efforts for continuing research is appropriately charged to current projects.
6. *Research Protocols*: Principal Investigators also need to ensure that approved research protocols for the use of human subjects in research are obtained and followed.

5.8.2 Research Ethics and Conduct Guidelines

The Davis & Elkins College Research Ethics and Conduct Guidelines Policy sets forth research ethics and conduct guidelines that apply to all individuals who conduct research at Davis & Elkins College.

Quality of Research

Primary assurance of the quality of research at Davis & Elkins College stems from the scholarly qualifications of individual faculty members conducting research at the College. All faculty members are ultimately responsible for the scholarly character, accuracy, and reliability of their own research and for that conducted under their supervision. Each faculty member is also responsible for the integrity and originality of his own research. The most effective single process for ensuring research of high quality is peer review, both formal and informal. Informal review occurs through departmental and division discussion groups. Each department and division at Davis & Elkins College encourages such informal review procedures. Formal review will be accomplished via the College's Faculty Assessment process (see the Faculty Handbook).

In addition to ensuring one's own commitment to conducting ethical research, individuals vested with the authority of a PI are also obliged to ensure that members of the research team or group are aware of the contents of this protocol and other applicable ethical norms governing the conduct of the research. In such cases, the PI is charged with taking all reasonable measures to ensure that members of the research team comply with the provisions of this policy.

Developing Responsible Student Researchers

Davis & Elkins College's responsibility to educate and prepare students to enter society and to practice their disciplines with high ethical standards does not cease with formal course work. Davis & Elkins College and its faculty have an obligation to the academic community, the public, and their students to ensure that all students and staff engage in scholarship and research responsibly, using the highest professional standards.

PI's and academic administrators share responsibility for guaranteeing an open and equitable research environment that protects the interests of students and staff. They ensure that students are given due recognition for original work, that demands made upon students are reasonable, and that they are treated in interpersonal relationships with the same professional courtesy granted fellow faculty members. Students who feel their supervision or training is inadequate should bring this to the attention of the Vice President for Academic Affairs.

At Davis & Elkins College, PI's meet regularly with students to review their work and progress. In addition, advisers and PI's serve as role models and maintain the highest standards in performance of research. They encourage students to be open and to share ideas and information with other members of the scholarly community. Finally, they ensure that the experience of their students serves to prepare them to become independent scholars and researchers.

The Duty of Honesty and Integrity

Researchers are expected to maintain the highest standards of honesty and integrity and otherwise refrain from research misconduct. Any form of research misconduct, including, but not limited to the following, is a serious offence:

1. *Falsification of Data*: The gathering of data and research materials must be undertaken with honesty and integrity. Researchers should never publish data they know to be false or the result of deliberate acts of falsification.

2. *Plagiarism*: Plagiarism includes, but is not limited to, the taking over of the ideas, methods or written words of another individual, including those of students or other researchers, without acknowledgment and with the intention that they be taken as the work of the deceiver. Plagiarizing the work of another is the antithesis of the honest labor that characterizes true scholarship and without which mutual trust and respect among scholars is impossible. Accordingly, every researcher at Davis & Elkins College must scrupulously recognize all intellectual debts owed, be they in the form of ideas, methods or expressions, by means of an appropriate form of communication and acknowledgment. Moreover, researchers must make clear the respective contributions of colleagues on a collaborative project, and professors who have the guidance of students as their responsibility must exercise the greatest care not to appropriate a student's ideas, research, or presentation to the faculty member's benefit; to do so is to abuse power and trust.

3. *Misuse of Research Funding*: Where a granting agency provides guidelines on the use of research funds, researchers and PI's must follow those guidelines scrupulously. Researchers and PI's must also follow all Davis & Elkins College guidelines on the management and disbursement of funds. Regardless of the source of research funding, it is not permitted to divert any of the research resources for personal or any other use, except in cases where the grant or contract specifically provides otherwise. Nothing in the provisions of this section is

intended to impugn the actions of a person who has made an honest error, or who exercises judgment, interprets data or designs experiments in a way which may reasonably be the subject of honest differences of opinion.

4. *Serious Deviations from Accepted Practices*: Serious deviation from accepted practices includes, but is not limited to:

    a. Abusing confidentiality, including the use of ideas and preliminary data gained from:

        i. Access to privileged information through the opportunity for editorial review of manuscripts submitted to journals; and

        ii. Peer review of proposals being considered for funding by agency panels or by internal committees, such as the Institutional Review Board.

    b. Stealing, destroying, or damaging the research property of others with the intent to alter the research record; and

    c. Directing, encouraging, or knowingly allowing others to engage in fabrication, falsification, or plagiarism.

Ethical Guidelines on Authorship

1. *Multi-Authored Research Papers:* Davis & Elkins College encourages collaboration between faculty, staff and students on research projects and papers, particularly in instances where it is particularly useful to draw upon diverse disciplinary knowledge. However, research collaborators should be aware of the unique challenges inherent in producing collaborative work. This policy serves as a guide and reference to aid members of the College family in avoiding unnecessary conflict while engaging in collaborative research.

    In general practice, research collaborators are encouraged to establish as early as possible in the timeline of a project how the attribution of authorship and how the allocation of copyright are to be divided between them. However, in the absence of an agreement between the researchers, the following rules governing the attribution of authorship apply:

    a. Authorship is attributed to all those persons who have made significant scholarly contributions to the conceptualization, design, execution, or interpretation of the work and who share responsibility and accountability for the results;

    b. Lesser contributions, such as providing advice, analyses, subject material, or general support, must be acknowledged in footnotes or an "Acknowledgements" section. In addition, Davis & Elkins College and the sponsor (if applicable) must be acknowledged;

    c. An administrative relationship to the investigation does not of itself qualify a person for co-authorship;

    d. The order of the names in publication is decided according to the quality of the contribution, the extent of the responsibility and accountability for the results, and the custom of the discipline;

    e. The attribution of authorship is not affected by whether researchers were paid for their contributions or by their employment status.

2. *Student-Faculty Collaborations*: The rules set forth above apply to the case where the collaborators are professor and student. Further to those rules, a student should be granted prominence in a list of co-authors of any multiple-authored article that is based primarily on the student's own dissertation/thesis, according to the practice in the discipline.

3. *Duties of a Principal Author*: In a collaborative project, the principal author assumes the ultimate responsibility for ensuring compliance with the guidelines enumerated above. In addition, the principal author is expected to:

    a. Accept the responsibility of having included as co-authors all persons who are entitled to co-authorship, and none that are inappropriate;

    b. Send each co-author a draft copy of the manuscript and should make a reasonable attempt to obtain consent for co-authorship, including the order of names;

    c. Accept responsibility for acknowledging other contributions (including D&E and applicable sponsors) in either a footnote or the "Acknowledgements" section;

    d. Assume responsibility for ensuring the overall validity and cohesiveness of the work.

4. *Duties of Each Collaborative Author*: Every author and co-author is responsible for composing, reviewing, and verifying those portions of a manuscript, publication, or presentation that represent the author's contribution. Additionally, all authors in a collaborative effort have a shared responsibility for the complete, published result and will be provided the opportunity to review all sample preparation procedures and data, as well as all data acquisition and analysis procedures. Each author will be expected to sign a standard form or statement of verification attesting to the authenticity of the manuscripts. The signatures must be appended to the final manuscript. All co-authors are entitled to make appropriate copies of a manuscript, including figures and appended documents.

Resolving Disputes Between Co-Researchers

This section governs disputes between co-researchers; it is not the procedure for handling allegations of misconduct (that policy is set forth below).

1. Where disputes between co-researchers arise, they should be resolved amicably and in a respectful and collegial fashion. Where a dispute cannot be resolved by the parties themselves, the parties must initially seek the advice of the appropriate authorities in their division, who may help the parties to resolve the dispute in any way to which the parities may agree, including conciliation, mediation, and binding and non-binding arbitration. To this end, the parties may agree that other persons become involved in the dispute in order to help facilitate its resolution. The parties may stipulate that their own involvement in any dispute resolution process is without prejudice to their rights in any subsequent process.

2. Davis & Elkins College has a duty to investigate disputes to help facilitate their resolution, in accordance with the following provisions. However, Davis & Elkins College has no obligation to ensure that disputes are resolved, since the resolution of disputes is ultimately subject to the will of the parties to the dispute.

3. If the dispute is between individuals working under the PI, the PI will investigate and attempt to resolve the matter. If the PI is involved in the dispute or if any party shall object to this process, then disputes will be resolved by the Vice President for Academic Affairs.

Allegations of Research Misconduct

Any individual who believes an act of unethical or research misconduct has occurred or is occurring must notify the Vice President for Academic Affairs, who, after preliminary assessment indicating grounds to proceed, will immediately notify the President that an inquiry is being conducted. Reporting such concerns in good faith is a service to Davis & Elkins College and to the larger academic community, and will not jeopardize anyone's employment or status at the College.

If an individual is not sure whether or not a particular incident or practice constitutes Research Misconduct or a violation that is covered by this policy, then the individual may call the Vice President for Academic Affairs to discuss the matter confidentially and obtain guidance. Such calls may be made anonymously.

Upon receipt of an allegation, the Vice President for Academic Affairs will assess the information presented to determine whether it constitutes alleged research misconduct as defined by this policy, and whether the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. If both of these criteria are met, the Vice President for Academic Affairs will refer the case to the appropriate process for formal review. Allegations made against students will be addressed through the formal resolution section of the Davis & Elkins College Academic Honesty Policy; allegations against faculty will be addressed through the Faculty Handbook.

5.8.3 Human Subject Research (Institutional Review Board)

As mandated by both federal law and national policies, Davis & Elkins College maintains an Institutional Review Board (IRB) for reviewing research proposed to be conducted by members of the College or involving members of the College as human research subjects. The primary purpose of this review board is to protect the rights of human subjects.

I. The Responsibilities of the IRB

1. Review research proposals and/or classroom research studies involving human subjects and to mandate revision (as needed).
2. Maintain and disseminate guidelines for staff, faculty, and students who wish to conduct research with human subjects.
3. Review all proposed research studies involving human subjects to assure compliance with appropriate statutes and standards of care.
4. Monitor proposed studies to ensure compliance with the principles of ethical research.
5. Monitor ongoing studies to ensure compliance with established policies, procedures, and applicable statues.

II. Composition and Responsibilities of the IRB

The committee will be composed of three faculty members, a student, the Director of Institutional Research, the Vice President for Academic Affairs, and a community member who is not employed at the College and is not a student at the College. Appointments to this committee and a chair will be named by the President in consultation with the Vice President for Academic Affairs.

The full board will meet two times a semester (or as necessary) to review proposals. Meeting dates shall be communicated at least two weeks prior to each meeting.

A quorum of more than half of the Review Board membership must be present for the consideration of any proposal or other relevant matters. A majority vote of board members present is necessary for approval of full reviews (explained below) as well as for actions unrelated to proposals. A principal investigator may, at his or her own discretion or at the IRB's request, attend the meeting during which his or her proposal(s) is considered. The chair of the IRB shall provide written notification of the Review Board's actions. This notification shall be sent to the principal investigator when the IRB rules on a proposal. All proposals and a record of IRB actions are maintained in the Office of Institutional Research.

III. Purpose

Any faculty, staff, or student conducting research with human subjects must devote attention to the potential risks to which those subjects may be exposed. The researcher must identify threats to the rights or well-being of persons (or groups of persons) who participate in studies conducted under the auspices of the College. Studies that present low risks to the human subjects do not need be reviewed. Examples of research that would ordinarily involve low risk and, thus, not require review would include:

1. Recording of data from subjects 18 years or older using non-invasive procedures (e.g., survey research, observation and/or participant observation).
2. Anonymous voice recordings for research purposes.
3. Participation observation in a public venue such as worship service or other community gathering place.
4. Study of existing data, documents, or records.

IV. Definition of "Research"

Research is defined in the Code of Federal Regulations as "a systematic investigation designed to develop and contribute to generalized knowledge". Further, research is any project that uses systematic methodology (quantitative, qualitative, mixed-methods, triangulation) to collect, analyze, and draw conclusions from data.

V. Review Categories

At Davis & Elkins College there are three categories of research involving human subjects:

Category 1: Exempt from IRB Review - Proposals that fall under the "exempt" category need only to file the "application for exempt" form. **Category 2: Full Board Review** – Proposals that fall under the "full board review" category need to file the "application for full board review" form.

Category 3: Classroom Research – Proposals that fall under the "expedited/classroom research" category need to file the "application for "classroom research" form.

Exempt from IRB Review

These research activities involve no more than minimal risk and may include classroom studies, surveys, observation of public behavior, the non-invasive collection of physiological data, and the analysis of existing data that involves human subjects. Research that includes both exempt and non-exempt categories is not exempt. More detailed information regarding exemptions is found on the Office for Human Research Protections website. Irrespective of whether a study is exempt from full review, it must meet accepted standards of protection of privacy and a subject's right to refuse participation without penalty.

A project is exempt if all the research activities belong in one or more of the following categories:

A. Research involving the collection or study of existing data including documents, records, and pathological or diagnostic specimens if:
    1. These sources are publicly available or
    2. The information is recorded by the investigator in such a manner than human subjects cannot be identified.

B. The research is conducted in established or commonly accepted educational setting and involves normal educational practices. This includes:
    1. Research on normal and special education instructional strategies.
    2. Research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management techniques.

C. Research on individual or group behavior, or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects' behavior and the research does not involve stress to the subjects. This includes:
    1. Cognitive, diagnostic, aptitude or achievement tests if the data are recorded so that subjects cannot be identified;
    2. None of the investigator's current students may participate as subjects unless
        - The study is conducted solely for the purpose of program assessment, or
        - The study is a class assignment whose sole purpose is to enhance learning.

D. Research involves the observation of public behavior if:
    1. The behavior does not place the subject at criminal or civil risk.
    2. The behavior does not deal with sensitive or personal behavior.

E. Research involving only surveys or interviews if the project does not deal with
    1. Sensitive aspects of behavior or
    2. Highly personal behavior of the subjects themselves.

F. Research involving only surveys and interviews with the public, appointed or elected officials.

G. Research involving only taste and food quality evaluations.

H. Recording data from subjects 18 years of age and older, using noninvasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance, and does not involve input of matter or significant amounts of energy to the subject, or an invasion of the subject's privacy. It also includes such procedures as weighing, measurement of sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, and use of diagnostic electromagnetic radiation outside the visible range (for example, X-ray and microwaves).

Proposals that fall under the "exempt" category need to file the "application for exemption" form and the "research involving stored data" form.

Full Board Review

A full board review is required for research involving risk of physical and/or psychological harm greater than that encountered in daily living or during routine examinations or tests. Research involving experimental medication protocols or research involving potentially harmful deception requires full board review.

Proposals that fall under the "full board review" category need to file the "application for full board review" form and the "research involving stored data" form.

Classroom Research

Classroom research projects may be provisionally approved by the IRB committee. Faculty who anticipate students engaging in research as a class requirement need to file the "application for classroom research" form and the "research involved stored data" form.

If the IRB determines that a particular study should be reviewed under a different category, the principal investigator will be notified and may be asked to provide additional documentation.

VI. Monitoring Authorized Research Proposals

A Principle Investigator conducting research involving human subject must at all times:

1. Act in accordance with the terms of the authorized research proposal (including any revisions or conditions specified by the IRB when approving the proposal);
2. Act consistently with the Key Ethical Principles set forth below;
3. Comply with federal, state and local laws and regulations, as well as College policies and procedures;
4. Permit the IRB to observe, or have a third party observe on its behalf, the conduct of the research; and
5. Permit the IRB to audit, or have a third-party audit on its behalf, the research facilities, files, and progress reports.

A Principal Investigator must promptly notify the IRB of any: material change in circumstances occurring after the approval of a research proposal; or inaccuracy, of which it has since become

aware, in any information provided to the IRB in support of the authorized research proposal. Additionally, a Principal Investigator must promptly notify the IRB of any suspension or premature termination of its research, and of the reasons for that suspension or termination. Finally, a Principal Investigator must immediately restrict, suspend, or terminate research where it is directed by the IRB to do so.

In carrying out an approved research project, a Principal Investigator must submit to the IRB:

1. Progress reports including written summaries of the progress of the research, as often as the IRB may specify;
2. A safety report immediately upon the occurrence of any serious adverse event; and
3. A final report upon the completion of the research, to be submitted no later than 90 days following the date of completion.

VII. Key Ethical Principles

Human Subjects Research must conform to generally accepted international principles and values of ethical conduct in research. In particular, research must be:

1. Justifiable by its potential benefits, including (but not limited to) its contribution to knowledge, improving social welfare and individual wellbeing;
2. Designed or developed using methods appropriate to achieving the aims of the research proposal;
3. Based on a thorough study of the literature and where appropriate preceded by adequate laboratory and/or animal studies;
4. Conducted with integrity and carried out with a commitment to search for knowledge;
5. Undertaken with a commitment to disseminating and communicating results, whether favorable or unfavorable, in ways that permit scrutiny and contribute to public knowledge and understanding;
6. Just, in that the selection, exclusion and inclusion of categories of subjects or donors and recruitment and distribution of benefits of participation is fair, the process is accurately described in its methods and results, and there is no exploitation of subjects or donors;
7. Respectful of the privacy, confidentiality and cultural sensitivities of the subjects or donors and, where relevant, their communities; respectful of the right of subjects and donors to make their own decisions;
8. Where subjects or donors are unable to make their own decisions, or have diminished capacity to do so, designed to empower them where possible and to provide for their protection as necessary; and
9. Conducted in an impartial and transparent manner unless there are specific and justifiable reasons preventing it.

VIII. Risk Assessment

Research can be ethically acceptable only if its potential benefits outweigh its risks, following an assessment which involves:

1. Identifying any risks;
2. Gauging their probability of occurrence and likely severity;
3. Assessing the extent to which they can be minimized;
4. Determining whether they are justified by the potential benefits of the research; and
5. Determining how they can be managed.

IX. Standards for Researchers

Research must always be conducted by competent Principal Investigators who:

1. Have qualifications, education, training and experience that is adequate to their degree of responsibility for the proper conduct of the research;
2. Are familiar with current policies relating to the research;
3. Are both independent and impartial;
4. Treat humans, the human body and human tissue with respect; and
5. Are aware of cultural or religious differences in the meaning and significance attached to the body or specific parts of it before approaching potential subjects or donors.

X. Informed Consent

A Principal Investigator must obtain the informed consent from each individual (or legally authorized representative) who is the subject of a research project requiring IRB review. A Principal Investigator must ensure that the informed consent of each subject is documented by the use of a written Consent Form approved by the IRB. The Consent Form must either: set out in full the Elements of Informed Consent (see below); or truthfully state that the Elements of Informed Consent have been presented orally to the subject (or his or her legally authorized representative). The Consent Form must be written in terms that can be readily understood by subjects participating in the research. The Consent Form must be signed and dated by the subject (or the subject's legally authorized representative) and by the Investigator who obtained the consent. A signed and dated copy of the Consent Form must be given to the subject, or to the subject's legally authorized representative if he or she has signed the Form.

Elements of Informed Consent: The following are matters that must be communicated to a subject before Informed Consent is given:

1. A statement of the purpose of the Human Subjects Research, the expected duration of the subject's participation, a description of any procedures to be followed, and an identification of any procedures that are experimental;
2. A description of any treatment included in the research, and the probability of random assignment to each treatment;
3. A description of any foreseeable risks and benefits to the subject;
4. If the research involves a risk of harm to the subject, an explanation of whether any compensation or medical treatment is available if injury occurs to the subject and if so, what that compensation or treatment will be;

5. A statement of the subject's responsibilities with respect to the research;
6. A statement describing how confidentiality will be maintained or private information identifying the subject will be dealt with;
7. A statement concerning the access to the subject's records that the IRB and any auditors will have for the verification of the procedures and data associated with the research;
8. The name and contact details of a person the subject may contact for further information regarding the research, a statement of the subject's rights, and the name and contact details of a person the subject should contact in the event of injury arising in conjunction with the research; and
9. A statement that the subject's participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may stop participating at any time without penalty or loss of benefits to which the participant is entitled.

To the extent that is relevant, the Elements of Informed Consent must also include: a statement addressing any cultural or religious concerns of the subject; a description of any foreseeable risks to an unborn fetus carried by the subject or to an infant being nursed by the subject; a statement that the research may involve risks to the subject (or an embryo or fetus carried by the subject, if the subject is or may become pregnant) that are currently unforeseeable; a statement of any anticipated circumstances under which the subject's participation in the research may be terminated by the Investigator without the subject's consent; a statement of any costs to the subject that may result from participation in the research; a statement of the consequences of a subject's decision to withdraw from the research and a description of the procedures for an orderly termination of participation by the subject; and a statement that any significant new findings developed during the course of the research, if they may relate to the subject's willingness to continue participation, will be provided to the subject.

Vulnerable Subjects: A Principal Investigator who seeks to obtain informed consent from vulnerable individuals, including (but not limited to): those with impaired mental capacity; children; those who do not speak English; and those who are illiterate, must provide additional elements of protection, both with regard to obtaining and documenting informed consent, where that is necessary for the welfare of the subject. In the case of vulnerable subjects, consent is typically obtained from parent(s) or legal guardian(s). However, an understandable explanation of the research procedures should also be given to the minors or other vulnerable participants (populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.) for whom consent has been obtained, and they should be given the chance to volunteer to participate in the proposed activity. This is called "assent." Their wishes determine their participation.

XI. Suspension or Early Termination of Approved Research

The IRB must promptly suspend or terminate research where:

1. It becomes (or should be) apparent to the IRB that the risks to subjects are greater than were anticipated at the time at which the research proposal was approved, to the extent that they are no longer justified by the benefits arising from the research; or

2. The research causes unexpected serious harm to any one or more subjects.

The Principle Investigator will promptly notify the subject of the suspension or termination.

XII. Internet-Based Human Subject Research

All Internet-based research studies must:

1. Incorporate the principles of voluntary participation and informed consent;
2. Maintain the confidentiality of information obtained from or about human subjects; and
3. Appropriately address possible risks to participants, including psychosocial stress and related risks.

Internet-based research may not be suitable for studies involving greater than minimal risk, particularly where the research involves vulnerable populations or data that:

1. Places subjects at risk of criminal or civil liability;
2. Could damage subjects' financial standing, employability, insurability, or reputation; or
3. Places subjects at risk for identity theft.

Exceptions to the minimal-risk standard may be made at the discretion of the IRB, but may involve additional consent requirements as defined below.

Benefits and Disadvantages of Internet-Based Research: Many investigators are turning to Internet-based research as a fast, simple and inexpensive method of reaching potential participants. Increasing segments of the population are gaining access to the Internet each day, and Internet use in the privacy of one's own home may be viewed as a less intrusive research method, particularly for sensitive subjects.

However, there are several methodological drawbacks to using the Internet for data collection. The population of respondents may not represent a random sample from the true population of interest, hindering the investigator's ability to generalize results to broader populations. Additionally, it may be difficult to monitor and exclude multiple responses from the same participant or, in the case of responses using accuracy and reaction time, to determine whether participants are fully focusing on the task at hand. Investigators must understand that each Internet-based communication carries the risk of a breach of confidentiality. Even when data are collected without names, web sites or email programs may still be capable of collecting identifiers. Accordingly, investigators should keep in mind that they may be unable to guarantee anonymous collection of data. Finally, investigators must remember that admonishing participants that they must meet any demographic criteria, including a requirement to be 18 years of age to participate, does not guarantee compliance. Researchers are advised to take steps to authenticate participants. For example, investigators can provide each study participant (in person or by postal mail) with a Personal Identification Number (PIN) to be used for authentication in subsequent Internet-based data collection.

Institutional Review Board Review of Internet-Based Research Materials: The IRB must review and approve all materials that will be presented to potential participants, including:

1. Recruitment ads or invitation to participate;

2. Informed consent elements;
3. Introduction and "Thank You" pages;
4. Survey instructions and "Pop-up" help;
5. Survey questions and response choices;
6. Graphics, audio, video content;
7. Links to other web sites/content; and
8. Any other relevant materials.
9. *Recruitment:* Internet-based procedures for advertising a study and recruiting potential participants must follow the IRB guidelines for recruitment that apply to any traditional media, such as newspapers and bulletin boards. Additionally, advertising and recruitment efforts must comply with the College's information technology policies.
10. *Informed Consent Process for Internet-Based Research:* Typically, Internet-based research involving minimal risk to participants does not necessitate hard-copy documentation of consent. Instead, a variation of the following statement must be visible on the screen prior to entering the survey: "*Confidentiality will be maintained to the degree permitted by the technology used. Your participation in this online survey involves risks similar to a person's everyday use of the Internet. By clicking "submit" upon completion of the survey, you are granting consent for your responses to be included in the research study*."

Internet-Based Research Involving Minors: Investigators are not permitted to collect personal information from a child without posting notices about how the information will be used and without obtaining parental permission. Written permission must be obtained via postal mail or fax. A face-to-face interview must be conducted to obtain parental consent for studies with minors that involve more than minimal risk.

Internet-Based Research Data Collection: Any data collected from human participants through the Internet must be transmitted in encrypted format, using the highest level of encryption that is reasonable within limits of availability and feasibility. Encryption helps to ensure that any data intercepted during transmission cannot be decoded, and that individual responses cannot be traced back to an individual respondent. Investigators are cautioned that encryption standards vary from country to country.

Internet-based survey instruments must be formatted in a way that will allow participants to skip questions if they wish or provide a response such as "I choose not to answer." Also, at the end of the survey, there should be two buttons: one to allow participants to discard the data and the other to submit it for inclusion in the study. Finally, if applicable, online surveys must include mechanisms for withdrawal. For example, if a participant decides to withdraw, there should be a mechanism for identifying the responses of a participant for the purposes of discarding those responses.

Research in Online Communities: Conducting research in online communities, such as chat rooms, blogs, social sites, and gaming sites, requires investigators to respect the privacy and right to consent of members of the communities. Joining an online community for the purpose of surreptitiously collecting information and quotes for a research study is unethical and would not

be approved by the IRB. Instead, an investigator may set up his or her own chat room. Each person who joins the chat room must be greeted with a statement about the research study as well as a statement of informed consent, and must be offered the opportunity to exit the chat room if they do not wish to participate.

Internet-Based Research Software and Server Guidelines: For minimal-risk studies that do not involve the collection of sensitive data, online software and survey tools may be used, provided they meet the following guidelines:

1. SSL (Secure Sockets Layer) encryption is available;
2. At the completion of the survey, there should be two buttons: one to allow participants to discard the data and the other to submit it for inclusion in the study;
3. The software company has signed confidentiality agreements preventing them from improperly accessing or disclosing the information contained in their databases;
4. The system is capable of masking IP addresses and other identifying information from the investigator.

For high-risk studies that involve the collection of sensitive data, the IRB recommends that surveys be housed on a Davis & Elkins College server. The server will be administered by the Davis & Elkins College Information Resources staff. In accordance with College policy, access to the server is limited to key project personnel and the server will receive frequent, regularly scheduled security audits.

Internet-Based Research Data Storage and Disposal: If a server is used for data storage, personal identifying information should be kept separate from data, and data should be stored in encrypted format. Proper data destruction methods and schedules must also be used to ensure that no data can be recovered from obsolete electronic media. All data storage and destruction plans must comply with the Record Retention Policy and Schedule.

XIII. Confidentiality

A Principal Investigator must not disclose any personal information obtained for the purposes of Human Subjects Research without the express consent of the subjects or donor to whom it relates (or his or her legally authorized representative), except where: disclosure is necessary to eliminate any apparent immediate risk of harm to the donor or to any other person; and the disclosure is the minimum necessary for the purpose of eliminating such harm.

If personal information relating to a subject or donor is, or is likely to be, disclosed without consent, a Principal Investigator must immediately inform that subject or donor (or his or her legally authorized representative): of the disclosure and of its purpose and extent; and that any person given access to the information will be required by the researcher to be subject to a duty of confidentiality, and he or she must ensure that any 3rd parties to whom the information is disclosed will be subject to a legally binding duty of confidentiality.

IV. Data and Record Keeping

A Principal Investigator must ensure that all information related to IRB research is recorded, handled, and stored in a way that allows its accurate reporting, interpretation and verification. All documentation and records must be retained by the Investigator for the amount of time specified

in the Record Retention Policy and Schedule in the *Davis & Elkins College Policy Manual* Volume III; and must be made accessible by the Investigator to the IRB for the purpose of auditing and review. A Principal Investigator must ensure that its security policies and procedures are sufficient to prevent any breach of confidentiality in respect of information relating to research.

5.8.4 Humane Care and Use of Laboratory Animals Policy

Davis & Elkins College, hereinafter referred to as institution, hereby gives assurance that it will comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, hereinafter referred to as PHS Policy.

I. Applicability

This Assurance is applicable to all research, research training, experimentation, biological testing, and related activities, hereinafter referred to as activities, involving live, vertebrate animals supported by the Public Health Service (PHS) and conducted at this institution, or at another institution as a consequence of the subgranting or subcontracting of a PHS-conducted or supported activity by this institution.

"Institution" includes the following branches and major components of Davis & Elkins College: Department of Biology and Environmental Science

II. Institutional Policy

A. This institution will comply with all applicable provisions of the Animal Welfare Act and other federal statutes and regulations relating to animals.

B. This institution is guided by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training."

C. This institution acknowledges and accepts responsibility for the care and use of animals involved in activities covered by this Assurance. As partial fulfillment of this responsibility, this institution will make a reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance as well as all other applicable laws and regulations pertaining to animal care and use.

D. This institution has established and will maintain a program for activities involving animals in accordance with the Guide for the Care and Use of Laboratory Animals (Guide).

III. Institutional Program for Animal Care and Use

A. The lines of authority and responsibility for administering the program and ensuring compliance with this Policy are:

Following each semiannual review of animal facilities and research activities by the Institutional Animal Care and Use Committee (IACUC), the IACUC Chair will submit an evaluation of animal care and use to the Institutional Official. Any deficiencies in the institutional program will be highlighted, and plans to correct the deficiencies will be identified. All reports and recommendations generated by the IACUC (including research proposal approvals/rejections) will be submitted to the Institutional Official.

B. The qualifications, authority, and percent of time contributed by the veterinarian(s) who will participate in the program are:

The participating veterinarian has a V.M.D. from the University of Pennsylvania and is practicing veterinary medicine at the All Creatures Great & Small Veterinary Clinic in Elkins, WV.

The participating veterinarian is fully knowledgeable of the current and proposed use of animals in institutional research and has full authority to remove animals from experiments if it is determined that the animal's well-being is adversely affected beyond the IACUC-approved level. Furthermore, the participating veterinarian has the authority to use appropriate treatment, including euthanasia, following diagnosis of an animal disease or injury. Finally, the participating veterinarian has the authority to suspend research activities if the program does not meet applicable standards.

The participating veterinarian is a full member of the IACUC and is actively involved in the semiannual review of research protocols and animal facilities. The participating veterinarian will also make regularly scheduled visits to assess the health, behavior, and well-being of laboratory animals. Daily observation of animals will be the responsibility of the primary investigator.

C. This institution has established an Institutional Animal Care and Use Committee (IACUC), which is qualified through the experience and expertise of its members to oversee the institution's animal program, facilities, and procedures. The IACUC consists of at least five members, and its membership meets the composition requirements set forth in the PHS Policy at IV.A.3.b. Attached is a list of the chairperson and members of the IACUC and their names, degrees, position titles, specialties and institutional affiliations.

D. The IACUC will:

1. Review at least once every six months the institution's program for humane care and use of animals, using the Guide as a basis for evaluation. The IACUC procedures for conducting semiannual program evaluations are:

   The IACUC will determine whether the following aspects of committee membership and function are acceptable, deficient, or significantly deficient: number of members; qualification of members; program evaluation procedures; animal facility evaluation procedures; procedures for review, approval and suspension of research activities; procedures for review and approval of significant changes to approved activities.

   The IACUC will determine whether the following aspects of veterinary care are acceptable, deficient, or significantly deficient: qualification of veterinarian; veterinary authority**.**

   The IACUC will determine whether the following aspects of personnel training are acceptable, deficient, or significantly deficient: qualification of investigators; effectiveness of training students in laboratory safety, animal handling, routine animal care, and proper research methods**.**

2. Inspect at least once every six months all of the institution's animal facilities, including satellite facilities, using the Guide as a basis for evaluation. The IACUC procedures for conducting semiannual facility inspections are:

   The IACUC will determine whether the following aspects of animal housing are acceptable, deficient, or significantly deficient: temperature, humidity, ventilation, and illumination of animal room; sanitation, food/water access, security, safety, and size of animal cages; environmental enrichment; feeding schedule and procedures; food and bedding storage; appropriateness of bedding; frequency of bedding changes; animal identification.

3. Prepare reports of the IACUC evaluations as set forth in the PHS Policy at IV.B.3. and submit the reports to the Vice President for Academic Affairs (the Institutional Official). The IACUC process for developing reports and submitting them to the Institutional Official is:

   After conducting a semiannual evaluation of the institution's animal care and use program, the IACUC Chair will submit a written report to the Institutional Official. The report will contain the following information: date of evaluation; copy of program evaluation checklist; outline of program deficiencies (if any); copy of animal facility evaluation checklist; outline of facility deficiencies (if any); minority views from the committee members (if any); signatures of a majority of committee members.

4. Review concerns involving the care and use of animals at the institution. The IACUC procedures for reviewing concerns are:

   Letters of concern can be addressed to members of the IACUC or the Institutional Official. There are no restrictions on who can report an alleged incident and no reprisals against those reporting perceived mistreatment or noncompliance. All complaints will be fully documented. The IACUC will convene to determine if there is sufficient substance in the complaint to proceed further. Until proven, the allegation will remain confidential to protect all concerned. Those against whom the complaint is addressed will have an opportunity to explain their side of the issue. It may be necessary to review animal receiving, housing, and health records. Results of the investigation will be made available to all parties involved (including the Institutional Official). If the violation is verified, the IACUC is empowered to suspend a previously approved project.

5. Make written recommendations to the Vice President for Academic Affairs (the Institutional Official) regarding any aspect of the institution's animal program, facilities, or personnel training. The procedures for making recommendations to the Institutional Official are:

   All official IACUC reports or recommendations are considered to be the result of "full committee" action. Thus, endorsement of final reports or recommendations will include the opportunity for full committee participation. Any minority views will be recorded. Once a majority of committee members has agreed to the content of a report or recommendation, the IACUC Chair will submit a written report to the Institutional Official.

6. Review and approve, require modifications in (to secure approval), or withhold approval of those activities related to the care and use of animals as set forth in the PHS Policy at IV.C.

   The IACUC procedures for protocol review are: Anyone (faculty or student) who uses vertebrate animals in his/her research or teaching must request approval for each project by completing an Animal Care and Use Form (ACUF) and submitting it to the IACUC Chair. Included in the ACUF: identification of species and approximate number to be used; rationale for involving animals; a complete description of the proposed use of animals; assurance that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research or instruction; a description (if applicable) of the method of euthanasia to be used; documentation that alternative methods have been considered. Copies of the ACUF will be distributed to all IACUC members. During the semiannual evaluation of facilities, faculty/students requesting approval will have the opportunity to present a brief proposal to the IACUC. Committee members will have approximately two weeks to consider the proposals.

7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities as set forth in the PHS Policy at IV.C. The IACUC procedures for reviewing proposed significant changes in ongoing research projects are:

   Modification of the original proposal or pilot study not included in the ACUF must be approved by the IACUC. The investigator must submit a revised ACUF for the committee to review.

8. Notify investigators and the institution in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval as set forth in the PHS Policy at IV.C.4. The IACUC procedures to notify investigators and the institution of its decisions regarding protocol review are:

   The IACUC will provide investigators, and the Institutional Official, with a photocopy of their ACUF, including the Rationale for Approval/Rejection page (signed by the IACUC Chair).

9. Conduct continuing review of each previously approved, ongoing activity covered by PHS Policy at appropriate intervals as determined by the IACUC, including a complete review in accordance with the PHS Policy at IV.C. 1-4 at least once every three years. The IACUC procedures for conducting continuing review are: Those seeking an extension of approval for projects whose design has not changed need not complete a new ACUF; it is sufficient to cite the original ACUF protocol number.

10. Be authorized to suspend an activity involving animals as set forth in the PHS Policy at IV.C.6. The IACUC procedures for suspending an ongoing activity are:

    Investigators will receive a written report from the IACUC verifying the program/facility violations.

E. The individual authorized by this institution to verify IACUC approval of those sections of applications and proposals related to the care and use of animals is Dr. Shawn Stover.

F. The occupational health and safety program for personnel who work in laboratory animal facilities or have frequent contact with animals is: Animal care staff will be informed of the potential health risks associated with animal care. For example, students working with mice will be made aware of the potential for developing allergies. Symptoms, biological mechanisms, prevention, and treatment will be discussed.

G. The total gross number of square feet in each animal facility (including each satellite facility), the species of animals housed therein and the average daily inventory of animals, by species, in each facility is provided in the attached table.

H. The training or instruction available to scientists, animal technicians, and other personnel involved in animal care, treatment, or use is:

Investigators will provide training to student researchers in the areas of laboratory safety, animal handling techniques, routine animal care, and the design of proper experimental procedures to minimize the number of animals required. For example, students working with mice will be trained to: confidently and safely restrain mice; determine the sex of mice; be familiar with the appearance of normal, healthy animals and the common signs of distress, injury, or illness**.**

IV. Institutional Status

As specified in the PHS Policy at IV.A.2, as Category 2, all of this institution's programs and facilities, including satellite facilities, for activities involving animals have been evaluated by the IACUC and will be reevaluated by the IACUC at least once every six months in accord with IV.B.1. and 2. of the PHS Policy, and reports prepared in accord with IV.B.3. of the PHS Policy.

All IACUC semiannual reports will include a description of the nature and extent of this institution's adherence to the Guide. Any departures from the Guide will be identified specifically and reasons for each departure will be stated. Reports will distinguish significant deficiencies from minor deficiencies. Where program or facility deficiencies are noted, reports will contain a reasonable and specific plan and schedule for correcting each deficiency. Semiannual reports of the IACUC evaluations will be submitted to the Vice President for Academic Affairs. Semiannual reports of IACUC evaluations will be maintained by this institution and made available to the Office of Laboratory Animal Welfare (OLAW) upon request. The most recent semiannual report of the IACUC is attached.

V. Record Keeping Requirements

A. This institution will maintain for at least three years:

1. A copy of this Assurance and any modifications thereto, as approved by PHS.
2. Minutes of IACUC meetings, including records of attendance, activities of the committee, and committee deliberations.
3. Records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld.
4. Records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Vice President for Academic Affairs.

5. Records of accrediting body determinations.

B. This institution will maintain records that relate directly to applications, proposals, and proposed changes in ongoing activities reviewed and approved by the IACUC for the duration of the activity and for an additional three years after completion of the activity.

C. All records shall be accessible for inspection and copying by authorized OLAW or other PHS representatives at reasonable times and in a reasonable manner.

VI. Reporting Requirements

A. At least once every 12 months, the IACUC, through the Institutional Official, will report in writing to OLAW:

1. Any change in the status of the institution, any change in the description of the institution's program for animal care and use as described in this Assurance, or any changes in IACUC membership. If there are no changes to report, this institution will provide OLAW with written notification that there are no changes.

2. Notification of the dates that the IACUC conducted its semiannual evaluations of the institution's program and facilities (including satellite facilities) and submitted the evaluations to the Vice President for Academic Affairs.

B. The IACUC, through the Institutional Official, will provide the OLAW promptly with a full explanation of the circumstances and actions taken with respect to:

1. Any serious or continuing noncompliance with the PHS Policy.

2. Any serious deviations from the provisions of the Guide.

3. Any suspension of an activity by the IACUC.

C. Reports filed under VI.A. and VI.B. above shall include any minority views filed by members of the IACUC.

VII. Institutional Endorsement and PHS Approval

A. Authorized Institutional Official

Name:
Title: Vice President for Academic Affairs
Address: 100 Campus Drive, Elkins, WV 26241
Phone: (304) 637-1292
Fax:
Signature:
Date:

B. PHS Approving Official

Name:
Title:
Address:
Phone:
Fax:

Signature:
Date:

C. Effective Date of Assurance:

D. Expiration Date of Assurance:

E. Membership of the Institutional Animal Care and Use Committee

F. Facility and Species Inventory

5.8.5 Retention of and Access to Research Data

Accurate and appropriate research records are an essential component of any research project. Both Davis & Elkins College and the Principal Investigator have responsibilities and rights concerning access to, use of, and maintenance of original research data. Except where precluded by the specific terms of sponsorship or other agreements, tangible research property, including the scientific data and other records of research conducted under the auspices of Davis & Elkins College, belongs to the College. Where research is funded by a contract with Davis & Elkins College that includes specific provision(s) regarding ownership, retention of and access to technical data, the provision(s) of that agreement will supersede this policy.

Definition

As used in this policy, data means recorded information, regardless of the form or the media which records it. The term includes computer software, computer programs, computer databases, and documentation thereof, and data of a scientific or technical nature. For the purposes of this policy, the term does not include information incidental to award administration, such as financial, administrative, cost or pricing, or management information. In practice, scientific data includes, but is not limited to, materials contained in laboratory notebooks or other media such as computer disks and machine printouts. Data also includes both intangible data (statistics, finding, conclusions, etc.) and tangible data (notebooks, printouts, etc.).

Ownership

Davis & Elkins College's ownership and stewardship of the scientific record for projects conducted at the College, under the auspices of Davis & Elkins College, or with College resources are based on sound management principles. Davis & Elkins College's responsibilities in this regard include, but are not limited to:

1. Complying with the terms of sponsored project agreements;
2. Ensuring the appropriate use of animals, human subjects, recombinant DNA, etiological agents, radioactive materials, and the like;
3. Protecting the rights of students, postdoctoral scholars, faculty, and staff, including, but not limited to, their rights to access to data from research in which they participated;
4. Securing intellectual property rights; and
5. Facilitating the investigation of charges, such as scientific misconduct or conflict of interest.

Data Collection and Retention

It is important that investigators have the ability to document the results of research, both for the sake of assisting Davis & Elkins College in meeting its scholarly and legal requirements as well as for the more traditional reasons of establishing priority for patentable items, publishing manuscripts, and the like. Principal Investigators must adopt an orderly system of data organization and communicate the chosen system to all members of a research group and to the appropriate administrative personnel, where applicable. Particularly for long-term research projects, Principal Investigators are responsible for establishing and maintaining procedures for the protection of essential records in the event of a natural disaster or other emergency. Additionally, Principle Investigators have obligations to discuss the responsibilities of data management and retention with other members of the research team.

Research data must be archived for a minimum of seven years after the final project close-out, with original data retained wherever possible. In addition, any of the following circumstances may justify longer periods of retention:

1. Data must be kept for as long as may be necessary to protect any intellectual property resulting from the work;
2. If any charges regarding the research arise, such as allegations of scientific misconduct or conflict of interest, data must be retained until such charges are fully resolved; and
3. If a student is involved, data must be retained at least until the degree is awarded or it is clear that the student has abandoned the work.

Beyond the period of retention specified here, the destruction of the research record is at the discretion of the PI and his or her department/division.

Records will normally be retained in the unit where they are produced. Research records must be retained on the Davis & Elkins College campus, or in facilities under the auspices of Davis & Elkins College, unless specific permission to do otherwise is granted by the Vice President for Academic Affairs.

Transfer of Data in the Event of Researcher Mobility

When individuals engaged in research projects leave Davis & Elkins College, they may take copies of research data for projects on which they have worked. Original data, however, must be retained at Davis & Elkins College by the Principal Investigator.

If a Principal Investigator leaves Davis & Elkins College, and a project is to be moved to another institution, ownership of the data may be transferred with the approval of the Vice President for Academic Affairs, and with written agreement from the Principal Investigator's new institution that guarantees:

1. Its acceptance of custodial responsibilities for the data; and
2. Davis & Elkins College's access to the data, should that become necessary.

Trade Control

D&E is committed to open and shared learning, and encourages the dissemination of research results. At the same time, D&E recognizes that some of the research it conducts may be subject to "trade controls," or federal laws that govern the export of sensitive technologies, equipment, software, biological agents, and related data and services to foreign nations.

Federal trade control laws also encompass the disclosure of controlled information to foreign persons, and access to controlled equipment and technology by foreign persons visiting Davis & Elkins College. Any person who is not a U.S. citizen and not a lawful permanent resident is considered to be a foreign person, regardless of where that person resides, works or studies. Possession of a valid student or work visa does not qualify an individual for exemption from trade controls.

Typically, trade controls restrict the export of technology or data related to military operations or defense. Although most research conducted at Davis & Elkins College will be deemed exempt from trade controls, all Davis & Elkins College community members engaging in research should be knowledgeable about federal guidelines. National Security Decision Directive (NSDD) 189 states that fundamental research is not subject to trade controls. Fundamental research is defined as basic or applied research in science or engineering at an accredited institution of higher learning in the United States, where the resulting information is not restricted in the form or content of its release to the public and is ordinarily published and shared broadly in the scientific community. The following types of research are not deemed to be fundamental, and thus they are subject to trade controls:

1. Research wherein Davis & Elkins College has accepted any restrictions on the publication of the information resulting from the research, other than limited prepublication reviews by research sponsors to prevent accidental dissemination of proprietary information or to ensure that the results will not compromise patent rights of the sponsor.
2. Research that is federally funded and wherein specific access and dissemination protocols for handling resulting information have been accepted by Davis & Elkins College or the researcher.

Trade controls for non-fundamental research should not be confused with trade sanctions. When the federal government has issued a trade sanction against a foreign nation, provision of any information, goods or services to that nation will be restricted, regardless of the classification of research as fundamental. Violation of trade controls and sanctions may result in criminal charges, institutional fines, and imprisonment.

Any questions regarding trade controls should be directed to the office of sponsored research. Additionally, all instances of non-fundamental research being conducted at Davis & Elkins College must be immediately reported to the Vice President for Academic Affairs upon conception of the research objective.

5.8.6 Sponsored Project Administration

Sponsored projects are externally funded activities in which a formal written agreement, such as a grant, contract, or cooperative agreement, is entered into by Davis & Elkins College and a sponsor. Although funding for sponsored projects is provided by sources external to Davis & Elkins College, the College maintains full financial control over sponsored research projects, and ensures that these projects are conducted in accordance with Davis & Elkins College principles and policy. The Vice President for Academic Affairs manages the pre-award application process and post-award administration of grants for sponsored research projects.

Applying for Funding

Most sources of funding will have very specific procedures for submitting a research proposal, including a detailed listing of the elements needed to compose a completed proposal. Researchers are expected to consult the policies of the external institution before beginning the application process. Additionally, the Vice President for Academic Affairs may be contacted for assistance in identifying potential sponsors and securing any sponsor application materials. The most typical components of a completed research proposal include:

1. Cover or Title Page: Many Sponsors provide preprinted Cover Pages for applicants to fill out. The title page contains the following information:
    a. Principal Investigator's name, address, phone number;
    b. Title of proposal;
    c. Sponsor name and address;
    d. Period of performance with start and end dates;
    e. Amount requested;
    f. Submission date;
    g. Signature of Principal Investigator;
    h. Signature of Institutional Representative.
2. Abstract: The abstract outlines the proposed research, including objectives, methodology, and significance of the research.
3. Budget & Justification: The budget includes a reasonable estimate of the financial support required to conduct the project, including justification of budget expenses.
4. Statement of Work: The Statement of Work provides a full and detailed explanation of the proposed research, typically including a project timetable. It should include general background information regarding how the project relates to previous and current research.
5. Curriculum Vitae: CVs must be included for all key project personnel. Some sponsors impose page limits.
6. Bibliography: List all references cited in proposal.
7. Current and Pending Support: Sponsors may require a listing of the Principal Investigator's (and sometimes Key Personnel) current awards and pending proposals.

The Principal Investigator, with the support of various staff members, is responsible for developing all of the components above into a coherent proposal. While constructing a proposal, the Principal Investigator must consider the availability and use of space and personnel. If the research involves human subjects, approval from the IRB must also be obtained.

When all required preliminary signatures have been obtained, the proposal is submitted to the Vice President for Academic Affairs. To ensure that the proposal arrives at the external agency prior to the application deadline, the Vice President for Academic Affairs must receive the proposal at least five business days prior to the deadline. The Vice President for Academic Affairs will review the proposal and determine whether to endorse the proposal for submission to the external funding agency.

Preparing a Sponsored Project Budget

The preparation of a budget proposal is one of the most critical aspects of the research proposal application process. Budgets must be determined to allow for the proper conduct of a plan of research, but must also be sensitive to fiscal restraints and the challenge sponsors face in allocating limited funding across an array of promising initiatives. All budgets will be expected to address the issue of cost sharing, along with the designation of direct and indirect costs. Additionally, the following key justifications must be included for any significant items included in a proposed budget:

1. A description of the expense or service;
2. How it relates to and benefits the project;
3. The anticipated cost;
4. The time-period in which it will be utilized;
5. Any other information that will aid the sponsor in evaluating and funding the proposed item of cost.

Direct Costs

Direct costs are costs that can be linked specifically to a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to activities relatively easily with a high degree of accuracy. Direct costs are typically covered by the sponsored project grant, given their obvious connection to the management and outcomes of the sponsored research project. The following costs are considered to be direct costs:

1. Salaries, wages and fringe benefits for faculty, graduate assistants, student researchers and staff (other than those holding administrative or clerical positions);
2. Materials and supplies, including chemicals, glassware, software, equipment and other research supplies;
3. Travel;
4. Subject/Research participant costs;
5. Animal care;
6. Sub-awards;
7. Consulting services;
8. Printing/photocopying;
9. Long-distance telephone charges.

In addition to the payment of administrative salaries, all general administrative costs are typically considered to be indirect costs. However, in rare circumstances administrative costs may qualify as direct costs if they meet the following criteria:

2. The nature of the project requires significantly more administrative effort or expense than is generally the case;

3. The administrative expenses can be identified specifically with a particular sponsored project or activity (or can be directly assigned to the project or activity relatively easily with a high degree of accuracy), and provide direct benefit to the project;
4. The administrative expenses are explicitly listed in the approved proposal budget and are not specifically disapproved in the award notice.

In determining the true cost of the expenses enumerated above, allowance shall be made for salary increases and inflationary increases in materials at appropriate rates.

Indirect Costs

Indirect costs are costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. Typical indirect costs include:

1. Administrative and clerical salaries and fringe benefits;
2. Office supplies;
3. Postage;
4. Local telephone services;
5. Memberships.

Indirect costs are also commonly known as Facilities and Administrative (F&A) costs. In the context of sponsored projects, Davis & Elkins College has determined a standard F&A rate that is charged to all sponsors embarking upon a sponsored projects agreement with the College. The application of this rate allows Davis & Elkins College to recover certain costs (e.g., facilities, utilities, libraries, administration, student services, etc.) associated with externally funded training and research activity.

All research proposals submitted to sponsors must include budget requests for F&A costs using the standard rates negotiated by Davis & Elkins College, unless a reduced rate is approved by the Vice President for Academic Affairs on a case-by-case basis.

Cost Sharing

Cost Sharing is that portion of total project costs (including both direct and indirect costs) not provided by the sponsoring agency. Such costs are sometimes referred to as matching funds. Typically, cost sharing is mandated by the sponsor as a requirement of receiving the sponsored funding. However, institutions can also voluntarily commit to a cost sharing agreement. To qualify as a formal cost sharing expenditure, expenditures must be:

1. Necessary and reasonable for the accomplishment of the project;
2. Derived from non-governmental sources;
3. Approved by the non-governmental sponsor, if funded from non-governmental sponsored projects;
4. Treated as cost sharing for only one designated project;
5. Allowable and allocable costs; and

6. Verifiable through Davis & Elkins College accounting system and records.

It is the policy of Davis & Elkins College to comply with sponsor requirements for cost sharing commitments, tracking and reporting agreed to by the College as part of accepting sponsored project funds. Accordingly, cost sharing commitments to be undertaken by Davis & Elkins College are proposed, reviewed, and approved during the research proposal review and submission process. The decision by Davis & Elkins College to commit its resources toward cost sharing is based on institutional priorities and a determination that funds are available. Cost sharing has programmatic, administrative, and financial consequences for Davis & Elkins College and should be considered thoughtfully as these commitments may require significant or long-term obligations. Voluntary commitment to cost sharing using Davis & Elkins College funds, above the level mandated by the sponsor for funding a project, is discouraged and will be approved only in the most exceptional circumstances.

Research proposal application procedures require that committed cost sharing be identified by type of expense and approved by those with authority to commit the funds within Davis & Elkins College before the proposal is submitted to the sponsor. Cost sharing commitment requests made to the Vice President for Academic Affairs for central Davis & Elkins College funding must clearly state the cost sharing commitments provided by the Principal Investigator(s). Each department/division that contributes to a cost sharing commitment is responsible for ensuring that resources remain available to meet that commitment until the project is completed or the proposal is rejected. Requests for cost sharing must be initiated early in the proposal-preparation cycle, as soon as the intention to propose and the need for funds become known.

Implicit in Davis & Elkins College's commitment to cost share is the Principal Investigator's agreement to ensure that:

1. Funds are provided for cost-shared direct costs;
2. Verification of the cost sharing commitment is provided at the time the proposal is submitted;
3. A report indicating the source of cost sharing funds or a guarantee account, is completed upon receipt of the award and submitted to the Vice President for Academic Affairs;
4. Cost-shared expenses for each project are accounted for in separate Davis & Elkins College accounts;
5. Allowable costs are timely and accurately charged to the appropriate cost sharing account;
6. Expenditures on cost sharing accounts are certified; and
7. Records for cost sharing accounts are retained for the same period as the records for related sponsored agreement.

Once a sponsor awards a proposal that includes any form of quantifiable cost sharing, such commitments must be satisfied and are subject to audit. All cost sharing expenditures must comply with Davis & Elkins College and sponsor requirements regarding allowability, allocability and reasonableness, be reflected properly in the accounting records and meet the cost sharing expenditure criteria listed below. Additionally, committed cost sharing expenditures are tracked and reported in the F&A cost proposal.

Sources of Funds for Cost-Shared Expenditures: Identifying and providing resources for cost sharing of direct costs (including equipment) is always the responsibility of the Principal Investigator. The PI may not utilize funds from another award as the source of cost sharing, except as authorized by special permission. Funds for cost-shared expenditures are typically identified from among gift, endowment income, operating budget, or other department designated funds.

Negotiation and Acceptance of Awards

In the event a proposal is funded, Davis & Elkins College, not the Principal Investigator, assumes responsibility for negotiating and formally accepting agreements from external sponsors. This will help ensure that all legal requirements incumbent upon Davis & Elkins College in the application and acceptance of outside funding are carefully reviewed and appropriately acknowledged and that College policies and procedures are consistently and reasonably applied and followed. Some agreements (i.e., grants) are issued on a unilateral basis and require no negotiations or signatures from Davis & Elkins College except under unusual circumstances.

Award negotiations are the responsibility of the Vice President for Academic Affairs or a designee. Agreements with sponsors are executed between Davis & Elkins College (not the Principal Investigator) and the sponsor. In accepting these legally binding agreements, Davis & Elkins College becomes the grantee or the contractor. The Principal Investigator becomes responsible for the technical work, fiscal oversight, and the overall management of the project, and is obligated, together with Davis & Elkins College, to comply with all terms of the agreement.

The official acceptance of awards from external sponsors is completed by the Vice President for Academic Affairs. Principal Investigators are prohibited from signing research agreements.

When a grant is awarded to the College, the funds are treated as restricted funds and all fiscal activity is recorded in a separate general ledger account dedicated to the grant activity. The grant account is treated with the same fiscal controls and under the same policies and procedures that apply to all other College general accounts. The grant account also is subject to annual audits, and disbursements conform to generally accepted accounting practices as audited annually by the College.

Grant expenditures which are initiated by a Principal Investigator or project manager are closely monitored by the Vice President for Academic Affairs, who approves all disbursements of funds. The Principle Investigator also monitors all required reporting to the grantor to ensure no penalties are incurred for late submission of reports.

Reporting Responsibilities to Sponsors

The Principal Investigator must ensure that ongoing fiscal management is accomplished in accordance with sponsor requirements, including necessary notifications to the sponsor about project status. Remaining in communication with sponsors and with Davis & Elkins College administrative offices is an important part of project management. To keep all involved parties aware of project status, it is good practice to maintain communications with each of the following:

1. The sponsor's technical officer;
2. The sponsor's grant or contract officer; and
3. The institutional representative for Davis & Elkins College.

In all cases, required notifications or requests for prior approval of contract or grant status should be made in writing to both the administrative and technical officials in the sponsoring agency. Such notifications must be coordinated through the Vice President for Academic Affairs.

Changes in Funding Status: The Principal Investigator has a duty to provide the sponsor with periodic research progress and funding status updates, as agreed upon in the initial project proposal. The duty to notify sponsors in a timely manner is of particular importance when changes in funding status may affect the ultimate viability of the project. Such notifications must be made in a timely manner, in coordination with the Vice President for Academic Affairs, in order to allow sufficient time to arrange for and process additional funds, or for the reduction in spending and effort in order to phase out the program in an orderly fashion if additional funds are not available. The Principal Investigator's department or division chair must also be informed, in advance, of potential funding problems.

Changes in Principal Investigator Status: In addition, sponsors often request the right to notification or prior approval of changes in availability of the Principal Investigator. A significant change in the availability of a Principal Investigator is designated as a reduction in time devoted to the project of 25 percent or more from the proposed and awarded level, or an absence from the project for more than three months.

In either of the above cases, the Principal Investigator or, if unavailable, the appropriate department or division chair, must contact the Vice President for Academic Affairs to coordinate securing required approvals. If, in the original award, Davis & Elkins College had committed to fund some of the Principal Investigator's effort as cost sharing and the PI reduces the overall committed level on the project, the Vice President for Academic Affairs will also negotiate reductions in levels of the cost-shared component of effort, as appropriate.

In addition, when a Principal Investigator's faculty appointment will terminate prior to or during a project's period of performance, the sponsor must be informed immediately by the Vice President for Academic Affairs.

Closeout Procedure

The successful closeout of a sponsored project relationship is critical to maintaining long-term positive contacts with donors. The Principal Investigator, with support from the Vice President for Academic Affairs, assumes primary responsibility for ensuring the completion of all closeout procedures. Sponsors must be provided with the following documents within a reasonable period (typically within one month) following the completion of the research project: a technical report, a financial report, a property report, and an invention report. The Principal Investigator must also adhere to ethical standards and any specifically agreed upon provisions for recognition of the sponsor in any publications resulting from the project.

Appendix: Animal Care and Use Committee Use Form

Information and Instructions

1. The purpose of the Institutional Animal Care and Use Committee (IACUC) is to protect animals used in research and teaching from unnecessary harm or stress by ensuring that their care and use complies with standards established by the federal government.
2. Anyone (faculty or student) who uses vertebrate animals in his or her research or teaching as part of his or her responsibilities to the College must request approval for each project and each species on the enclosed Animal Care and Use Form (ACUF).
3. The IACUC is composed of people from a variety of disciplines and walks of life. Not all are in the natural sciences. Explain your project as much as possible in lay terms. Define abbreviations.
4. Projects are approved for a maximum of three years. Approval is only for the project as submitted. Approval cannot be shared or exchanged with another investigator or instructor without prior consent of the IACUC. Modifications of the original proposal or pilot studies not included in it must be approved by the IACUC. Those seeking an extension of approval for projects whose design has not changed need not complete a new ACUF: it is sufficient to cite the original ACUF protocol number.
5. The following must be included in the ACUF:
    a. identification of species and approximate number to be used;
    b. rationale for involving animals, the appropriateness of the species and the number to be used
    c. a complete description of the proposed use of animals;
    d. assurance that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research or instruction, and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals; and
    e. a description (if applicable) of the method of euthanasia to be used.
    f. documentation that alternative methods have been considered.
    g. if a painful procedure is to be used, documentation of the sources used to determine that alternatives to this procedure are not available.
6. Return one copy of the ACUF, and one copy of the project description to the Department Chair and one to the IACUC Chair.

I. PERSONNEL AND PROPOSAL

A. Personnel

The following information should be provided for all personnel named above: Education/Training (Please attach a description of the experience and training of each of the individuals involved in this research which qualify them to carry out this project. If this project is being conducted by an individual student or a small number of students being supervised by a faculty member, describe the training the student or students will receive or have received to qualify them for the project. If the project involves a whole class of students within the context of a course, describe what takes place within the course to prepare the students for this project.) Include years experience with this species or procedure.

B. Proposal Title

C. Type of project: (Classroom instruction) (Funded research name of source of funds)

D. Type of application (New) (Supplement) (Renewal) (Revision)

E. Funding agency deadline for receipt of proposal

F. Duration of proposal

G. Description. Explain the goal(s) of the project with special emphasis on the role animals or animal tissue(s) will play in it. Please be sure you explain the value or significance of the project.

II. ANIMALS TO BE USED

A. Description (sex, species/strain/breed, age, number) Note: If you are using more than one species, all questions below should be answered for each species.

B. How will animals be obtained?

C. Rationale

1. Why is it necessary to use animals in this project?
2. What alternative procedures have you considered? An alternative procedure is one which reduces the number of animals used, refines the techniques being used to minimize pain or distress, or replaces the animals with species of a lower phylogenetic order or a non-animal substitute, such as in vitro studies or mathematical models, or videotapes or demonstrations for teaching.
3. Why is this species used?
4. Why must this number of animals be used?
5. Does this study duplicate previous experiments? If so, why is it necessary?

III. ANIMAL HOUSING AND NUTRITION

A. Location

B. Type of Animal Facility

C. Primary Animal Housing

D. Animal Feed

D. Drinking Water

E. Water Quality (for amphibious or aquatic animals)

IV. EXPERIMENTAL PROCEDURES

A. Restraint

1. Will restraint of animal be necessary?

   If yes, indicate restraint device and/or drug and dose and maximum time an animal would be restrained over a 24-hour period for each experimental group. Justify any prolonged restraint.

2. Will muscle relaxants or paralytic drugs be used?

   If paralytic drugs, explain why they are necessary; indicate the drug, dose, and frequency of administration; describe how the level of anesthesia will be monitored while the paralytic drugs are being used.

B. Anesthesia

1. Will you be using anesthesia in this project? (Check appropriate categories)

   _____a. This project will not involve pain, discomfort, or suffering to animals, and therefore no anesthetic, analgesic, or tranquilizer is needed. Number of animals.

   _____b. This project will not involve painful procedures. However, anesthesia will be used as an aid for restraining the animals. Number of animals.

   _____c. The procedures used in this study could cause pain, discomfort, or suffering to animals. However, anesthetic, analgesic, tranquilizing drugs, or euthanasia will be used to prevent unnecessary pain, discomfort, or suffering. Number of animals (indicate procedure(s), drugs, dose, route and duration of anesthesia to be used for each experimental group.)

   _____d. The procedures in this study will cause pain, discomfort, or suffering to animals. But anesthetic, analgesic, or tranquilizing drugs cannot be used. Number of animals. Explain the reasons why it is inappropriate to administer such drugs to subject animals.

2. How will anesthetic depth be monitored and how often?

3. Where will animals be anesthetized?

4. Who will supervise the administration of anesthesia to animals?

5. Who will administer anesthesia?

6. What other techniques will be used to minimize experimental pain, discomfort, or suffering e.g., euthanasia of animals with complications)?

C. Surgery

1. Will there be any surgical manipulation of these animals? If yes, provide brief description for each experimental group

2. Will the surgical manipulation result in survival or non-survival?

3. Where will the surgery be performed?

4. Will there be multiple survival surgeries performed in any one animal? If yes - explain:

5. If survival surgery is performed, will aseptic techniques (wearing of sterile surgical gloves, gowns, caps, and face masks; use of sterile instruments; and aseptic preparation of the surgical field) be employed? If no, explain:

6. If survival surgery is done, what post-surgical care or therapy will be used?

7. Who will perform the surgery?

8. Who will provide post surgical care?

9. Will they need training or assistance in surgical procedures, aseptic or sterile technique, or post-surgical care? If yes, who will provide assistance?

D. Experimental and/or Test Drug, Reagent, Radiation, Material Administration (address euthanasia and anesthesia in the appropriate sections of the protocol form.)

1. Will drugs, reagents, radiation, or materials (including cells) be administered to animals? If yes, list person(s) and procedure if different from section I, and include substance, dose, route, frequency and potential complications for each substance administered to each experimental group below.

2. Will any hazardous and/or radioactive agents be used in animals? If yes, list approval from Safety Officer, including radioisotope authorization if appropriate:

3. What state will animals be in during administration? (anesthetized, un-anesthetized/conscious)

E. Ante-Mortem Fluid Extractions

Will you be extracting any fluids (e.g., blood, urine, bile, cerebrospinal fluid) from animals? If yes, provide the following information for each experimental group: fluid, amount/sample, frequency, collection method.

F. Other Information

1. Describe (a) animal manipulations not previously mentioned which may produce pain, discomfort or anxiety, or (b) any post-mortem procedures.

2. Describe any physical or physiological impairment of animals resulting from experimental manipulations (e.g., LD50, neoplasia). If a tumor(s) is existent, state maximum size, burden, and length of time the tumor will be present.

3. If applicable, describe monitoring procedure/schedule for moribund animals, criteria to determine morbidity, and point at which moribund animals will be euthanized.

G. Euthanasia

1. Will it be necessary to euthanize all or some of the animals? If so, how many and why?

2. Indicate the euthanasia method to be used on these animals.

3. If other method cited is not listed as approved in the report of the AVMA panel on euthanasia (JAVMA, Vol. 202, No. 2, January 15, 1993, pp. 229-249), indicate scientific justification (with references, if possible) below.

4. How will euthanized animals be disposed of?

5. What will happen to animals not euthanized?

V. Investigator's Assurance Statement

I accept and will conform to all federal and state laws and guidelines and all institutional policies and procedures concerning the care and use of animals in research, teaching, or testing. I have made every effort in designing this project to 1) minimize the pain and distress to animals, 2) review procedures other than using animals to explore these scientific questions, and 3) review the literature to ensure this study does not duplicate work already done. I understand that I have a responsibility to notify in writing the Institutional Animal Care and Use Committee of any substantive changes in the proposed project or personnel relative to this application prior to proceeding with any animal use and will provide an annual project status report.

Principal Investigator _____

Date _____

I have reviewed this request for animal care and use and have found the proposed project to be scientifically meritorious.

Department/Division Chair _____

Date _____

If student, Supervising Faculty Member _____

Date_____

IACUC use _____

Project number _____

Approved: signature and date _____

Rejected: signature and date _____

Rationale _____

Renewal date _____