

UNIVERSITY of DUBUQUE

LIFE Undergraduate &
Graduate Catalog

2017-2018



Main Campus:

University of Dubuque
2000 University Ave
Dubuque, IA 52001
Phone 563-589-3939
Fax 563-589-3490

Cedar Rapids, IA Location:

University of Dubuque
296 Blairs Ferry Rd NE
Cedar Rapids, IA 52404
Phone 319-775-0204
Fax 319-373-0317

Tempe, AZ Location:

2900 S Diablo Way
Diablo Technology Park Building D
Suite D281
Tempe, AZ 85282
Phone 480-845-0105
Fax 480-718-7500

<http://www.dbq.edu/LIFE/>

Amy Gaffney
Director of LIFE
agaffney@dbq.edu
Phone 563-589-3456

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university. The curriculum will be completed in the order established by the University of Dubuque.

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SECTION I
UNIVERSITY STANDARDS

University of Dubuque
2017 – 2018 LIFE Catalog
Undergraduate and Graduate Programs

Education is a continuing and changing process. To keep pace with this process, the University of Dubuque reserves the right to make changes to this catalog from time to time without obligation or prior notice. Unless specified otherwise, such changes shall be effective when made. The content of this catalog is provided for the information of current and prospective students, and students are required to be familiar with its content.

The University of Dubuque does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation, handicap/disability, or age.

Accreditation

The University of Dubuque is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Specific programs are accredited by the State of Iowa Department of Education, the Commission on Collegiate Nursing Education, and the Aviation Accreditation Board International. The University holds institutional membership with the Association of Independent Liberal Arts Colleges for Teacher Education and the Iowa Association of Colleges for Teacher Education.

The accreditations, approvals and certifications of the University are based upon the University's status at the time of the printing of this catalog. Accreditations, approvals and certifications are subject to review and modification from time to time.

Affiliation

The University holds institutional membership with the Association of Collegiate Business Schools and Programs (ACBSP).

Our Mission

The University of Dubuque is a small, private university offering undergraduate, graduate, and theological seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world. Therefore, the University of Dubuque is committed to:

- A hospitable Christian environment which respects other faith traditions;
- Relationships which encourage intellectual, spiritual, and moral development;
- Excellence in academic inquiry and professional preparation;
- A diverse and equitable community where Christian love is practiced;
- Stewardship of all God's human and natural resources;
- Zeal for life-long learning and service.

Our Vision

The University of Dubuque will be...

- **Acknowledged** as one of the best small, private Christian colleges and universities;
- **Renowned** for serving the best interests of students at all stages of their lives and at

- different levels of professional and personal development;
- ***Unified*** as a community where Christian commitment, intellectual integrity, and academic excellence are the basis for learning;
- ***Invigorated*** by its bold integration of both liberal arts and theological education with acquisition of professional credentials required to compete and contribute in the global arena;
- ***Focused*** on the development of skills for critical and creative inquiry and communication, enhanced by technology;
- ***Distinguished*** as a dynamic and vibrant cultural center where a diversity of ideas and experiences is embraced and nurtured;
- ***Energized*** by a dedicated, diverse, and demonstrably competent faculty and staff well-respected in the community and in their respective fields;
- ***Characterized*** by financial health and fiscal prudence, with a physical environment and facilities conducive to the University's educational mission;
- ***Respected*** as an educational institution whose graduates make their mark through their stewardship of human and natural resources, and in service to their community.

History

The University of Dubuque is a coeducational liberal arts college and a theological seminary in Dubuque, Iowa. Dubuque stands on the banks and bluffs of the Mississippi River where the borders of Wisconsin, Illinois, and Iowa converge. Founded in 1852 by Adrian Van Vliet as a school for prospective pastors, the University has been known as a place of educational opportunity. The University's students come from 30 states and 20 foreign countries.

LIFE (Learning Institute for Fulfillment & Engagement)

The University's accelerated adult evening program the Learning Institute for Fulfillment & Engagement (LIFE) is designed for students twenty-three years of age or older and have three or more years of work experience. Life-long learning is a hallmark of the University of Dubuque's mission. The LIFE Program offers accelerated courses which are designed to provide the adult learner an opportunity to begin and complete a degree in a more convenient schedule. A student-centered transfer policy and accelerated course format make the LIFE program perfect for adult students who wish to use credits from their prior collegiate study or to begin to earn a four-year degree. There is nothing more certain than change. LIFE accelerated five-week format empowers learners to take charge of their life, to transform their life, and are designed to make hopes and dreams come true.

LIFE Program Mission

1. To provide students with a broad based contemporary program of study, provide them with the necessary technical and intellectual skill sets needed to work as a professional in their field of study in the 21st century
2. To develop qualitative and quantitative competencies for students pursuing the various career opportunities open through LIFE and,
3. To meet the need of all students at the University of Dubuque for analytical skills, literacy in their fields, and an understanding of ethical inquiry and decision-making processes.

LIFE Program Learning Outcomes

1. Demonstrate basic knowledge of course and/or all business disciplines – accounting, finance, economics, management, marketing, global issues.

2. Graduates will display a strong understanding of accounting concepts, principles, procedures and standards. (Accounting majors only)
3. Graduates will work productively with others in a diversity of roles and effectively lead by influencing, inspiring, and motivating individuals and groups to achieve results.
4. Graduates will use technology tools effectively and efficiently, demonstrating an ability to acquire new skills and a commitment to continual technological learning.
5. Graduates will display effective problem solving and decision-making skills, good insight and judgment, as well as innovative and creative thinking.
6. Graduates will communicate clearly and concisely, orally and in writing.
7. They will listen, deliver powerful presentations, and produce effective business writing.
8. Graduates will behave in a manner that demonstrates objectivity, integrity and ethical behavior, including a commitment to stable work performance.

2017-2018
UNIVERSITY OF DUBUQUE
LIFE Academic Calendar - SESSION DATES

*All Registrar's office business **DUE by 5 p.m.** unless otherwise noted*

Fall 2017

Session 1 August 23, 2017 – September 21, 2017

Session 2 September 25, 2017 – October 26, 2017

Session 3* October 30, 2017– December 7, 2017

**No classes the week of Thanksgiving (November 20– November 24, 2017)*

Commencement Thursday, December 14, 2017

Spring 2018

Session 4 January 2, 2018 – February 1, 2018

Session 5* February 5, 2018 – March 8, 2018

**No classes the week of spring break (March 12 – March 16, 2018)*

Session 6 March 19, 2018 – April 19, 2018

Session 7 April 23, 2018 – May 24, 2018

Commencement Saturday, May 19, 2018,

Summer 2018

Session 8* May 29, 2018 – June 28, 2018

**NO classes the week of July 4 (July 2 - July 6, 2018)*

Session 9 July 9, 2018 – August 9, 2018

Academic Calendar subject to change

ADMISSION AND REGISTRATION

Undergraduate Admission Requirements

Prospective students must be twenty-three years of age or older to be considered for admission into the LIFE program. First-time college students must have a minimum of a 2.5 GPA (on a 4.0 scale) on all previous high school work. Transfer students who have earned 24 or more college credits must have a 2.5 college GPA. First-time college students who have earned a GED in lieu of a high school diploma must have an overall GED score of 50 or higher. After a thorough evaluation, the Dean of University Admission may admit students who fail to meet these admission standards, but who demonstrate potential to benefit from, and complete, the **LIFE** Accelerated Adult Education Program.

Application Procedure

Persons wishing to be considered for admission to the University through the **LIFE** portal must submit the following for review:

1. A completed University **LIFE** Application (paper or on-line), which includes an essay and two teacher/professor evaluations. The Dean of University Admission may waive the application fee, recommendations and/or essay in consideration of special circumstances;
2. A \$25 nonrefundable application fee with the application (in case of extreme financial need, request for a fee waiver should be made in writing;
3. TOEFL or IELTS (for international students), may be waived at the discretion of the Dean of University Admission;
4. Official transcripts submitted directly by the high school (high school transcript may be waived by the Dean of University Admission for some transfer students) and by the Registrars of all colleges attended.*

The University also recommends a personal interview with a University admission counselor as part of the application process.

*Students may be enrolled for their first full semester pending receipt of *official* transcripts. The Director of Admission for each **LIFE** site must receive unofficial transcripts prior to registering the student for their first semester to ensure that the student meets **LIFE** admission standards, and to avoid duplication of classes already taken. All official college transcripts must be received prior to registration for the student's second full semester.

Students who do not meet one or more of these criteria for admission may apply to the Dean of University Admission for an exception to eligibility requirements, explaining why this exception should be granted. This request must accompany your Application for Admission.

Application Process

A completed Application for Admission consists of:

- the Application for Admission, completed online or download a printable version
- two Recommendation forms
- college transcripts or either an official high school transcript or, if applicable, a GED transcript
- an application fee of \$25.

Graduate Admission Requirements

- Bachelor's degree (with a minimum accumulative GPA of 2.75), in any discipline, from a regionally accredited or domestically recognized international institution of higher education (official transcript required). (GPA requirement may be waived by permission of the Dean of Admission).
- Potential LIFE MBA students should be at least 23 years of age and have a minimum of three full-time years of work experience.
- Two letters of recommendation from professors, employers, clergy or others.
Please download and print the form: Recommendation form
- A personal statement of interest in and objectives for this degree.

At the discretion of the Dean of University Admission, components of the Application for LIFE Graduate Admission may be waived in light of unique circumstances germane to adult learners.

A completed Application for Admission consists of the Application for Admission (completed online), two letters of recommendation, an official college transcript, and an application fee of \$25.

Concurrent Program Enrollment

Students are not allowed to pursue dual programs – a major or minor in the traditional day program and a major in the LIFE Program – at the same time. Students also may not concurrently enroll in courses in both the traditional and LIFE programs. Students desiring to mix programs must first complete one program and then apply and be admitted to the second program.

Undergraduate Transfer Credits

The University of Dubuque will accept all non-remedial courses passed at an accredited bachelor's degree-granting institution, provided the overall grade average for those courses is 2.0 or better. If the student's cumulative grade point average (GPA) at the institution from which the credits are transferred is less than 2.0, the University will accept all credit for courses in which grades earned were C or better. Transfer students should note that courses deemed equivalent to the skills courses of the UD Core Curriculum will not transfer to the University of Dubuque with a grade of less than C, independent of the cumulative grade point average for all transferring credits:

- CIS 101-Introduction to Computers **or** CIS 103-Computer Applications in Business
- COM 101-Speech Communication
- ENG 101-Composition and Rhetoric
- MATH 111-Collegiate Math **or** MATH 112-Algebra **or** MATH 250-Calculus **or** PHL 114-Logical Reasoning
- RES 104 – Research Writing

World View II: Students transferring in 58 or more credits will also be waived from taking World View II.

If a chosen academic major does not count grades of less than a C in courses taken to fulfill major requirements, it may be necessary to repeat a course or courses. Students should be aware that a minimum cumulative grade point average (GPA) of 2.00 for all credits taken as well as a minimum grade point average (GPA) of 2.00 for credits in an academic major is required for graduation. Consult department listings for specific details on GPA

requirements of all majors.

Up to 24 credit hours of credit will be accepted through correspondence and/or extension courses. Transfer students must complete the general college requirements of UD. Students transferring to the University of Dubuque from either Clarke University or Loras College will have their course work from their former institution evaluated on the same basis as any other transfer student. Cross-registered courses taken at Clarke University or Loras College, after the student has matriculated at the University of Dubuque are considered work in residence at UD.

Transfer students must earn a minimum of 12 credit hours in their major area of study (some majors may have additional requirements) and earn a minimum of 30 of their last 36 credit hours in residence at the University of Dubuque.

Students entering the University of Dubuque with an Associate of Arts or Associate of Science degree from an accredited two-year or four-year institution, will be considered to have completed most of the UD Core Curriculum, **with the exception of** the Judeo Christian Tradition, World View III and World View IV components of the core. For most programs of study, World View III and World View IV will be covered by courses completed as a part of the major requirement.

Non- Accredited Institutions

Credits from established four-or two-year national or international institutions not accredited by regional or national accrediting agencies will be evaluated on a case by case basis. Credit from vocational - technical schools, provided that they are approved by the state in which they are located, will be considered for acceptance on the basis that the vocational - technical credit will be equivalent to one - half of University of Dubuque credit and that each course accepted has a grade of C or better. A maximum of 30 credits of vocational-technical credit may be accepted by the University of Dubuque. However, additional hours in the major may be granted with the consent of the academic department in which the student plans to major. Vocational-technical credit will be listed on the student's permanent record with a grade of CR.

In those cases where college-parallel courses have been completed at a vocational-technical institution (e.g., algebra, psychology, etc.) the student may petition the appropriate UD department for equivalent college credit. A copy of the course syllabus and texts used must accompany the petition. If equivalent credit is granted through this process, remaining credits will be transferred in at one-half of their value provided the grade received is a C or better up to a maximum of 30 vocational-technical credits and maximum of 60 credits overall.

Credits for courses completed at institutes may be considered for acceptance under any of the following conditions:

1. The course or program is listed in The National Guide to Recommendations for Non-Collegiate Courses, prepared by the American Council on Education;
2. The course or program is approved by the state in which it is located;
3. Credit has been accepted by other four-year and two-year accredited colleges and universities;
4. A special departmental examination given by the University of Dubuque is successfully completed.

Graduate Transfer Credit

The University of Dubuque will accept graduate courses earned at a domestic regionally-accredited college or university or an international graduate degree-granting institution. For courses to be accepted as transfer credit, the student must have earned a grade of B- or higher, and the content is considered comparable to an equivalent UD graduate course. Courses transferred to the University of Dubuque will be recorded on the student's transcript with the grade of CR (Credit).

The maximum numbers of transfer credit hours towards the Master of Business Administration is 12 credit hours.

Second Bachelor's Degree

The requirements for students who already hold a Bachelor's degree from an accredited institution and who wish to pursue an additional Bachelor's degree at the University of Dubuque are as follows:

- Upon submission of an official transcript of previously completed credits/degrees, all University of Dubuque Core Curriculum requirements will be satisfied with the exception of the Judeo-Christian Tradition requirement.
- The completion of an academic major not previously completed at another accredited institution.
- A minimum of 30 credit hours must be completed in residence at the University of Dubuque.
- No more than 6 of the final 36 credits prior to degree completion may be taken outside of the University of Dubuque.
- An overall grade point average of 2.00 for all credits completed at the University of Dubuque is required unless the selected major requires a higher overall GPA.
- A GPA of 2.00 for all credits applicable to the academic major is required unless the major selected requires a higher GPA for that program.
- The student must be in good academic standing at the University of Dubuque at the time of degree completion.
- A minimum of 150 undergraduate hours (from the University of Dubuque and other institutions) is required.

Students enrolling for the second degree will have their previous course work evaluated to determine the number of credits needed. Transfer students, at the time of matriculation to UD, will enter with a class standing in accordance with the number of credits earned and accepted by the University of Dubuque for prior education at other institutions.

Academic Advising & Course Registration

Every LIFE Program location has an academic advisor dedicated to provide on-site, personal service to guide the student to the end of their degree. The academic advisor will assist students in reviewing their degree plan, registering for the appropriate courses, adjust course schedules as needed, and connect with the academic resources and student services. Students consult with their academic advisor each semester to select the courses for the following semester. Students also have an online Academic Advising Worksheet which enables the student to track their progress towards their degree, listing the course requirements, denotes which are completed and which have yet to be completed. Upon successful registration, the student will be able to review in MyUD his/her schedule confirming the classes selected, the credit load, the class meeting times, and the room assignments. Students who have financial obligations will not be able to register until the Student Accounts Office informs the Registrar's Office that the issue has been resolved.

and it is permissible for the student to register.

Enrollment Status

To determine enrollment status, sessions 1, 2 and 3 comprise the fall semester; sessions 4, 5, 6 and 7 comprise the spring semester; and sessions 8 and 9 comprise the summer semester. Note: loan servicers use the enrollment status to determine eligibility for loan deferment.

Undergraduate students must be enrolled in a minimum of 12 semester hours per semester to be considered full-time status. Graduate level student must be enrolled in a minimum of 9 semester hours per semester to be considered full-time status. Enrollment of less than 6 semester hours per semester is considered less than half-time status. Students should contact the University Office of Student Financial Planning to determine hours needed to be eligible for state or federal financial assistance.

Add/Drop

To add or drop a course the Add/Drop period is before the first class meeting. A “Drop” removes the course from the student schedule completely. Contact the Student Accounts Office for any financial implications related to adding or dropping a course.

Withdrawal

Students exiting from a LIFE Program course during a session in which they are registered and to be in compliance with the University of Dubuque’s policy, states:

- After 6 p.m. of first class night and before 6 p.m. of the third class night, the student will receive a W.
- After 6 p.m. of the third class night, the student would receive the earned grade to that point in the class.

Tuition refund and financial aid actions will be taken. Registrations in subsequent sessions will be deleted and there will be no tuition charge for the deleted registrations. Students should contact the LIFE Office to initiate the exit process. Students completely exiting from the University should complete the online withdraw form. Withdrawing from the LIFE Program will change the student’s enrollment status, and students should consider how the decision to withdraw will impact any of the following: tuition charges, financial aid, social security, employer-reimbursement, or veteran’s benefits. Students withdrawing from the institution may be required to re-apply for admission if they desire to return.

The academic advisor will be responsible for notifying the Registrar and Student Financial Planning immediately with the last date of attendance. The Student Financial Planning Office will follow Title IV refund regulations as applicable. Please refer to the Financial Planning section of this catalog for details.

Military Student Leave Policy

The University of Dubuque supports its students who are members of a military unit and are called into active military service by the United States. To assist them, as well as protect and safeguard their status as University of Dubuque students, the University has adopted the following guidelines:

Exit Procedures for Students Called to Active Military Duty:

To initiate a military leave from the University of Dubuque the student must contact the Registrar's Office. This office will collect the proper information and paperwork from the student which must include written documentation of the military instructions. The Registrar's Office will then inform the appropriate offices of the student's military leave. Because every student's situation is different, each leave will be handled on a case-by-case basis.

However, certain basic procedures are applicable and these are described in the following paragraphs.

Academic Provisions and Tuition Refunds:

1. The student will receive a full refund of tuition and fees paid to the University of Dubuque if the request for withdrawal due to military service is filed prior to the last day to drop classes.
2. The student will have a choice of three options if the request for withdrawal is received after the last day to drop classes:
 - a) A full refund of tuition and fees, no credit awarded for work completed during the semester, and receipt of 'W' grades for the term.
 - b) An incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees. In this case, there will be no tuition refund for the present term.
 - c) A grade in each course, if the professor of each class believes sufficient work has been completed. In this case, there will be no tuition refund.
 - d) Options b) & c) may be combined should circumstances warrant.

Financial Aid Ramifications:

Students are urged to submit documentation of their military activation to the Student Financial Planning office. This office will determine the impact on any federal, state or institutional financial aid awards that have been provided to the student.

Re-Enrollment following military duty:

When the student is ready to return to the University of Dubuque, if more than 12 months have passed, he/she will need to re-apply for admission through the Office of LIFE Admission. There is no fee for this process. If a student elected to take an incomplete in one or more courses, he/she has until the end of the re-admittance term to complete the appropriate coursework. If the course is no longer offered or if the instructor is no longer with the University, the returning student will receive a full tuition credit for a replacement course.

A policy cannot address every circumstance that may arise when students are called to active duty, therefore, please consult with the Registrar's Office. Appeals of a decision made by the Registrar's Office may be made to the Director of LIFE.

Technology Requirements

Electronic Communication: Students are expected to check their UD e-mail accounts regularly for course updates and University announcements. Instructions for forwarding e-mail from a **dbq.edu** account can be found at the Technology Services link on the UD Web Page.

UDOnline.dbq.edu (Moodle): Students are expected to login on a regular basis to access course resources, such as the syllabus, readings, and discussion forums, as well as upload assignments. Instructions for accessing UDOnline.dbq.edu are provided to the student from

their admission representative in an orientation email and in the LIFE Student Handbook. Use Mozilla or another compatible browser to navigate to UDOnline.dbq.edu.

Campus Portal system: My.dbq.edu is the student portal to many services including student account statements, financial aid document tracking, grades, unofficial transcript, advising worksheet for degree plan, 1098-T, access to the university email account, MSOffice product, and library resources.

ACADEMIC INFORMATION

Undergraduate Core Curriculum: 7 Pillars of the University of Dubuque Education

As part of our Mission, the University of Dubuque aims to prepare students for successful, professional careers and fulfilling lives by providing them with an education that encourages growth as whole persons. At UD, we combine professional preparation and the liberal arts to create programs that serve our students. As a Presbyterian university that values its roots in the Reformed theological tradition, we believe that every aspect of our lives should be lived in love for God, service to others and enjoyment of all that we have been given. The University of Dubuque undergraduate program fosters student development in seven areas; Scholarship, Spiritual Growth, Social Development, Professional Preparation, Aesthetic Appreciation, Global Awareness, and Stewardship. These provide the “pillars” of the students’ education. In each of the pillar areas, students take the courses and participate in activities that help them learn to think critically, analytically, and synergistically; communicate effectively in writing and speaking; appreciate diverse perspectives; articulate mature viewpoints; respond ethically; and apply technology effectively.

1. Scholarship

Definition: Knowledge and understanding in an academic major, in liberal arts, and across multiple disciplines.

Explanation: Central to the University’s Reformed tradition is the love of learning. Education at the University of Dubuque helps students develop pattern of scholarship that make them effective learners throughout their lives. UD students are nurtured in the virtues of scholarship, passion for learning, understanding of causal and conceptual connections, ability to reason and communicate effectively, and the mastery of skills that enable them to explore ideas and find answers for themselves. Each graduate will have developed depth of knowledge in a particular field of study and had the opportunity to develop a world and life view based on his or her understanding of the field, the liberal arts and the values of the Judeo-Christian tradition.

2. Spiritual Growth

Definition: Knowledge and understanding of Christianity and other global faith traditions, and development of one’s relationship to God.

Explanation: Sensitive to the fact that our students come from various backgrounds, including different faith perspectives, the University seeks to foster in each student an understanding of and response to the Christian faith. Through core courses required of all students, elective courses, and student activities, the UD experience is designed to encourage growth in each student’s relationship to God and in each student’s

understanding of the faith perspectives of others on campus and in our diverse world. By participating in courses and activities at UD, each student has the opportunity to consider his or her beliefs, scholarship, and life in the context of the Christian tradition.

3. Social Development

Definition: Knowledge and understanding of positive patterns of individual and group wellness and responsible cultivation of community involvement and service.

Explanation: The University of Dubuque community nurtures its members as they develop into whole, responsible individuals. Our Presbyterian heritage encourages a positive attitude toward one's physical, psychological, and spiritual health and a life of caring for others. Learning to serve others is a key aspect of our educational experience, both in and out of the classroom. Courses, campus activities and service opportunities encourage students to consider the effects of their life choices on themselves and others. Our student life program offers many opportunities for students to grow toward mature adulthood, to develop personally and interpersonally, and to contribute to a lively community of life and learning on campus. Campus leadership opportunities prepare students to contribute to their families, religious communities, social organizations, businesses, and communities after graduation.

4. Professional Preparation

Definition: Knowledge, understanding and application within a professional area and flexibility and abilities leading to success in many fields.

Explanation: The Reformed theological tradition in which we have our institutional roots emphasizes that all work can be a vocation, a calling from God. Thus the University of Dubuque seeks to prepare men and women not just for jobs, but for lives of fulfilling work and service. Through opportunities to explore a variety of interests, the UD education enables each student to discover a major field of study. Courses and internships within majors provide students with in-depth education in that field. The UD education also seeks to ensure professional success through strengthening the students' abilities to think, to solve problems, to write and communicate effectively, and to develop other transferable skills, all of which prepare students for the many career changes faced by most college graduates in today's world.

5. Aesthetic Appreciation

Definition: Knowledge, understanding and appreciation of artistic interpretations and representations.

Explanation: By providing opportunities to study and experience the many forms of artistic expression, the University of Dubuque fosters intellectual, emotional, and spiritual development among students. In literature, the visual arts, dance, drama, and music, we not only find aesthetic pleasure, but we learn about other people's ideas, beliefs, and experiences, and we come to a deeper understanding of our own. The curriculum and various cultural programs on campus and in the community help students further their knowledge and understanding of the arts, and grow in their appreciation of the beauty of creation as it is expressed through various manifestations of human creativity.

6. Global Awareness

Definition: Knowledge and understanding of the cultural, social, and spiritual diversity that makes up the world community.

Explanation: We recognize that one cannot comprehend the full beauty of the world from the perspective of any single culture. Thus, through courses, events on campus, language learning, and international travel, a student at the University of Dubuque develops an understanding of other people and cultures. Students are helped to understand practices, ideas, and beliefs that are important to other cultures and given opportunities to experience aspects of these cultures. Our global focus points to the contributions of all cultures to the collective human wisdom and accents our responsibilities to God's larger human family.

7. Stewardship

Definition: Knowledge and understanding of and care for the health and sustainability of all of creation, including both the human and natural dimensions of our environment.

Explanation: The University of Dubuque seeks to produce good caretakers of God's world. Through both formal and experiential learning opportunities, the UD student develops an understanding of the basic processes that underpin ecological communities and the complex interactions of human activities on the environment. The University curriculum encourages students to integrate their knowledge and understanding of ecological processes with ethical and spiritual wisdom so that they can improve their lives and their community in ways that sustain the health of the earth.

Core Learning Outcomes

On completion of their studies in the seven pillars, graduates of the University of Dubuque will be able to demonstrate:

1. Competence in critical, analytical, and synergistic thinking.
2. Ability to recognize when information is needed and locate, evaluate, and use it effectively.
3. Knowledge of the Judeo-Christian tradition and other faith traditions, and in spiritual and moral understanding.
4. Competence in effectively communicating viewpoints through writing and speaking.
5. Effective use of technology.
6. Knowledge and skill in a field of study and preparedness for professional success in his or her vocation.
7. Understanding of the Arts, and appreciation of the beauty of God's creation as expressed through various manifestations of human creativity.
8. Appreciation of diverse perspectives through exposure to practices, ideas, beliefs and of diverse cultures.
9. Preparedness to be good stewards of God's world, with an integrated knowledge and understanding of ecological processes and ethical and spiritual, wisdom to improve their life and their community in ways that sustain the health of the earth.

Degrees Offered and Requirements

Undergraduate Degrees Offered:

- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of Science
- Bachelor of Science in Nursing

Graduate Degree Offered:

- Master of Business Administration

ALL Bachelor Degrees Require:

- 120 credits (minimum) of college work (Inclusive of UD Core Curriculum & degree requirements of at least one academic major)
- At least 30 of the last 36 credit hours earned must be earned in residence at the University of Dubuque. On-line courses offered by UD are considered to be courses in residence, as are cross-registered courses to Clarke and Loras.
- A minimum cumulative grade point average of 2.0 for all work completed at UD.
- A minimum grade point average of 2.0 for all courses taken in a major is required unless a particular major requires a higher grade point average
- A grade of C or better when the minimum acceptable grade is stated to be a C (a grade of C- will not suffice).

Review departmental descriptions for details of specific degree requirements of each Bachelor's degree offered.

Both the Bachelor of Arts and the Bachelor of Science degrees include a reasonable balance of three components:

- A major providing depth of preparation in an academic or professional field.
- A general education providing basic university-level skills or foundational courses in math, science, religion, composition and rhetoric, communication, computer literacy and wellness, as well as pillar courses in the liberal arts and sciences that focus on social development, aesthetics, stewardship and global awareness.
- Electives chosen to fit the student's preferences or needs. (It is recognized that the number of these electives may be fewer in some degrees because of accreditation requirements, but the inclusion of some electives is important.)
- Although not every program follows the definitions found below, for the most part the University of Dubuque ascribes to the following criterion when determining whether a major is offered as a BA or BS degree.

Bachelor of Arts Degree:

- is usually broader in focus than a Bachelor of Science degree.
- requires a minimum of 120 credits for the degree; a minimum of 30 credits are required in the major, of which at least 18 credits are at the 300-400 level.
- may require or offer as electives, additional courses in the humanities beyond the general education requirement.

- is normally awarded in such majors as literature and language, communications, fine and performing arts, business, sociology, and criminal justice.

Bachelor of Science Degree:

- typically involves professional programs in technical and scientific areas.
- requires a minimum of 120 credits for the degree; a minimum 54 credits are required in the major.
- requires at least one higher level math, lab science, or computer technology course beyond the general RN to BSN requirement.
- is normally awarded in such majors as chemistry, biological sciences, wellness and exercise science, computer information and nursing.

Academic Major

All students completing a bachelor's degree are required to have a departmental major; a minor is optional. An academic major should be selected no later than the end of the sophomore year. At least 12 credits in the major must be completed at the University of Dubuque, although some majors may require more.

- The requirements for a major are described in the departmental listings.
- For the completion of a degree, students must achieve a cumulative grade point average of 2.0 (a C average) for all credits taken at the University of Dubuque and for all credits required for the chosen academic major, unless a specific major requires a higher GPA for credits within that major. See departmental listings for details specific to the major.

Undergraduate Academic Majors – LIFE

- Accounting
- Business
- Criminal Justice
- Health Care Administration
- Human Resource Management
- Marketing
- RN to BSN

Academic Minor

A minor consists of 15 to 27 credit hours in an area of study, as described in the departmental description. When selecting a minor, students may wish to choose one that permits an alternative to the major. If the major was chosen for its career application, then the minor may serve to expand one's perspective or to support a secondary interest. Students should declare their selection of a minor or minors with their academic advisor.

Undergraduate Academic Minors – LIFE

- Accounting
- Business (non BBA degree students only)
- Criminal Justice
- Human Resource Management
- Marketing

Multiple Academic Majors/Minors

With proper planning of academic class scheduling, students may be able to complete multiple majors or minors within the minimum of 120 credits required for the undergraduate degree. To declare additional majors or minors, students are to request that their LIFE academic advisers fill out a declaration of major/minor card in the Registrar's Office.

If a student wishes to complete a second major within the same academic department, a minimum of 15 credits must be unique between the first and second major. This policy does not apply to students pursuing a major and a minor within the same academic department.

In instances where a student wishes to double major in two different degree programs (e.g. BBA in Business, BA in Sociology) the student must declare their primary degree, as only one degree can be earned with a minimum of 120 credit hours and less than 150 credit hours.

Additional Majors Post-Graduation

Upon application to the Office of the Registrar, a graduate of the college may have a notation added on the permanent record indicating the post-graduation completion of the requirements for an additional major. To qualify, students must meet the major requirements stated in the catalog in effect at the time of their graduation. If the major is not completed until after ten years following the date of graduation, the catalog requirements at the time of completion will apply.

Master of Business Administration Degree Requires

- 36 credits
- At least 24 of the 36 credit hours earned must be earned in residence at the University of Dubuque.
- A minimum cumulative grade point average of 3.0 for all work completed at UD.
- A grade of C- or better in all courses taken

Provision for Academic Program Modification

The University of Dubuque reserves the right to modify program requirements, content, and the sequence of program offerings for educational reasons that it deems necessary. Programs, services, or other activities of the University may be terminated at any time due to reasons including, but not limited to, acts of God, natural disasters, destruction of premises, or other reasons or circumstances beyond the control of the University. The course descriptions listed are based upon reasonable projections of faculty availability and appropriate curriculum considerations. The matters described are subject to change based upon changes in circumstances upon which these projections were based and as deemed necessary by the University to fulfill its role and mission.

Academic Course Numbers

Undergraduate

Undergraduate-level courses are numbered at the 100, 200, 300, and 400 levels. This course numbering system provides a general structure to guide students in course selection. The 100-level courses are geared for First-year students, the 200-level for Sophomores, and the 300- and 400-levels for students with Junior and Senior standing.

Graduate

Courses numbered 600 and above are graduate program courses and carry graduate credit.

Types of Courses

LIFE Accelerated Courses

The LIFE program is an evening program for adult learners. Both the undergraduate and graduate courses are delivered in face-to-face, five-week, format. Courses meet once per week for five weeks, three hours each week. Due to the reduced, in-seat class time expectations are that the students will have an estimated 20 hours of homework per week.

Please note: In the undergraduate program there are a few exceptions to the five week course plan: any science with a lab, BAC 341, and BAC 342 are delivered in a ten-week format. The NRN courses are offered in an eight-week online format.

Prerequisites

Students must meet all stated prerequisites for a given course before registering for that course. A student may not register for a course without the proper prerequisites (unless the instructor has given written permission). Students without proper prerequisites may be asked to withdraw from the class. The student must then take proper action and withdraw from the course.

Tutorial Courses

Some of the courses offered by the college may be taken tutorially, by degree candidates only, if there are extenuating circumstances. Approval by the Director of LIFE is required. The student should confer with their academic advisor for specific guidelines required for a course taken tutorially. Learning Contracts must be approved by the Director of LIFE and the Academic Dean and must be submitted at the time of registration. Learning Contracts are available through your Academic Advisor.

Internships

Internships, offered to students at the Junior and Senior levels, are designed to enrich the chosen academic major with out-of-class learning through work. Students are required to consult with their Academic Advisor at least 30 days prior to the start of an internship to discuss and complete all required paperwork including: syllabus and assignments; student review; learning agreement; and hold harmless agreement. The bulk of the “work hours” of an internship must be completed in the term in which the student earns credit for the internship. Although most internships are 3 credits in length, no more than 12 credits of students’ entire degree programs can be earned through internships. The credit earned through an internship is academic credit and tuition charges will be assessed at the current tuition rate.

Other Resources for Earning Credit

Advanced Placement

College credit is awarded to those students entering the University of Dubuque from high school who present proper evidence of having taken college level Advanced Placement (AP) examinations in one or more subjects with the College Entrance Examination Board, provided the scores are sufficiently high. Students are required to present the Registrar official AP score reports prior to enrolling for their first term of attendance at the University of Dubuque. An AP score of 3 or higher will earn credits in accordance with the credit value of the equivalent University course.

The University offers additional opportunities for students to acquire college credit

through, CLEP, experiential learning portfolio, and military education credit.

College-Level Examination Program® or CLEP

The College-Level Examination Program® (CLEP) offers you the opportunity to receive college credit for what you already know. Earn qualifying scores on any of the 33 introductory-level college subject examinations and accelerate your education. Not all CLEP exams will fulfill university requirements. The 90-minute exams are administered at the University of Dubuque in the Academic Success Center (ASC). For information on current exam fees, call 563-589-3262.

To find out more about CLEP, please go to www.collegeboard.org/CLEP. There you will find a list of the examinations available through CLEP. CLEP exams may be scheduled at the University of Dubuque LIFE office. Please schedule a CLEP exam at least one week ahead of the time you would like to take the exam. For more information on scheduling and fees for non-UD students, please contact the Academic Advisor at the LIFE location.

Portfolio of Experiential Learning

The portfolio program, administered by the Academic Affairs office, is for those whose prior experiential learning cannot be evaluated by any of the methods discussed previously. Students prepare a portfolio explaining and documenting how they achieved specific learning outcomes that are the focus of UD coursework. The portfolio is assessed for possible credit by faculty in the academic department petitioned.

The Experiential Learning Handbook is available to assist students who request that substantial work-related or other prior learning experiences and accomplishments be evaluated for potential academic credit in place of taking a specific course. This process requires students to submit a portfolio documenting specific learning outcomes attained through previous personal or professional experiences.

To be eligible, candidates must be admitted students and have earned a minimum of 15 credits at an accredited college or university, at least six of which must have been taken as a UD student. The maximum number of credits able to be earned via portfolio is 20% of the total number of credits required for the departmental major. A fee equal to 20% of the current undergraduate per-credit-hour tuition will be charged. Students interested in this option should contact their Academic Advisor.

Military Education Credit

A member of the active armed services may be granted academic credit for military coursework. Please be sure to identify your military service in your initial advising appointment as credit hours may have been earned for your military training. Military education is evaluated by the Registrar's Office upon the receipt of a Joint Services Transcript (JST), a SMART transcript, or official transcript from Community College of the Air Force. Each branch of the service has its own form of documentation, be sure to contact your respective branch office to learn more about having your transcripts sent. To request any these transcripts be sent to the University refer to <http://www.dbq.edu/Academics/Registrar/VeteransBenefits/>.

Credit for Non-Collegiate Educational Experiences (Armed Services)

College credit may be granted to veterans for service schools attended. Recommendations of the Guide to the Evaluation of Educational Experiences in the Armed Forces, prepared by the American Council on Education, will be used to determine if credit will be allowed. For further information concerning financial benefits and credits for service schools, contact the Registrar's Office, (563) 589-3178.

PERFORMANCE EXPECTATIONS

Because the University of Dubuque is a learning community, the University expects students to:

- Attend all class sessions and other required activities
- Meet all deadlines
- Prepare adequately for each class session using appropriate study strategies
- Have and use all textbooks and required materials
- Do their own work
- Listen actively and carefully in class, including following all directions
- Participate in class activities and discussions
- Write and speak effectively and appropriately

Attendance Requirements

The LIFE program is an accelerated program, meeting only once per week for five weeks, three hours each week. Therefore attendance of every class session is expected and critical to the student's success.

- An absence of one class session, without extenuating circumstances, will drop your final grade by one letter grade (for example: if you earned a grade of "B" in the course, your final grade would be a "C"). Any student who misses the *first class* session will be dropped from the course and the LIFE tuition practice will apply.

Grades

Final grades are recorded on a transcript of record located in the Registrar's Office. The following system of grading is used in reporting the quality of student work:

Letter Grade	Grade Points	Comments
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	Average
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	Failing
F	0.00	

Other Grades

P	Pass (Credit)
I	Incomplete
W	Withdrawal
WP	Withdrawn Passing
WF	Withdrawn Failing

AU	Audit
CR/NC	Credit/No Credit
IP	In Progress

Audit

Students wishing to enroll in a course without earning graduate credit may register as an audit. Tuition is charged at a reduced rate per credit hour, as shown in the cost section. Course requirements shall be arranged with the course instructor. An audit course will not count in the number of total hours attempted, and the grade assigned at the end of the term shall be AU (Audit).

Credit

A grade of CR (Credit) has no grade point value and therefore no effect on the calculation of a student's grade point average.

Incomplete Grade

A grade of "I" (Incomplete) may be assigned in a course when a student, because of circumstances beyond his or her control, is unable to complete the required work by the end of a grading period. Prior to the end of the grading period, the instructor will fill out a Request for an Incomplete Grade (RIG) form, specifying the deadline for completion of the work. This form is forwarded to the Registrar's Office, and an "I" is recorded on the student's academic record. When the course work is completed, as outlined on the RIG form, the instructor will assign a final grade and report it to the Registrar by the conclusion of the following term (fall/spring). An extension for an Incomplete must be approved by the Academic Affairs Office. The Registrar will monitor RIG forms on file each term and notify instructors on deadlines to submit final grades. If neither a grade (after deadline) nor an extension has been received, the default grade (from the RIG form) will be recorded for the course. If no default grade is recorded on the RIG form, a grade of F will be recorded. Any additional expense incurred with an "I" is the student's responsibility. Students may not graduate with incomplete grades on their academic transcript.

In Progress

A temporary grade of IP (In Progress) is used to indicate work in progress for a course or project approved to extend for more than one term or grading period (e.g. master thesis, independent research project). The course faculty member will submit a grade by the end of the approved extension. The IP grade is not computed in the student's grade point average.

Pass

Students who satisfactorily complete a graduate course designated as Pass/Fail will receive the grade P for the course.

Change of Grade

The only acceptable reason for a change of grade (except for "I") after it has been recorded by the Registrar is that the faculty member made an error in determining or recording the grade. To change a grade, the faculty member must complete a change-of-grade request form indicating the cause of the error and must submit that form to the Academic Affairs Office. If the request is approved, that office will forward it to the Registrar, who will record the change of grade.

Final Grade Appeal

Students may appeal the final grade from a course if they believe 1) there has been a violation, misapplication or non-application of a University rule or policy, or 2) there has been a violation, misapplication or non-application of a specific course's rule or policy according to its syllabus.

Since appeals involve questions of judgment, recommended action that a grade be revised in the student's favor will not be made unless there is clear evidence that the original grade was based on inaccurate, prejudiced or capricious judgment, or was inconsistent with official University policy or the policies set forth in the syllabus for the course. Students shall have protection against inaccurate, prejudiced or capricious academic evaluation through the publication of clear course objectives, grading procedures, and evaluation methods. At all levels of this final grade appeal process, students will provide written documentation (e.g. copies of assignment instructions, rubrics, syllabi, graded papers, graded tests, other graded assignments, etc.) to substantiate the appeal.

Students who wish to appeal a final grade should obtain a complete copy of the policy and procedures from the Office of Academic Affairs, and file the appeal with the relevant Program Director. The process specifies informal procedures and formal procedures that culminate, when necessary, in a final grade appeal hearing before a final grade appeal committee appointed by the Dean for Academic Affairs. Deadline for initiating a final grade appeal is 25 class days into the next 15-week semester.

Repeating a Course

Undergraduate

A student who has earned a C minus or less in any course may elect to take that course again to attempt to improve the grade. Students may also take courses on a refresher basis, if they wish to repeat courses for which they already have college credit. Course repeats, when a passing grade has been previously earned, may not be used to meet the minimum credit completion requirements. After a course is repeated, the credits and grade points already on the student's record for that course shall no longer be used to count toward total credits earned or cumulative GPA, and the results of the most recent attempt shall stand as official. Withdrawal from a repeated course does not replace the previous grade earned in the course in the calculation of the student's cumulative grade point average. Students using federal financial aid should consult with the office of student financial planning for any possible consequences of repeating coursework.

Graduate

In order for graduate course credits to count toward the degree, a student must repeat any course for which a final grade of D or F is earned. A student who has earned a grade of C minus or better in a course may elect to repeat the course. A student may not use a repeated course to meet the minimum credit hour completion requirements when a C minus or better has been previously earned. Once a course is repeated, the grade, the credit hours, and the grade point results from the repeated course will be used to recalculate the student's total credits earned and cumulative GPA. The grade earned for the repeated course will stand as the official grade for the course and the previous grade earned in the course will be removed from the student's total credits earned and cumulative GPA. Individual courses may be repeated only once, and during academic enrollment in the University of Dubuque graduate program no more than four courses may be repeated.

A student who wishes to repeat a course that was transferred to the University of Dubuque

from another college or university must contact the Registrar's Office to determine what effect, if any, there may be to the student's total credits earned or cumulative GPA.

Grade Point Average

The grade point average (GPA) is a quantitative index of a student's scholarly achievement. The GPA is determined by dividing the total number of grade points by the total hours for which the grade points were assigned. Courses in which grades of I, P, W, WP, WF, CR, AU, or IP have been assigned are not included in computing the GPA. A grade of F is included in the computation.

UD GPA

UD GPA will be used in determining scholarships (when based on GPA after matriculation at UD), academic standing, eligibility for graduation, graduation honors, and eligibility for athletics. UD GPA will include only those credits earned at UD.

Dean's List

Full-time undergraduate students (registered for 12 or more credits) who earn a term GPA of 3.5 or above are named to the Dean's List. Dean's List is awarded for the fall and spring terms only.

Alpha Chi

The University selects undergraduate students for membership in the Iowa Zeta chapter of Alpha Chi, a national honor society that promotes and honors academic excellence and exemplary character. Each spring, no more than 10% of the junior and senior classes, with a cumulative GPA of 3.75 or above are invited to join the society. This high distinction recognizes these students' outstanding achievements.

Academic Standing

***NOTE:** Please see the Financial Planning section of this catalog for details of the Satisfactory Academic Progress policy as it pertains to financial aid eligibility.*

Undergraduate: Academic Alert, Probation, and Suspension

Graduation at the University of Dubuque requires a minimum grade point average (GPA) of 2.00 for 120 credit hours of course work. Any student whose UD GPA falls below 2.00 will either be placed on academic alert, placed on academic probation or academically suspended from the University of Dubuque. Students must also maintain progress toward completion of their degree by successfully completing a minimum of 12 credit hours each term (fall/spring).

The Office of Academic Affairs will issue a written notice of probation, or suspension to the student and the academic advisor. Academic probation or suspension will be recorded on the student's transcript.

Academic Alert: Students will be placed on academic alert when they have one of the following:

- a cumulative GPA of less than a 2.00 but above the minimum level for academic probation;
- a cumulative GPA of 2.00 or higher but have obtained a term GPA of less than a 2.00;
- or they do not complete a minimum of 12 credit hours for the term.

The academic record of students who remain on academic alert for more than one term will be reviewed by the Academic Standing and Admission Committee for possible placement on academic probation. Students who are placed on academic alert will be notified by the University Registrar. The Registrar will assign each student to a faculty or staff Ally who will contact the student and work through an inventory of available resources for academic success.

Academic Probation: The following table indicates the minimum GPA needed in order to avoid being placed on academic probation:

Credit Hours Attempted*	Minimum Cumulative GPA
0 – 16	1.60
16 – 32	1.80
32 – 48	1.90
48+	2.00

* A student will not be penalized if one of the following applies to him/her:

- He/she has an incomplete grade(s) that will be completed by the end of the following semester.
- He/she has completely withdrawn from the university earning all ‘W’ grades for the semester.

Students who are placed on academic probation must meet with both their academic advisor in order to develop a plan for improved academic performance. Students on academic probation are limited to 3 credit hours in each five-week session and will be required to create and follow an Academic Success Plan. Probationary students’ participation in extracurricular activities will be dependent on completing the Academic Success Plan.

Academic Suspension:

First Year and Transfer students who fail all courses in their first term at the University of Dubuque will be academically suspended. The suspension is appealable and the appeal process is outlined below.

Students on academic probation who do not perform satisfactory work towards removing themselves from academic probation during the next term in which they are enrolled are subject to suspension or dismissal. The university reserves the right at any time to suspend any student who is not making satisfactory academic progress towards a degree. The time period of suspension will be for at least one term (fall or spring). Students requesting to return to the University of Dubuque after the suspension period should contact the Admission Office to apply for re-admission. Students returning to UD after being suspended will be re-admitted on academic probation.

Students placed on academic suspension or probation at the end of a full term may have their academic records reviewed to determine if any academic credits received for J-Term or summer coursework, either in residency or elsewhere, will affect their academic standing. It is the responsibility of the student to notify the Registrar of any coursework taken prior to the start of the new term.

Suspension Appeal Process

A student suspended from the University of Dubuque has the right to appeal. The information provided in that appeal is the basis for decision from the Academic Standing and Admission Committee. Students who are readmitted after suspension and fail to do satisfactory work toward achieving good academic standing may be dismissed from the University and will not normally be allowed to re-enter at a later date.

A student that does not appeal his/her suspension and sits out the required term and then wants to return to the University of Dubuque must request an application for re-admission from the Admission Office. Applications should be submitted one month prior to the term for which the student wants to re-enroll, but the period between suspension and re-admission must include one Fall or Spring term.

A student must submit a written explanation of his/her time away. In the explanation, the student must demonstrate a strong commitment to improving his/her past academic record. In addition, a student who has been suspended and wishes to apply for re-admission must meet the criteria found in his/her letter of suspension from the University. The criteria normally include successfully taking courses elsewhere and/or receiving counseling/study skills assistance for an extended period of time.

Graduate: Probation, Suspension and Dismissal

Graduate students must maintain at least a 3.0 grade point average to remain in “good standing.” The University reserves the right at any time to suspend any student who is not making satisfactory academic progress toward a degree.

Academic Probation

A student with a cumulative GPA below 3.0 may be placed on *academic probation* or may be suspended at the close of the semester. If the student remains on academic probation at the conclusion of the following semester, he or she is subject to *suspension*.

Academic Suspension

A student suspended from the University has the right to appeal to the Director of LIFE. The information provided by the student and the University for an appeal is the basis for the Director’s decision. Students who are readmitted after suspension and fail to meet the graduate program’s requirements may be suspended once again. A second suspension will result in *dismissal* from the University and may not be appealed.

Academic Dismissal

Academic probation, progress probation, suspension, and dismissal will be officially recorded on the student’s academic transcript.

A person academically suspended or dismissed from a graduate program at another institution is ineligible for admission to the University of Dubuque for one calendar year from date of suspension or dismissal. If admitted to UD, the student will be placed on academic probation. An admitted student who was on academic probation at another college shall begin on academic probation at UD. The length of the student’s academic probation in both situations will be determined by the Director of LIFE.

Student’s Right to Petition

In any disagreement over the interpretation of academic regulations or the existence of extenuating circumstances which might justify special consideration, the student may file a

petition with the Director of LIFE.

Athletic Eligibility

To be eligible to compete and practice in intercollegiate athletics, student-athletes must be registered as full-time students during the term of participation. Student-athletes are subject to the academic standing policies as defined by the University of Dubuque. Student-athletes are considered to be in good academic standing provided their GPA and credits completed do not place them in academic suspension. To be eligible for Fall term competition, student-athletes must pass a minimum of 24 credit hours the previous Fall, J-Term, Spring and Summer terms combined. To be eligible for J-Term/Spring term competition, a student-athlete must pass a minimum of 12 credit hours in the previous Fall and Summer terms or 24 credit hours in the previous Fall, Summer and J-Term/Spring terms combined. According to NCAA and IIAC rules, student-athletes have 10 terms of full-time enrollment to utilize four seasons of participation. A student-athlete who practices after the first date of competition, and never competes, has completed a season of competition.

Academic Dishonesty

The University of Dubuque expects students to be honest in academic matters. We expect each person to be forthright and direct, and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be consistent with the Mission and Values of the University.

Consequences of academic dishonesty violations are defined below and in the Policy Violations section of this University Policy Handbook section of this catalog. A determination of academic dishonesty typically results in the imposition of progressive sanctions; specifically:

- *First offense:* A grade of zero points or no credit for the quiz, test, examination or work.
- *Second offense:* A grade of F or No Credit for the course and may not participate in co-curricular activities.
- *Third offense:* In addition the same sanctions applied for a *Second offense*, the student is subject to dismissal from the University.

Academic dishonesty offenses are subject to appeal by the accused student.

Actions qualifying as academic dishonesty include, but are not limited to, the following:

Cheating:

- a) A student must not use external assistance on any “in-class” or “take-home” examination unless the instructor specifically has authorized such assistance. The prohibition includes, but is not limited to, the use of tutors, books, notes, or calculators.
- b) A student must not use another person as a substitute in the taking of an examination or quiz.
- c) A student must not steal examinations or other course materials.
- d) A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files or papers prepared by other persons.

- e) A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's own individual work.
- f) A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- g) A student must not alter a grade or score in any way.

Fabrication:

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- a) quotes another person's actual words, either oral or written;
- b) paraphrases another person's words, either oral or written;
- c) uses another person's idea, opinion, or theory; or
- d) borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Interference

- a) A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- b) A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

Violation of Course Rules

A student must not violate course rules as contained in a course syllabus, a professional code of ethics, or other information provided to the student.

Multiple Submission of the same Academic Work

A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.

Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Identity Fraud

Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school.

ACADEMIC RECORDS

Academic Transcripts

University of Dubuque transcript requests can only be completed online at

<http://www.dbq.edu/Academics/Registrar/RequestaTranscript/>. In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts cannot be released when requested by telephone nor do we accept requests via e-mail or fax. University of Dubuque has appointed Parchment Inc. as the designated agent for processing and sending official electronic transcripts on behalf of the University. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Parchment Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of the University of Dubuque. Official transcripts will be provided free of charge to students applying for admission to the University of Dubuque's Theological Seminary, MBA, MAC and PA programs.

The University of Dubuque now offers three transcript delivery options; electronic transcript (eTranscript), paper transcript, and in-office pickup paper transcript. Prices for those will be listed below. Students may obtain unofficial copies of their permanent record for the usual copying charge. This request must be in writing and requires the student's signature. In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts cannot be released when requested by telephone.

eTranscript

Students and alumni can order a transcript as a secure electronic PDF that can be e-mailed to any e-mail address. Electronic transcripts are the quickest method for receiving your transcript. **(Price: \$8.00)**

Paper Transcript

Paper transcripts can be mailed via USPS to any mailing address. If you need a paper copy of your transcript sent via expedited delivery, you can select this option from the Mailing Method drop-down menu on the transcript ordering page. Please be aware that shipping and handling fees will be applied to you order for shipping. **(Price range: \$10 {standard USPS} up to \$55 {for expedited delivery})**

In-Office Pickup Paper Transcript

Paper transcripts can be ordered for pickup at the Office of the University Registrar in the Charles & Romona Myers (MTAC) Building, Room 325 with a valid picture ID. **(Price: \$10)**

You will receive an e-mail conformation when your order is ready for pickup. Transcripts are not available over-the-counter the same day a request is made unless you have paid for a RUSH transcript. **(Price: \$20.00)**

Confidentiality of Student Records

The University follows the general policy of not releasing personal student information to outside agencies without the expressed written consent of the student. The University will make periodic evaluations of the information placed in student records to assure that only information related to the specific purpose of the educational program be collected and maintained. A student's record shall be construed as containing the academic record, the health record (not including counseling files), the placement files (unless a waiver of right to see references has been signed), along with any record of official University response to disciplinary or academic problems. See FERPA details below.

Family Educational Rights and Privacy Act (FERPA)

Pursuant to the Family Educational Rights and Privacy Act (FERPA), Part 99 of Title 34

of the Code of Federal Regulations the University provides the following notice regarding students' education records and personally identifiable information.

To the extent provided by law, students may inspect their education records by contacting the Registrar's Office. Students may also seek amendment of their education records if they are inaccurate, misleading, or otherwise believed to be in violation of the student's privacy rights. Students must request an amendment to their education record in writing to the Registrar's Office. The University will respond within a reasonable time to a student request and if the University decides not to amend the student's record the student may request a hearing pursuant to the Code of Federal Regulations 34 CFR 99.21.

The University may not disclose information that personally identifies a student or one of their family members, or makes either the student or one of their family members easily traceable, unless the student consents to such disclosure or the situation calling for disclosure is permitted without consent under FERPA (See FERPA and the Code of Federal Regulations 34 CFR 99.31 for a list of permitted disclosures). In cases where disclosure of personally identifiable information is subject to University discretion under FERPA the University reserves the right to make such disclosures.

A student may file a complaint with the Department of Education concerning alleged violations by the University of the student's rights under FERPA and Part 99 of Title 34 of the Code of Federal Regulations. Students desiring to file a complaint with the Department of Education should refer to the Code of Federal Regulations, 34 CFR 99.63 and 99.64, for the applicable procedures.

The University has a policy of disclosing education records, which may include personally identifiable information, to University officials and faculty members that have a legitimate educational interest in such information. University officials or faculty members have a legitimate educational interest in accessing or reviewing a student's educational records, if the faculty or staff member is:

- performing a task that is specified in his/her position description or contract;
- performing a task related to a student's education or to student discipline;
- providing a service or benefit related to the student or student's family;
- maintaining safety and security on campus, or
- otherwise pursuing a legitimate business interest of the University.

A "university official," for the purposes of this section, is any employee of the University who must access or review educational records of students in order to efficiently and effectively perform any part of her/his employment duties or responsibilities and any employee or agent of the University authorized by the President to perform duties or take action on the behalf of the University that requires access to student educational records. For more details see <http://www.dbq.edu/Academics/Registrar/FERPA/>

Change in Undergraduate Degree Requirements

A graduating student may choose the academic requirements of a catalog for ten years following the last year noted on the catalog cover, provided the student was enrolled at the University during the time of that catalog. For example, a student attending the University during 2008 may follow the provisions of the 2007-09 catalog through August of 2019. If the student remains enrolled for a term in 2011, the student may elect to follow the 2010-12 catalog in place of a previous edition and will have until August of 2022 to follow the provisions of that catalog. If a student re-enrolls after a ten year absence, the student must follow the provisions of the catalog current at the time of re-admission.

Change in Graduate Degree Requirements

Should catalog requirements for a degree change at any time within eight (8) years subsequent to a student's matriculation, the student shall have the option of continuing either under the graduate catalog used at the time of the student's matriculation to the graduate program or under the new requirements of the current graduate catalog. Only successfully completed coursework taken for the completion of all degree requirements within eight (8) years from the date of matriculation will be counted toward graduation total credits earned and cumulative GPA requirements.

Graduation Requirements

Undergraduate

ALL Bachelor Degrees Require:

- 120 credits (minimum) of college work (Inclusive of UD Core Curriculum & degree requirements of at least one academic major)
- At least 30 of the last 36 credit hours earned must be earned in residence at the University of Dubuque. On-line courses offered by UD are considered to be courses in residence.
- A minimum cumulative grade point average of 2.0 for all work completed at UD.
- A minimum grade point average of 2.0 for all courses taken in a major is required unless a particular major requires a higher grade point average
- A grade of C or better when the minimum acceptable grade is stated to be a C (a grade of C- will not suffice).

Review departmental descriptions for details of specific degree requirements of each Bachelor's degree offered.

Graduate

A graduate student must complete the required amount of credit hours for the program in which he/she is enrolled and be in good academic standing. The MBA program requires 36 credit hours with a minimum cumulative grade point average of 3.0 and a grade of C- or better in all courses.

Graduation Honors

Scholastic honors awarded at graduation for bachelor degrees are cum laude, magna cum laude, and summa cum laude. Such honors are based on the cumulative grade point average:

- Cum laude is awarded to those who earn a cumulative average of at least 3.50
- Magna cum laude at least 3.75
- Summa cum laude at least 3.90

Application for Degree and Commencement

There are two Commencement ceremonies, in December and May. A student intending to graduate from the University must apply for their degree by submitting a completed Graduation Application form according to the application deadlines and pay the \$60 graduation application fee:

- For May & August graduates (participating in May ceremony) October 2, 2017
- For December & August graduates (participating in December ceremony) May 1, 2018

Graduation Application forms are available online or in the Registrar's Office. The

graduation application fee pays for the processing of the diploma, diploma cover and commencement cap and gown. Applications are good for one year after the initial intended date to graduate. For example, if you intend to graduate May 2018 and fail to meet the requirements at this time, your application will remain on file until May 2019. If you have not met the requirements by this time, you will need to re-apply for graduation and pay the full graduation fee. If you would like an additional diploma for another major (after you have received a diploma) or degree, you will need to complete a Graduation Application with the new major and/or degree and pay the full graduation fee. A student may participate at Commencement once per degree.

May Commencement Participation Policy

Students in any one of the following categories may participate in the May commencement ceremony:

- Students who with the successful completion of the courses scheduled for spring term, will have completed all degree requirements at the conclusion of the spring term.
- Students who successfully completed all degree requirements the prior fall or will at the end of summer session and did not participate in the December ceremony.

December Commencement Participation Policy

Students in any one of the following categories may participate in the December commencement ceremony:

- Students who with the successful completion of the courses scheduled for fall term, will have completed all degree requirements at the conclusion of the fall term.
- Students who successfully completed all degree requirements the prior August, and did not participate in the May ceremony.

Complete details for the commencement ceremonies may be found online at <http://www.dbq.edu/Academics/OfficeofAcademicAffairs/CommencementInformation/>

Once the degree requirements have been verified by the registrar, the student record will be updated with the degree conferral date. The diploma will be mailed to the address on record 6- 8 weeks following completion of the requirements.

Duplicate Diploma

A duplicate diploma may be issued upon request. A written request must be made to the Registrar indicating the reason for a duplicate diploma. The duplicate diploma shall show the date of the original diploma and will have the signatures of the current University officials and the current format and size. The fee will be one-half the current fee for graduation to be paid prior to the ordering of the duplicate.

STUDENT SERVICES

Charles C. Myers Library

Charles C. Myers Library, www.dbq.edu/library, Facebook: Charles C. Myers Library, Twitter: @myerslibrary, 563-589-3100

The Charles C. Myers Library is an integral part of student learning at the University of Dubuque, providing students with a high-quality collection and reference librarians dedicated to teaching them how to find, evaluate and use those resources. The beautiful building is a center for learning on campus, encouraging group and individual study and

providing the databases, books, and journals students need to be successful in research assignments.

In the age of digital information, the library is both a physical and a virtual space. Professors often provide specific links to library resources that are needed for research assignments in their Moodle pages. Librarians also provide support through classroom instruction (both physical and virtual) and online research guides. In addition, reference librarians are available for individualized research assistance Monday through Thursday from 8:00 am- 8:00 pm and Friday from 9:00-noon or through email at reference@dbq.edu.

Fifty-six paid database subscriptions offer access to almost 23,000 electronic journals, over 178,000 electronic books and over 160,000 print books. Student not on campus may request print books be mailed them. The library also has over 23,000 streaming educational films in addition to the 6,000 DVDs in the building. Items not available through the library may be requested via interlibrary loan, free of charge.

Students who visit the library will find an extensive leisure collection with DVD of films and series, popular fiction, and games. The building has wireless access and computers throughout the building. Sylvia's Common Ground, the library's coffee shop, is a popular meeting destination.

We welcome students to our many events, including Finals Study Break, Doggie De-Stress, and Saturday Story Hour. Watch the library web page for dates. If you can't be here, follow the fun through our Facebook page and Twitter accounts.

During the academic year, the library is open 107 ½ hours per week with extended hours at the end of the term. Summer hours may vary and posted on the library's web page.

Library Hours (Academic Year)

Monday—Thursday..... 7:00 am – Midnight

Friday..... 7:00 am—9:00 pm

Saturday..... 8:30 am—9:00 pm

Sunday..... 10:00 am—Midnight

Academic Success Center

The Academic Success Center (ASC) at the University of Dubuque is located on the second floor of the Charles C. Myers Library. The mission of the ASC is to assist students in becoming self-determined, motivated, and independent learners and to connect them with the resources necessary to achieve both academic and personal goals. Services include the following:

- Disability Services
- Testing Services
- TRIO/Student Support Services
- Tutoring and Writing Center

For more information, contact the Academic Advisor at the LIFE office or the Academic Success Center at 563-589-3262.

Disability Services

The University of Dubuque provides accommodations to students with documented disabilities upon request by the student. The accommodations the university can provide are based on the written recommendations of a licensed diagnosing professional. For detailed information, please visit our webpage

<http://www.dbq.edu/Academics/AcademicSupportSuccess/DisabilityServices>

Common accommodations coordinated for students include, but are not limited to, extended time on exams, supplemental note-taking services, a reader or scribe for exams, alternative textbooks.

TRIO Student Support Services (SSS)

TRIO Student Support Services (SSS) is a federally funded program that offers academic, personal, career, and financial support to University of Dubuque first-generation and low-income students and/or students who have a documented disability. The mission of the TRIO SSS program is to foster the academic success of participants. A crucial aspect of the program's mission is to empower students to achieve success through peer and professional tutoring and academic advising. Additional educational and cultural opportunities are also encouraged to enhance the students' overall academic and personal success. Some of these opportunities include sessions about financial literacy, major and career exploration. The TRIO SSS program also offers a scholarship for active program participants each fall and spring semester.

To learn more about the program or apply, please visit our website or stop by the Academic Success Center (ASC) and ask to speak with one of the TRIO staff.

Tutoring – BE SMART and Writing Center

The ASC provides peer and professional staff to help with subject tutoring and writing consultations from 8:00 a.m. - 8:00 p.m. Monday through Thursday, 8:00 a.m. - 5:00 p.m. Friday, and 4:00 p.m. to 8:00 p.m. on Sunday.

BE SMART Tutoring offers assistance in the following subjects: Business, Economics, Science, Mathematics, Aviation Regulations, and Technology. For help with other subject areas, please contact the ASC.

The Writing Center encourages students to become self-determined, motivated, and independent writers, equipping them with the confidence and strategies to engage successfully in the writing process. An online option, the Online Writing Lab (OWL), is available to students who are unable to come to the ASC in person and is an online alternative for assistance. To request assistance students should email Owl@dbq.edu. All services are free to University of Dubuque students. Students may schedule appointments with tutors and writing consultants at <https://dbq.mywconline.com>. You must register your account upon your first visit to the site, and then may log in and schedule appointments.

Financial Planning

Each student attending the University of Dubuque assumes responsibility to pay all University-related expenses not covered by financial aid awarded by the University. Students who withdraw from the University must make arrangements to meet all outstanding financial obligations to the University. Examples of such obligations are tuition and fees, library fines, bookstore accounts, and so on. The student's transcript will not be released until satisfactory payment of all obligations has been made.

Each graduating student must pay all remaining financial obligations to the University prior to graduation. A University of Dubuque diploma will not be awarded until this obligation is met. Loans such as Stafford student loans become due as stated in the promissory note signed by the student.

To qualify for any financial aid at University of Dubuque, students must: 1. Receive notification of acceptance into the LIFE program for admission which is an eligible degree program as defined by the U.S. Department of Education. 2. File the Free Application for Federal Student Aid (FAFSA) or Renewal Application and submit all required documentation to be eligible for most federal programs. The University of Dubuque operates under the academic year definition of a “standard term” school according to the U.S. Department of Education. Student loans and other financial aid funds are disbursed on a semester basis in accordance with the Title IV requirements for federal student aid.

Students enrolled in the accelerated LIFE Program are eligible to apply for federal and state financial aid. Institutional financial aid is not available for LIFE program students.

LIFE Payment Policy

The University of Dubuque LIFE program expects tuition and fees to be paid for each course session before the commencement of each session. For example, if a student is registered for three courses, one in each of the fall sessions (Sessions 1, 2 and 3) payment for the first session course is due prior to the session 1 class starting. Payment for the session 2 course would be expected before starting session 2, etc... There are 3 blocks of class in the fall session, 4 blocks in the spring session, and 2 blocks in the summer session.

Students using a third-party resource (financial aid, military benefit, employer reimbursement, vocational rehabilitation, etc...) must have completed all paperwork before classes commence to avoid having to pay full course session student account balance before classes commence each 5-week session. Students may request an itemized billing statement online in MYUD by going to Students/ Student Accounts/Employer Invoice Request form.

Any student account balance not anticipated to be paid by a third-party resource is due before classes commence each class session.

These options are available to all students.

Late fees of 18% on past due balances may apply.

Students are encouraged to contact the office of student financial planning for assistance in determining eligibility for financial aid or military benefits. If a student has questions regarding billing or student account, they should contact student accounts at 563-589-3710. Students may make payments online through MyUD under the student accounts tab, over the phone, or submit a payment via US mail.

Tuition Costs and Fees:

- a. See respective LIFE Student Handbook for specific tuition rates
- b. Fees, see chart below:

Schedule of other fees 2017-2018 year			
Graduation application fee	\$60	Portfolio fee is *20% of the regular per credit hour tuition rate	20% per credit hour
Admission application fee	\$25	Duplicate diploma fee [50% of	\$30

		graduation application fee]	
Credit by examination (per credit hour)	\$30	Official transcript fee – electronic	\$8
Returned check fee	\$50	Official transcript fee – paper, standard US mail	\$10
Science lab fee, per course	\$30	Official transcript fee – paper, Expedited delivery includes fee charged by provider	Up to \$55
Student account late fees	18% of balance due	Official transcript fee– in office pick up, paper	\$10
Nursing fees (RN to BSN only)	\$80	Official transcript fee – RUSH order, in office pick up, paper	\$20
Audit fee, per credit hour, 50% of regular tuition rate	50% per credit hour		

University of Dubuque Institutional Refund Policy

Return of Title IV Funds

A student earns aid based solely on the length of time he or she attends. Until a student has passed the 60% point in the semester, only a portion of the student's disbursable aid has been earned. If a student completely withdraws or is expelled prior to the 60% point, then the Return of Title IV funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct Unsubsidized loans, Direct Subsidized loans, Direct Plus loans, Federal Perkins loans, Federal Pell Grant, Federal SEOG, and Federal TEACH Grant. Though the Federal Work-Study Program is also included in Title IV funds, it is not included when calculating the Return of Title IV funds.

If a student leaves school and fails to follow the withdrawal process, it is assumed the student withdrew at the midpoint of the period of enrollment, unless academically related activity can be documented past the 60% point. The Student Financial Planning Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of the software is available upon request from the Student Financial Planning Office at the University of Dubuque.

University of Dubuque will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant overpayment, the student must make satisfactory repayment arrangements with the Student Financial Planning Office at the University of Dubuque.

In accordance with Federal regulations, the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Perkins Loan, Direct PLUS Loan, Pell Grant, FSEOG, and other Title IV programs.

If a student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Any post-withdrawal disbursement due must meet the required conditions for Title IV funds disbursements and be in accordance with all rules and regulations governing Title IV policy. A post-withdrawal disbursement must be made within 120 days of the date the institution determines that the student withdrew. Written notification identifying the type and amount of Title IV funds that make up the post-withdrawal disbursement will be provided to the student no later than 30 days after the school determines that the student withdrew.

Example of Return of Title IV, State, and Institutional Funds Calculation

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is **an example** of a return of funds for a student who totally withdrew from classes on the 38th day of a 66 day fall term ($38/66 = 57.6\%$).

The student would have earned 57.6% of the financial aid for the fall semester. The remaining amount would have to be returned to the appropriate source.

Original Financial Aid	Fund Name	Revised Financial Aid	Total Original Aid	Total Revised Aid
\$1,698	Direct Stafford Loan (received amount)	\$0		
\$1,000	Perkins Loan	\$700		
\$700	Pell Grant	\$700		
\$2,000	Iowa Tuition Grant	\$1,176		
\$4,500	Honor Scholarship	\$2,646	\$9,898	\$5,222

Return of University of Dubuque and State Aid

In calculating the unearned University of Dubuque and State aid, the procedure for determining the withdrawal date is the same as the federal policy. Once the federal policy has been applied, the University of Dubuque and State aid will be returned using the same unearned percentage as calculated in the federal policy.

Refund of Institutional Aid

Return of unearned institutional financial aid program funds will be made in the following order:

- Any Institutional Grant or scholarship (limited by the total charges after refund calculation)
- Institutional Loans

Currently enrolled students may obtain information for financial aid from the office of student financial planning by calling 563-589-3170 or email finaid@dbq.edu. New students to the LIFE Program must inform the office of student financial planning of their interest in receiving

financial aid once they are registered for coursework. To be eligible for loan assistance, the student is required to be enrolled at least half-time for each semester in which the loan is to be received, and must be half-time to be eligible for deferments of most student loans. The following chart illustrates how the session schedule equates to the semester format:

Sessions 1, 2, and 3 = Fall Semester
Sessions 4, 5, 6 and 7 = Spring Semester
Sessions 8 and 9 = Summer Semester

For example, a student must be enrolled in at least 6 credit hours during sessions 1, 2, and 3 combined to be eligible for a loan during the fall semester. Taking one 3-credit course in session 1 and one 3-credit course in either session 2 or 3 would satisfy the 6-hour requirement for financial aid.

The summer semester (sessions 8 and 9) is considered the end of the academic year of the LIFE Program for financial aid purposes. If you are interested in financial aid for the summer sessions, students are required to have completed the FAFSA form for the current school year, and will be sent via email a revised award to include their summer eligibility (as applicable) starting in mid-April of each year. Students must respond timely to that summer award letter in order for the financial aid to be processed. During the summer session, only federal financial aid is available.

Tuition Refund Policy

Cancellation and Refund Policy:

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the academic program site director of the local site with which they are enrolled. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence (LOA), the withdraw date is the date the student was scheduled to return from the LOA and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for fourteen consecutive days in a five-week course without notification to the school.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
 - B. After the commencement of classes the tuition refund schedule is as follows:

Point of Withdrawal	Withdrawal Percentage
Withdrawal before 1 st night of class	100% refunded
Withdrawal after 1 st night of class	80% refunded
Withdrawal after 2 nd night of class	60% refunded
Withdrawal after 3 rd night of class	0% refunded

Satisfactory Academic Progress Policy for Federal, State and Institutional Financial Aid

Undergraduate Students

Students attending full-time have a maximum of six academic years to complete a program of study at the University of Dubuque. Part-time students have a maximum of ten academic years to complete a program.

Academic progress will be measured both qualitative and quantitative. A minimum grade point average and a minimum number of credit hours completed in an academic year are requirements. Both of these standards are designed to ensure a student keeps on schedule and completes within the prescribed program time, and not to exceed more than 150% of the program length. The quantitative pace will be measured by dividing the cumulative number of hours successfully completed by cumulative number of hours attempted by the student. Generally, to complete within 150% the student should not have a pace below 67%. The following qualitative measure at the end of each semester indicates the required minimum cumulative grade point average required to receive financial aid:

Full-Time		Part-time	
Semester	GPA	Semester	GPA
1	1.6	1 & 2	1.6
2	1.8	3 & 4	1.8
3	1.9	5 & 6	1.9
4	2.0	7 & 8	2.0
5 thru 10	2.0	9 & 10	2.0
		11 thru 20	2.0

Transfer students will enter the time frame at the point according to the number of credits earned and accepted by the University of Dubuque for prior education at other institutions.

For quantitative measure, students enrolled full-time must complete 12 credit hours minimum each semester. Students enrolled part-time in a semester (6 to 11 credit hours per semester) must complete the minimum prorated credit hours per semester.

The following measure will be used to determine minimum quantitative progress:

<u>Credit Hours Required</u>		
<u>Semester</u>	<u>Full-time</u>	<u>Part-time</u>
1	12	prorated
2	24	prorated
3	36	prorated
4	48	prorated
5	60	prorated
6	72	prorated
7	84	prorated

8	96	prorated
9	108	prorated
10	120	prorated

All "A" through "F" grades or "P" for passing with credit which have been accepted by the Registrar will be considered as credits earned and completed for qualitative progress analysis. All "W", "I", AU (audit) will not be considered credits completed toward qualitative or quantitative satisfactory academic progress. If a student repeats a course because he or she failed it in a previous term, or because the student wishes to improve a grade in a course, the credits may be included in the total number of credits when determining enrollment status. If a student withdraws from a course or fails a course, and takes it the next term, the course will be counted toward enrollment status for that next term.

If a student falls below the required qualitative financial aid standards for maintaining satisfactory academic progress, the student will be placed on financial aid warning for the following semester during which the student will continue to receive financial aid. If at the end of the warning period the appropriate minimum cumulative grade point average is not achieved, all financial aid will be subject to termination.

If the student does not successfully complete the required quantitative hours for a semester, the student will be placed on financial aid warning for the following semester during which the student will continue to receive financial aid. If at the end of the warning period the student has not completed the appropriate minimum number of credit hours per policy, the student's financial aid will be subject to termination.

The student then has the right to appeal the suspension of financial aid by indicating in writing to the Office of Student Financial Planning:

- A. the reasons regarding failure in maintaining satisfactory academic progress (for example the death of a relative, an injury or illness of the student, or other special circumstances)
- B. what has changed that will allow the student to meet the standards at the next evaluation and why financial aid should not be terminated.

The letter will be presented to the Financial Aid Committee for decision. Any decision by the committee will be final.

If the Financial Aid Committee votes to reinstate the student based on the appeal, the student will be reinstated on financial aid probation for one academic term. After the probationary term, the student must be making SAP or must be successfully following an academic plan. A student whose financial aid is terminated may not be reinstated until after one academic term has expired.

Graduate Students

Students attending full-time have a maximum of three academic years to complete a program of study at the University of Dubuque. Part-time students have a maximum of six academic years to complete a program.

Academic progress will be measured both qualitative and quantitative. A minimum grade point average of 3.00 and a minimum number of credit hours completed in an academic year are requirements. Both of these standards are designed to ensure a student keeps on schedule and completes within the prescribed program time, and not to exceed more than 150% of the program length. The quantitative pace will be measured by dividing the cumulative number of hours successfully completed by cumulative number of hours attempted by the student. Generally, to complete within 150% the student should not have a pace below 67%. The following qualitative measure at the end of each semester indicates the required minimum cumulative grade point average required to receive financial aid:

Transfer students will enter the time frame at the point according to the number of credits earned and accepted by the University of Dubuque for prior education at other institutions.

For quantitative measure, students enrolled full-time must complete 9 credit hours minimum each semester. Students enrolled part-time in a semester (1 to 8 credit hours per semester) must complete the minimum prorated credit hours per semester.

The following measure will be used to determine minimum quantitative progress:

<u>Credit Hours Required</u>		
<u>Semester</u>	<u>Full-time</u>	<u>Part-time</u>
1	9	prorated
2	18	prorated
3	27	prorated
4	36	prorated

All "A" through "F" grades or "P" for passing with credit which have been accepted by the Registrar will be considered as credits earned and completed for qualitative progress analysis. All "W", "I", AU (audit) will not be considered credits completed toward qualitative or quantitative satisfactory academic progress. If a student repeats a course because he or she failed it in a previous term, or because the student wishes to improve a grade in a course, the credits may be included in the total number of credits when determining enrollment status. If a student withdraws from a course or fails a course, and takes it the next term, the course will be counted toward enrollment status for that next term.

If a student falls below the required qualitative financial aid standards for maintaining satisfactory academic progress, the student will be placed on financial aid warning for the following semester during which the student will continue to receive financial aid. If at the end of the warning period the appropriate minimum cumulative grade point average is not achieved, all financial aid will be subject to termination.

If the student does not successfully complete the required quantitative hours for a semester, the student will be placed on financial aid warning for the following semester during which the student will continue to receive financial aid. If at the end of the warning period the

student has not completed the appropriate minimum number of credit hours per policy, the student's financial aid will be subject to termination.

The student then has the right to appeal the suspension of financial aid by indicating in writing to the Dean of Student Financial Planning and Scholarships:

- A. the reasons regarding failure in maintaining satisfactory academic progress (for example the death of a relative, an injury or illness of the student, or other special circumstances)
- B. what has changed that will allow the student to meet the standards at the next evaluation and why financial aid should not be terminated.

The letter will be presented to the Financial Aid Committee for decision. Any decision by the committee will be final.

If the Financial Aid Committee votes to reinstate the student based on the appeal, the student will be reinstated on financial aid probation for one academic term. After the probationary term, the student must be making SAP or must be successfully following an academic plan. A student whose financial aid is terminated may not be reinstated until after one academic term has expired.

MISCELLANEOUS

Names & Titles of Members of Board of Directors:

Javaune Adams- Gaston, Board Member	James L. Martin, Board Member
Mark P. Brodersen, M.D., Board Member	Bryan McKeag, Board Member
John E. Butler, Board Member	Bruce A. Obbink, M.D., Board Member
Ron Cavanagh, Board Member	Laura Palmer Noone, Board Member
Joseph A. Chlapaty, Board Member	Kent Peterson, Board Member
John G. Couchman, Board Member	Suzanne Luck Press, Board Member
Charles A. Daoud, Board Member	Phillip A. Ruppel, Board Member
Kimberly Meriwether David, Board Member	Sarah J. Slaughter, Board Member
Jewel Kintzinger Day, Board Member	John D. Stoltz, Board Member
Susan R. Farber, Board Member	Richard C. Svrluga, Board Member
R. Gerald Fox, Board Member	William J. Svrluga, Jr., Board Member
Bruce E. Hedgepeth, Board Member	Scott J. Taylor, Board Member
Douglas J. Horstmann, Board Member	Robert D. Webb, Board Member
Ozell Hudson, Jr., Esq., Board Member	Thomas Woodward, Board Member
Jeffery J. Keith, Board Member	Rev. Cathy F. Young, Board Member
Scott A. Knapp, Board Member	

SECTION II
Undergraduate Degree Program Requirements

Undergraduate Core Curriculum

Students entering UD with an AA or AS degree from an accredited two-year or four-year institution will be considered to have completed all components of the UD Core Curriculum, with the exception of the Judeo Christian Tradition, World View III and World View IV components of the core. NOTE: In some instances, a course may still be required as a pre-requisite to help position the student for success even if they earned an AA or AS degree.

I. World View Seminars

Total credit hours: 9 credit hours

Six of these credits also satisfy General College Requirements and Major Requirements.

World View Seminars are a series of three courses that span a student's time at the University. In these courses, students and faculty together explore topics and paradigms that have been essential to our own and other cultures. We seek answers to crucial questions about the shape of our lives, our vocations, our values, and our religious faith. In all the World View Seminars, the readings and discussions, while wide-ranging, will be framed within the context of the University's Presbyterian heritage and guided by this identity. The World View Seminars lay the important foundations for academic excellence and Christian community that are integral to the University's Mission.

- World View Seminar Two: WVS 201 (3 credits), waived for students who transfer in 58 credits or more
- World View Seminar Three: (3 credits), any approved interdisciplinary course (see catalog)
- World View Seminar Four: (1-3 credits), Senior Seminar (in major)

II. General Education Requirements

Category One: General Required Courses

- Composition and Rhetoric*: ENG 101 [3 credits, minimum grade of C]
- Introduction to Computers*: CIS 103 [3 credits, minimum grade of C]
- Introduction to Research Writing: RES 104 [pre-requisite ENG 101; 3 credits, minimum grade of C]
- Judeo-Christian Tradition: [3 credits]: REL 110
- Math or Logic Course*: MATH 111 [3-4 credits, minimum grade of C]; or a higher-level math course
- Physical Education: HWS 244
- Science Lab Course: any 4 credit Science/Lab course
- Speech Communication*: COM 101 [3 credits, minimum grade of C]

Category Two: Pillar Courses

- Aesthetics: 2 courses, one from Area A and one from Area B
 - Area A: 1 course in Literature: ENG 260
 - Area B: 1 course in Fine & Performing Arts: ART 112 or UDMS 111
- Global Awareness: 2 courses, one from Area A and one from Area B
 - Area A: 1 course from among the following: BAC 120
 - Area B: Select one of the following:
 - 1. Foreign Language (1 college term/3 cr. Min.)

2. Study abroad
3. CCS 101 or COM 320

- Social Development: 1 course from among the following: SOC 111 or PSY 110
- Stewardship: BIO 125

NOTE: Students are exempt from the Global Awareness Area B requirement if they have completed 2 years of one foreign language study in high school or have military service overseas. Students may also use CLEP credit or AP credit to satisfy this requirement.

*Denotes pre-requisite course

GENERAL EDUCATION COURSE DESCRIPTIONS

ART 112 Survey of Western Art II

Investigates key images in the history of art and architecture from the Renaissance to the Modern period (1400-2000) via slides, lectures, discussions, and readings. As an historical course, ART 112 not only considers the formal development of art but also presents each monument in the context of the society that created it. This course will focus on how a work of art reflects and is affected by the major cultural, political, and religious developments of its era. [satisfies Aesthetics B requirement]

BIO 110 Human Biology and Lab (4)

A study of human structure and function, emphasizing an organ systems overview with application to lifestyle, nutrition, infectious diseases, and other common diseases such as cancer and cardiovascular disease. (10 week course) [satisfies science with a lab requirement]

BIO 125 Population, Resources, and Environment (3)

The course provides an overview of environmental problems. Emphasis is placed on the interdependence, diversity, and vulnerability of the earth's life-support systems. Covers major aspects of the interrelated problems of increasing human population, decreasing resources and increasing stress on the environment. (This course fulfills the Stewardship requirement).

CIS 103 Computer Applications in Business (3)

This course provides introductory and intermediate instruction about all four of the standard office applications. Students will learn how to use the various software programs as they are applied in a business environment. Upon completion, students will be able to create and integrate word processing documents, spreadsheets, databases, and presentations. This course satisfies the University of Dubuque computer literacy requirement. [satisfies Intro to Computer requirement]

COM 101 Speech Communication (3)

Exposes students to the fundamental concepts and skills needed for success in a variety of communication situations. Students demonstrate competence through oral presentations, quizzes and written tests. Students learn to make effective informative and persuasive presentations before groups. [satisfies Speech Communication requirement]

COM 320 Intercultural Communication (3)

Explores theories of communication and culture, as well as examining how culture is evident in languages, behaviors, rituals, and worldviews. Additionally, this course explores communication practices and attitudes that enhance communication between members of different cultures and co-

cultures. Students learn to examine and describe their own cultural heritage and to communicate mindfully with members of another culture. Prerequisites: COM 101 [satisfies Global B requirement]

ENG 101 Composition and Rhetoric (3)

Direction in forming the habit of correct and fluent English through extensive reading and writing. **Students are required to earn a C or better** in ENG 101 [satisfies Composition and Rhetoric requirement]

ENG 260 Literature and Culture (3)

Examines some intersection between literature and a specific element of culture. Students will discuss how various texts respond to a particular area of culture, both reflecting and shaping specific aspects of the culture. Topics will vary; past topics have included literature of the American West, sport and literature, American film, religious themes in literature, and mysteries. Prerequisite: ENG 101 [satisfies Aesthetics A]

HWS 244 Wellness Lifestyles (3)

This course examines holistic health issues as well as evaluates lifestyle practices. Drug, alcohol and tobacco use/abuse as well as steroids and other performance enhancing drugs are also discussed. Upon completion of this course students will have a comprehensive knowledge of the components of wellness and be able to practically apply that knowledge to personal and community wellness. [satisfies Physical education requirement]

PSY 110 Introduction to Psychology (3)

A survey of the major topics covered in the field of psychology. The student is introduced to concepts and theories in such areas as development, learning, motivation, personality, abnormal behavior, therapy, and social behavior. [satisfies Social Development requirement]

REL 110 Judeo-Christian Journeys (3)

An introduction to representative people, stories, beliefs and practices of Judaism and Christianity that have shaped both cultures and individual lives. The course does not presuppose that students have any particular religious beliefs or impose any particular religious beliefs on students, but rather seeks to introduce students to Jewish and Christian traditions that continue to have a profound impact on the world, and to stimulate each student to reflect individually upon his or her own spiritual or intellectual journey in light of resources from these traditions. [satisfies Judeo Christian Tradition requirement]

RES 104 Introduction to Research Writing (3)

Students will conduct introductory research and write papers in three areas: the natural sciences, the social sciences, and the humanities. Students will work closely with their professor and a reference librarian as they frame research questions, differentiate among various disciplines' research techniques, explore and analyze scholarly and professional resources, and write clear, effective papers on topics in the three disciplines. The course is offered both fall and spring terms. Prerequisite: ENG 101 with a **minimum grade of C**. Student must achieve a **minimum grade of C to satisfy RES 104 requirement**.

SOC 111 Introduction to Sociology (3)

An introduction to the social, political and economic aspects of human societies. Basic concepts and principles are developed through the study of several societies with emphasis on American

culture and its institutions. A prerequisite for most other Sociology and Criminal Justice courses. [satisfies Social Development requirement]

MATH 111 Collegiate Mathematics (3)

This course is designed to provide all students with the mathematical skills necessary to function in today's ever-changing society. To develop mathematical literacy, the course will cover a breadth of topics. Examples include a review of basic algebra, solving linear equations/inequalities of one or two variables, solving quadratic equations, statistics, number theory, sets and logic, geometry, problem solving, and logical thinking. Prerequisite: Students will be placed into MATH 111 based on high school or transfer coursework and test scores, or if they have passed UDMA 090 with a minimum grade of C or better. **Minimum of grade of C is required** to satisfy Math requirement.

MATH 230 Introduction to Statistics (3)

This course will provide students an introduction to elementary statistical methods and experimental design prerequisite to their consumption and utilization of research. Emphasis is on the comprehension, interpretation, and utilization of inferential statistical concepts. Concepts include: experimental design, descriptive statistics; random sampling and statistical inference; estimation and testing hypotheses of means and variances; analysis of variance; parametric and non-parametric tests: correlation and regression analysis; and Chi-square. This course is a required prerequisite to the nursing program major. Prerequisite: MATH 112, its equivalent, or consent of instructor (satisfies math requirement, Global A, and/or WVS 3).

UDMS 111 Music Appreciation (3)

A survey of musical styles and trends in Western art music from the Middle Ages to the present. Designed to encourage and aid the general student in music listening. [satisfies Aesthetics B requirement]

World View Seminar II: Self and Society (3)

Students take World View Seminar II: Self and Society after completion of WVS I. In this interdisciplinary experiential learning format, students and faculty address significant issues that challenge contemporary American culture. We analyze these issues and discuss how our values and faith shape our responses to them. This course focuses on the themes of citizenship, social values and vocation. [satisfies WVS II requirement for student transferring with less than 58 credits]

World View Seminar III: Multi-disciplinary Course (3)

This course may be taken during a student's Sophomore, Junior, or Senior year. For the World View Seminar III, students select from a list of approved courses that will articulate and analyze two or more distinct worldviews or fields of study to broaden one's point of view using examples, facts, or theories. Note: This course may also count toward a student's General College Requirements and/or Major.

World View III Courses *(at time of publication)*

- BAC 340 Effective Communication in Business
- BAC 346 Accounting Information Systems
- MATH 230 Introduction to Statistics

World View Seminar IV: The Senior Seminar (3)

This Seminar is taken during a student's final year at the University. Students take the Senior Seminar that is offered by their major department. In this seminar, students address moral, ethical,

and faith-based questions particular to their fields. Note: This course also satisfies department requirements in a student's major. Credit hours may vary.

BUSINESS AND ACCOUNTING PROGRAM

The University of Dubuque's Business and Accounting Department Mission is to offer educational opportunities that build practical, applied, and integrated learning experiences through the undergraduate programs in business and accounting. These programs offer foundation coursework in business and when integrated with the University's Core Curriculum develop personal character, high ethical standards, a world-view that investigates faith and values, and a portfolio of applied tools required to function effectively in today's global environment.

The Business and Accounting program provides an ethical perspective that combines competencies in accounting, economics, management, marketing, and finance with applied skills such as team building, collaboration, and understanding appropriate social behaviors that lead to future success. Business and Accounting students learn how to manage time, creatively solve problems, improve productivity, and better serve customers. In addition, students develop strong written and oral communication as well as technological skills necessary to effectively compete in today's workforce.

The Business and Accounting Department offers a Bachelor of Business Administration degree with majors in Accounting, Business, Human Resource Management and Marketing. A student must take 33 credits of business core competency courses and 24 credits in the major.

For the Bachelor's degree, the following courses, comprising the core competencies of the business department are required of all students pursuing an Accounting, Business, Human Resource Management or Marketing major:

BUSINESS CORE COMPETENCIES (33 cr)

- BAC 120-Principles of Macroeconomics (Global Awareness Pillar course) (3)
- BAC 160-Principles of Microeconomics (3)
- BAC 201-Principles of Management (3)
- BAC 241-Principles of Financial Accounting (3)
- BAC 242-Principles of Managerial Accounting (3)
- BAC 280-Principles of Marketing (3)
- BAC 300-Principles of Finance (3)
- BAC 340-Effective Communication in Business (WVS III course) (3)
- BAC 421-Business Law (3)
- BAC 475-Administrative Policy Seminar (WVS IV course) (3)
- BAC - Elective (3)

The **Accounting major** prepares students for careers in public and private accounting as well as government and non-profit accounting with the potential of credentialing as a Certified Public Accountant and/or Certified Management Accountant. Upon completion of the Accounting major, graduates will;

- 1) Demonstrate basic knowledge of course and/or all business disciplines – accounting, finance, economics, management, marketing, global issues;
- 2) Work productively with others in a diversity of roles and effectively lead by influencing,

- inspiring, and motivating individuals and groups to achieve results;
- 3) Use technology tools effectively and efficiently, demonstrating an ability to acquire new skills and a commitment to continual technological learning;
 - 4) Display effective problem solving and decision-making skills, good insight and judgment, as well as innovative and creative thinking;
 - 5) Communicate clearly and concisely, orally and in writing. Graduates will listen, deliver powerful presentations, and produce effective business writing;
 - 6) Behave in a manner that demonstrates objectivity, integrity and ethical behavior, including a commitment to stable work performance;
 - 7) Display a strong understanding of accounting concepts, principles, procedures and standards.
- For the Accounting major, the following courses are required: Business Core Competencies courses including 3 internship credits, plus 26 credits of required accounting courses as follows:

- BAC 341-Intermediate Accounting I (4)
- BAC 342-Intermediate Accounting II (4)
- BAC 346-Accounting Information Systems (3)
- BAC 351-Cost Accounting I (3)
- BAC 441-Federal Taxation I (3)
- BAC 442-Federal Taxation II (3)
- BAC 446-Auditing (3)
- Six accounting elective credits (as approved by the advisor) (6)

Note: Only 6 credits of the ‘required accounting courses’ and electives taken to fulfill the Accounting major may be applied toward an additional major offered within the Business and Accounting department. In some exceptional situations, upon approval of the Head of the Business and Accounting Department, the internship requirement may be replaced by at least 3 credits of an independent project in business.

The **Business major** prepares students to apply business theories and sound judgment in pursuing business goals, objectives and solutions to business problems. Students will develop marketable skills which will provide professional growth as well as contributing toward the enhancement of value for a business organization or entrepreneurial opportunities. Students also have an opportunity to specialize within a specific area of business through elective courses. Upon completion of the Business major, graduates will;

- 1) Demonstrate basic knowledge of course and/or all business disciplines – accounting, finance, economics, management, marketing, global issues;
- 2) Work productively with others in a diversity of roles and effectively lead by influencing, inspiring, and motivating individuals and groups to achieve results;
- 3) Use technology tools effectively and efficiently, demonstrating an ability to acquire new skills and a commitment to continual technological learning;
- 4) Display effective problem solving and decision-making skills, good insight and judgment, as well as innovative and creative thinking;
- 5) Communicate clearly and concisely, orally and in writing. Graduates will listen, deliver powerful presentations, and produce effective business writing;
- 6) Behave in a manner that demonstrates objectivity, integrity and ethical behavior, including a commitment to stable work performance;
- 7) Display a strong understanding of business concepts, principles, procedures and standards.

For the Business **major**, the following courses are required: Business Core Competencies courses including plus 24 credits of required business courses all as follows: (MATH 230 Introduction to Statistics is also highly recommended)

Required Business courses:

- BAC 220-Contemporary Economics (3)
- BAC 262-Personal Financial Stewardship (3)
- BAC 304-Human Resource Management (3)
- BAC 309-Principles of Selling (3)
- BAC 324-Leadership & Motivation OR BAC 332-Negotiation & Conflict Resolution (3)
- Nine business elective credits (as approved by the advisor) (9)

Note: Only 6 credits of the ‘required business courses’ and electives taken to fulfill the Business major may be applied toward an additional major offered within the Business and Accounting department. In some exceptional situations, upon approval of the Head of the Business and Accounting Department, the internship requirement may be replaced by at least 3 credits of an independent project in business.

The **Human Resource Management** major provides 21st century skills, knowledge, and understanding of human resource and management functions that prepare students to work in business administration, human resources, and management in the for-profit, nonprofit, or public sector. Upon completion of the Human Resource Management major, graduates will;

- 1) Demonstrate basic knowledge of course and/or all business disciplines – accounting, finance, economics, management, marketing, global issues;
- 2) Work productively with others in a diversity of roles and effectively lead by influencing, inspiring, and motivating individuals and groups to achieve results;
- 3) Use technology tools effectively and efficiently, demonstrating an ability to acquire new skills and a commitment to continual technological learning;
- 4) Display effective problem solving and decision-making skills, good insight and judgment, as well as innovative and creative thinking;
- 5) Communicate clearly and concisely, orally and in writing. Graduates will listen, deliver powerful presentations, and produce effective business writing;
- 6) Behave in a manner that demonstrates objectivity, integrity and ethical behavior, including a commitment to stable work performance;
- 7) Display a strong understanding of human resource management concepts, principles, procedures and standards.

For the Human Resource Management **major**, the following courses are required: Business Core Competencies courses plus 24 credits of required business courses as follows:

Required Human Resource Management courses:

- BAC 304-Human Resource Management (3)
- BAC 321-Recruitment and Selection (3)
- BAC 322-Compensation and Performance Management (3)
- BAC 324-Leadership and Motivation (3)
- BAC 332-Negotiation and Conflict Management (3)
- Nine business elective credits (as approved by the advisor) (9)

Note: Only 6 credits of the ‘required human resource management courses’ and electives taken to

fulfill the Human Resource Management major may be applied toward an additional major offered within the Business and Accounting department. In some exceptional situations, upon approval of the Head of the Business and Accounting Department, the internship requirement may be replaced by at least 3 credits of an independent project in business.

The **Marketing** major prepares students to pursue career opportunities in advertising, product/brand management, consulting, marketing research, retailing, sales management, business-to-business marketing, and supply chain management. Marketing creates exchanges between organizations and customers. It includes planning, designing, pricing, promoting and distributing goods and services that satisfy organizational and customer needs. In both the high-level economy of the United States and the global market place, marketing has become a critical and comprehensive business function. The concept of marketing is becoming increasingly broad and important. Upon completion of the Marketing major, graduates will;

- 1) Demonstrate basic knowledge of course and/or all business disciplines – accounting, finance, economics, management, marketing, global issues;
- 2) Work productively with others in a diversity of roles and effectively lead by influencing, inspiring, and motivating individuals and groups to achieve results;
- 3) Use technology tools effectively and efficiently, demonstrating an ability to acquire new skills and a commitment to continual technological learning;
- 4) Display effective problem solving and decision-making skills, good insight and judgment, as well as innovative and creative thinking;
- 5) Communicate clearly and concisely, orally and in writing. Graduates will listen, deliver powerful presentations, and produce effective business writing;
- 6) Behave in a manner that demonstrates objectivity, integrity and ethical behavior, including a commitment to stable work performance;
- 7) Display a strong understanding of marketing concepts, principles, procedures and standards.

For the Marketing **major**, the following courses are required: Business Core Competencies courses plus 24 credits of required marketing courses as follows:

Required Marketing courses:

- BAC 308-Advertising (3)
- BAC 309-Principles of Selling (3)
- BAC 311-Internet Marketing (3)
- BAC 338-Marketing Research (3)
- BAC 339-Consumer Behavior (3)
- BAC 408-Marketing Management (3)
- Six business elective credits (as approved by the advisor) (6)

Note: Only 6 credits of the ‘required marketing courses’ and electives taken to fulfill the Marketing major may be applied toward an additional major offered within the Business and Accounting department. In some exceptional situations, upon approval of the Head of the Business and Accounting Department, the internship requirement may be replaced by at least 3 credits of an independent project in business.

Minors in the Business and Accounting Department:

Accounting minor - consists of 23 credits including 17 credits of required courses and 6 credits of accounting elective credits as follows:

Required courses:

- BAC 241-Principles of Financial Accounting (3)
- BAC 242-Principles of Managerial Accounting (3)
- BAC 341-Intermediate Accounting I (4)
- BAC 342-Intermediate Accounting II (4)
- BAC 351-Cost Accounting I (3)
- Six accounting elective credits (6)

Note: Students pursuing a minor in Accounting are encouraged to meet with the Head of the Business and Accounting Department to ensure their selection of accounting courses is appropriate. Only 6 credits of the ‘required accounting courses’ and electives taken to fulfill the accounting minor may be applied toward an additional minor offered within the Business and Accounting department.

Business minor - consists of 21 credits including 12 credits of required courses and 9 credits of business elective credits as follows:

Required courses:

- BAC 120-Principles of Macroeconomics (3)
- BAC 201-Principles of Management (3)
- BAC 241-Principles of Financial Accounting (3)
- BAC 280-Principles of Marketing (3)
- Nine business elective credits (9)

Note: Students pursuing a minor in Business are encouraged to meet with the academic advisor to ensure their selection of business courses is appropriate. Only 6 credits of the ‘required business courses’ and electives taken to fulfill the business minor may be applied toward an additional minor (accounting excluded) offered within the Business and Accounting department.

Human Resource Management minor - consists of 21 credits including 15 credits of required courses and 6 credits of business elective credits as follows:

Required courses:

- BAC 201-Principles of Management (3)
- BAC 304-Human Resource Management (3)
- BAC 321-Recruitment and Selection (3)
- BAC 322-Compensation and Performance Management (3)
- BAC 324-Leadership and Motivation (3)
- Six business elective credits (6)

Note: Students pursuing a minor in Human Resource Management are encouraged to meet with the Head of the Business and Accounting Department to ensure their selection of business courses is appropriate. Only 6 credits of the ‘required human resource management courses’ and electives taken to fulfill the Human Resource Management minor may be applied toward an additional

minor (accounting excluded) offered within the Business and Accounting department

Marketing minor - consists of 21 credits including 15 credits of required courses and 6 credits of business elective credits as follows:

Required courses:

- BAC 280-Principles of Marketing (3)
- BAC 308-Advertising (3)
- BAC 309-Principles of Selling (3)
- BAC 338-Marketing Research (3)
- BAC 339-Consumer Behavior (3)
- Six business elective credits (6)

Note: Students pursuing a minor in Marketing are encouraged to meet with the Head of the Business and Accounting Department to ensure their selection of marketing courses is appropriate. Only 6 credits of the 'required marketing courses' and electives taken to fulfill the marketing minor may be applied toward an additional minor (accounting excluded) offered within the Business and Accounting department.

BUSINESS COURSE DESCRIPTIONS

BAC 120-Principles of Macroeconomics (3)

This is a course in basic macroeconomic theory which is the study of the global and national economies as opposed to the study of the behavior of individuals or organizations. Topics in this class include issues such as international governmental policies, global allocation of resources, unemployment, the Federal Reserve, international perspectives of economic thought and governmental policies. Upon completion, students will be able to recognize and articulate basic macroeconomic concepts and how they are being use to address domestic and global economic issues. Prerequisite: none

BAC 160-Principles of Microeconomics (3)

This is an introductory course in microeconomics which is the study of the behavior of individuals and organizations in the making of economic decisions. This course will focus on the overall topic of market exchanges and why people, organizations, governments, and nations work the way they do. Upon completion, students will be able to understand and articulate economic issues from a market efficiency perspective. Prerequisite: none

BAC 201-Principles of Management (3)

This course is a study of management and leadership principles and the skills necessary to develop and achieve organizational goals. The emphasis is on the study of interpersonal behavior, motivation, group dynamics, and the methods of coordination, design, change, and adaptation within an organization. Upon completion, students will be able to identify and articulate management and leadership principles and their impact upon micro and macro organizational issues. Prerequisite: none

BAC 220-Contemporary Economics (3)

This course is a study of economic causes and solutions to common societal problems. Emphasis is placed upon intermediate microeconomic models as a tool to analyze policy options. Upon completion, students will be able to independently analyze an original problem and create a viable economic solution using microeconomic models. Prerequisites: BAC 160; and MATH 111 or 112

BAC 241-Principles of Financial Accounting (3)

This course is a study of the fundamentals of financial reporting and introduces business decision-making using accounting information. Students learn how business transactions are recorded in the accounting records of an organization and how to use various types of accounting information found in financial statements and annual reports with emphasis placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare basic financial statements in compliance with generally accepted accounting principles, understand the role of financial information in decision-making and address ethical considerations. Prerequisites: Sophomore standing. It is strongly recommended that student have completed CIS 101 (or CIS 103) and MATH 111 (or MATH 112)

BAC 242-Principles of Managerial Accounting (3)

This course is a study of the managerial uses of accounting information. Topics include cost-volume-profit analysis, job order cost systems, standard costs, variance analysis, and budgeting. Successful completion of this course provides the tools necessary for effective decision-making and control of a business. Prerequisite: BAC 241

BAC 262-Personal Financial Stewardship (3)

This course is designed to make students better financial stewards in their personal and professional environments. The details of tax forms and exemptions, charitable donations, financial planning, and financial markets will be explored. Additionally, issues regarding compensation, tax deferred accounts, and insurance options will be covered as well as credit options, how to finance major purchases and budgeting. Upon completion, students will be able to demonstrate, through a portfolio of financial tools, their understanding of the fundamentals of making informed choices regarding spending, saving, borrowing and investing for long-term financial stability. Prerequisite: MATH 111 or MATH 112. It is strongly recommended that student have completed CIS 101 or 103

BAC 280-Principles of Marketing (3)

This course is a study of concepts and principles in the delivery of goods and services to consumers in a business to business and business to consumer settings. Focus is on the four-P's of marketing: Products, Price, Place, and Promotion; as well as discussion on the ethics of marketing in today's society. Upon completion, students will understand the role of marketing in delivering products and services to consumers, enable them to produce a marketing plan for a variety of products (including themselves), and enhance their understanding of what are and are not acceptable practices in the professional field of marketing. Prerequisite: none

BAC 300-Principles of Finance (3)

This course provides a broad understanding of basic finance principles with a working knowledge of concepts, tools, and applications appropriate for financial decision-making. An emphasis on the analysis of the sources and use of funds, fundamental valuation concepts, short and long term financing and working capital management and the application thereof. Upon completion, students will be able to utilize financial tools including financial analysis, working capital management, capital budgeting, net present value mechanisms, stock and bond pricing models, and risk analysis to aid in financial decision-making. Prerequisites: MATH 111 or MATH 112; BAC 120, BAC 160, and BAC 241

BAC 304-Human Resource Management (3)

This course introduces the student to the major components of the human resource management

functions: job analysis, planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, and employee relations. Upon completion, students will understand the human resource management functions and be able to analyze how these functions bring value to organizations. Prerequisite BAC 201

BAC 308-Advertising (3)

This course is the study of advertising, promotional and marketing communication tools, also known as Integrated Marketing Communications (IMC). The course covers the functional marketing communications areas such as advertising, public relations, sales promotion, business communications and writing, and direct response in terms of their strengths and weaknesses in an integrated program. Upon completion, students will develop a successful IMC strategy and plan, as well as grasp concepts of concentrating marketing budgets on integrated targets, the timing of messages, and of message strategies. Prerequisite: BAC 280

BAC 309-Principles of Selling (3)

Selling is universal. Everyone uses persuasive communication to “sell” products, services, ideas, opinions, or points of view. In this course, students will examine and practice the techniques and use tools to examine, develop and improve sales skills. Focused on business-to-business sales, the concepts covered will apply to negotiating mutually beneficial agreements. From customer identification through gaining agreement and follow-up, learn to identify customer problems and develop solutions that appeal to customers and benefit the organization. Upon completion, students will understand and practice the selling process from the perspective of the seller and purchaser. Prerequisite: BAC 280

BAC 311-Internet Marketing (3)

This course examines Internet marketing strategies/best practices to promote organizational marketing objectives. Emphasis is placed upon brand awareness, lead generation, prospect nurturing and engagement, sales conversion, customer acquisition and retention, traffic augmentation (online/offline), and customer service. Upon completion, students will be able to develop an Internet marketing plan to support the organizational objectives in for-profit, nonprofit and government models. Prerequisite: BAC 280

BAC 320 - Risk and Operations Management (3)

This course is designed to provide students with a working understanding of operations management, decision-making strategies and the processes employed to determine risk in operations. This course will address management problems we observe in firms such as capacity constraints, quality assurance, inventory control, mitigating risk and scheduling. Prerequisites: BAC 120, BAC 300; and MATH 111 or MATH 112

BAC 321-Recruitment and Selection (3)

This course examines the strategic role of staffing in improving productivity and organizational success in a competitive economic environment including the key legal compliance issues associated with staffing organizations. Emphasis is placed on human resource management planning processes including: job analysis, effective recruitment strategies, developing selection processes, and formulation of staffing plans. Upon completion, students will be able to understand the recruitment and staffing processes and will be able to design and prepare a staffing plan. Prerequisite: BAC 304

BAC 322-Compensation and Performance Management (3)

This course examines quantitative and non-quantitative position/job evaluation systems and techniques. Emphasis is placed on individual wage and salary determination methods, compensation structures, incentives systems, employee benefits, and the strategic aspects of effective compensation design and performance management systems. Upon completion, students will learn to diagnose performance deficiencies, establish individual and group performance improvement plans, and design a best practices framework for compensation and benefits administration within an organization. Prerequisite: BAC 304

BAC 323-Training and Development (3)

This course examines the principles and processes utilized by organizations in the training and professional development of their employees. Emphasis is placed upon needs assessment, instructional design, delivery methods, and training effectiveness evaluation. Emphasis is also placed upon the principles of organizational development within the total strategic human resources management construct. Upon completion, students will apply the decision-making approaches for the identification and structuring of training and development objectives and be able to design training and development plans that enhance organizational effectiveness. Prerequisite: BAC 304

BAC 324-Leadership and Motivation (3)

This course applies leadership theories as well as applied concepts and skills to lead and motivate individuals and groups in organizational environments. This course integrates classical and contemporary models of leadership and motivation as well as ethical issues found in current leadership and motivational applications. Upon completion, students will be able to understand ethical and non-ethical issues of motivating others and be able to identify and integrate the characteristics associated with good leadership. Prerequisite: BAC 201

BAC 328-International Marketing (3)

This course introduces students in marketing theory and methods as they apply to world markets. Emphasis is placed upon the importance of linking international marketing with the overall strategy of the business while examining the impact of cultural, political and legal issues and the economic differences in global strategies and the marketing mix appropriate to various international global environments. Upon completion, students will develop a strategic international marketing plan addressing opportunities within the organization's international scope. Prerequisite: BAC 280

BAC 332-Negotiation and Conflict Management (3)

This course exposes students to the theory and skills used in all phases of the negotiation and conflict resolution processes. Emphasis is placed upon applications in one-on-one, multi-party, and cross-cultural negotiations, buyer-seller transactions, and the resolution of disputes. Upon completion, students will be able to identify, describe, explain, and apply the components and characteristics of effective business negotiation and conflict resolution strategies and techniques. Prerequisite: BAC 201

BAC 338-Marketing Research (3)

Students will develop a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. The course will emphasize the total research process as well as specific research steps, stressing information needs, research formulation and design, and research procedure. Students in the course will integrate and apply concepts through managerially-oriented marketing research cases and a field research project. Upon completion, students will

develop, implement, and present a research project on a real-life, community based issue.

Prerequisite: BAC 280

BAC 339-Consumer Behavior (3)

This course will provide a conceptual understanding of consumer behavior, provide experience in applying consumer behavior concepts to marketing strategy and social policy decision-making through case analysis, and develop experiential capability in using consumer research. This course covers major influences on the consumption process, including psychological, situational, and socio-cultural factors. Specific topics include perception, attitudes, values, consumer decision-making, and customer satisfaction, among others. The marketing implications of understanding the consumer are emphasized, but social factors are also considered. Upon completion, students will understand why consumers behave the way they do in purchasing situations and predict future behavior based on variations of the four Marketing P's. Prerequisite: BAC 280

BAC 340-Effective Communication in Business (3)

This course provides direction in the fundamental forms and styles for common types of business reports, correspondence, and oral communication. Emphasis throughout the course is given to written, verbal, nonverbal, graphical, electronic, and perceptual differences within the business structure. Students study cultural differences and practice how to communicate effectively by using these differences positively to achieve predetermined business/professional objectives. Upon completion, students will be able to apply communication principles in diverse circumstances requiring competent communication skills from presenting to a group to establishing a social media presence. Students will also gain skills in researching, organizing, writing, and delivering reports, presentations, and specialized business documents. Prerequisites: ENG 101 and COM 101 (WVS 3)

BAC 341-Intermediate Accounting I (4)

This course is the first in a two course sequence that reinforces the study of generally accepted accounting principles in the preparation of financial statements for external use. Students develop an increased understanding of the issues involved in correctly valuing and disclosing financial information that is useful for decision-making. Upon completion, students will demonstrate both a theoretical understanding of and a practical foundation for the preparation of financial statements. Prerequisite: BAC 241

BAC 342-Intermediate Accounting II (4)

This course continues the two-course sequence that is begun in BAC 341. Students further develop their understanding of generally accepted accounting principles in the preparation of financial statements as advanced topics are studied. Upon completion, students will demonstrate an in-depth understanding of the foundation for the preparation of financial statements. Prerequisite: BAC 341

BAC 346-Accounting Information Systems (3)

This course introduces and presents an overview of technology in business, particularly for accounting applications. It explores accounting information systems (AIS) within the framework of business processes, including controls, terminology, reporting, analysis, and trouble shooting. Upon completion, students will be able to define and create the parameters in setting up an AIS for a business enterprise to process and record business transactions which will allow them to generate and analyze financial information. Prerequisite: BAC 241 (WVS 3)

BAC 351-Cost Accounting I (3)

This course is the first in a two-course sequence that is a study of cost accounting focusing on its

role in external and internal reporting and the resulting decision making processes. Emphasis is placed on cost understanding, cost behavior, Activity Based Costing, assignment and allocation of costs, job order and process costing, and application of standard costs. Upon completion, students will be able to apply the principles of cost accounting in the allocation and assignment of costs both for external and internal reporting and they will understand how this information impacts decision making in an organization. Prerequisite: BAC 242

BAC 406-Governmental and Nonprofit Accounting (3)

This course is a comprehensive introduction to the unique environment, concepts, and procedures of accounting, financial reporting, auditing, and budgeting of governmental and nonprofit organizations. Fund accounting will be introduced emphasizing general, special revenue, capital improvement, debt service, trust agency, enterprise, intragovernmental, and other fund concepts used by governmental and other nonprofit entities. Upon completion, students will be familiar with and have a working knowledge of governmental and nonprofit accounting and will be able to distinguish it from accounting for businesses.

Prerequisite: BAC 342

BAC 408-Marketing Management (3)

This course is designed as a capstone course in marketing and provides an applications oriented study of the marketing function at a senior level. This course provides prospective marketing managers with marketing skills to develop strategic marketing plans to support organizations' mission and values. Emphasis is placed on the principles, strategies, and planning for effective marketing management and performance. Social media and other strategies are employed in the development of these plans and approaches. Upon completion, students will demonstrate analysis and problem-solving techniques via application of marketing tools, principles, and theories in a case study approach. Prerequisite: Completion of a minimum of 9 credits of upper level marketing classes beyond BAC 280

BAC 415-Health Care Economics (3)

This course examines why health care is so expensive and what, if anything, can be done about it. It examines such common explanations as moral hazard behavior, adverse selection and monopolistic pricing with asymmetric information. Throughout the class, we will ask if health care is different. Prerequisites: BAC 160; and MATH 111 or MATH 112

BAC 420-Organizational Behavior (3)

This course presents a systematic study of micro-level organizational behavior concepts. Emphasis is placed upon the theoretical and practical implications for understanding, analyzing, and predicting individual and group behavior. Upon completion, students will be able to show an understanding of organizational behavior concepts and theories, and demonstrate an ability to analyze and apply theoretical approaches to specific day-to-day organizational issues. Prerequisite: BAC 304 and BAC 324

BAC 421-Business Law (3)

This course is designed to help students explore the regulatory and legal issues of business. The course includes a study of legal principles governing business transactions as well as the study of administrative law and contracts. Upon completion, students will be able to analyze business transactions and apply critical thinking skills to solve business situations from a legal standpoint. Prerequisites: Junior standing or consent of the instructor

BAC 424-Labor Relations (3)

This course presents the principles of labor-management relations and basic requirements of federal labor laws. Emphasis is placed upon the topics of union representation rights and obligations, employee rights, organizing, election procedures, unfair labor practices, union avoidance techniques, collective bargaining negotiations, mediation impasses, grievances, and arbitration. Upon completion, students will demonstrate competency regarding the principles of labor relations applied in an organization from a legal and economic perspective. Prerequisite: BAC 304

BAC 430-Advanced Accounting (3)

This course is a study of advanced financial accounting topics. Emphasis is placed on accounting for equity investments, business combinations, consolidations and partnerships. Upon completions, students will be able to apply the principles necessary to account for investments in other corporations, prepare consolidated financial statements and properly account for partnerships. Prerequisite: BAC 342

BAC 441-Federal Taxation I (3)

This course provides a broad overview of federal income tax by introducing the basics of tax law and the types of taxpayers; especially focusing on individual taxpayers. Terminology, tax accounting, ethical issues, and professional standards are introduced and emphasized. Students are introduced to the format for the Regulation portion of the CPA exam. Upon completion, students will develop tax planning and tax research skills and will be able to calculate taxable income and deductions. Prerequisite: BAC 242

BAC 442-Federal Taxation II (3)

This course will build on the fundamental tax concepts learned from the Federal Taxation I course, apply these concepts to three business entity types (partnerships, C corporations, and S corporations) and to train students to research tax issues. Students will be introduced to methods and resources available for conducting applied professional tax research and to fundamental and complex issues of partnership, C corporation, and S corporation tax law. Upon completion, students will be able to clearly identify a tax issue, analyze it, understand the relevant tax theory involved, and develop a solution using secondary or primary tax authority through electronic and online resources. Students will also be able to complete and prepare tax returns for partnerships, C corporations, and S corporations. Prerequisite: BAC 441

BAC 446-Auditing (3)

This course examines the theory, procedures, and techniques of auditing. Topics include risk assessment, internal control testing, substantive testing, the nature of audit evidence, sampling, and auditing for fraud. Upon completion, students will complete a comprehensive service-learning project consisting of the design and execution of a financial review for a non-profit entity. Prerequisite: BAC 342

BAC 475-Administrative Policy Seminar (3)

The capstone course for students majoring in Business, Marketing, Human Resource Management or Accounting which brings the application of business sub-disciplines – accounting, finance, economics, management, marketing, and global issues together. Emphasis is placed upon strategic decision and policy making in the context of a moral and ethical framework while working with other students in a competitive business environment simulating real world business conditions. Upon completion, students will be able to make objective ethical business decisions and assess the

alternative actions of operating a business in a competitive environment. Students should take this course during their last semester of study. Prerequisites: Senior standing and Business, Marketing, Human Resource Management or Accounting major

BAC 485-Internship in Business (1-9)

Paid or volunteer work experience with a for-profit or non-profit organization conducted in conjunction with a faculty facilitator. Participation in the internship gives students the opportunity to apply theories learned in the classroom to the workplace. Upon completion, students will acquire a better understanding of the professional demands and requirements of a particular career field, while gaining confidence in making the transition from college to career. Prerequisite: 6th, 7th or 8th semester standing

HEALTH CARE ADMINISTRATION PROGRAM

The Bachelor of Science Degree in Health Care Administration is a degree completion program designed for health care professionals wanting to gain upward mobility, make a career change, maximize earning potential, and obtain personal fulfillment. The major is only available to students who have been admitted to the LIFE program. Eligible students must have graduated from an accredited certificate and/or associate's degree program and possess current state or national licensure or registration in their profession. Upon completion of the Health Care Administration BS degree, students will be able to advance their careers by becoming hospital administrators.

Admission Requirements:

1. *An Associate in Arts or Science degree or Associate in Applied Science degree in an allied health field. The program must be nationally or state accredited in order for credits to be granted.
2. Proof of licensure, certification, or registration in an allied health field.
3. College GPA of 2.5 or higher
4. **Official Transcripts
5. 2 letters of recommendation

*Students with a professional health licensure or registration but without an associate degree will be evaluated individually

**Allied health education courses may be given elective credit to be put towards the 120 credit BS minimum.

Students must complete the University of Dubuque's general education requirements in addition to the Health Care Administration major requirements. The last 30 credits of the BS degree must be earned at UD.

Major Requirements (36 credits):

- HCL 200-Health Care in the Community (3)
- HCL 220-Current Issues in Health Care (3)
- HCL 240-Globalization and Health Care (3)
- HCL 310-Regulation & Legislation of Health Care (3)
- HCL 320-Accreditation in Health Care (3)

- HCL 340-Health Informatics (3)
- HCL 495-Health Care Senior Seminar (3)
- BAC 201-Principles of Management (3)
- BAC 304-Human Resource Management (3)
- BAC 340- Effective Communication in Business (3)
- BAC 415-Health Care Economics (3)
- MATH 230-Statistics (3)

HEALTH CARE ADMINISTRATION COURSE DESCRIPTIONS

HCL 200 - Health Care in the Community (3)

Develops insights into relationships between public health and clinical health care organizations. The CDC, WHO, state department and local health recommendations will be discussed. This course explains the issues and concerns related to community health care. Pre-req: none.

HCL 220 – Current Issues in Health Care (3)

Explores various models of health promotion as well as the ever-changing concept of health in society. Current health and wellness issues such as disease prevention, weight management, substance abuse, sexuality, and physical fitness will be discussed. Pre-req: none.

HCL 240 – Globalization in Health Care (3)

Examines economic, social, cultural, technological, and political dimensions of globalization and how they impact health status, the provision of health care, and international public health. The course will explore what globalization means for both industrialized and developing countries, with a focus on opportunities and risks for health. It will also examine the transnational legal frameworks, the international institutions, and civil society stakeholders that influence and respond to the globalization process. Pre-req: HCL220.

MATH 230 – Statistics (3)

This course will provide students an introduction to elementary statistical methods and experimental design, pre-requisite to their consumption and utilization of research. Emphasis is on the comprehension, interpretation, and utilization of inferential statistical concepts. Concepts include: experimental design, descriptive statistics, random sampling and statistical inference, estimation and testing hypotheses of means and variances; analysis of variance, parametric and non-parametric tests; correlation and regression analysis, and chi-square. Pre-req: MATH 112, its equivalent, or consent of instructor.

HCL 310 – Regulation and Legislation of Health Care (s)

Reviews the regulatory/accreditation structure of healthcare and how governmental and non-governmental organizations influence healthcare delivery and operations, both locally and nationally. Privatization of health care will be analyzed. Medicare, Medicaid, and private insurance issues will be discussed. Special emphasis is placed on currently effective and proposed regulatory and legislative initiatives affecting billing, licensing, patient management, clinical processes, and administrative methodologies. Pre-req: HCL240

HCL320 – Accreditation in Health Care (3)

Explores the world of accreditation in health care settings. Focus is on the understanding of the

importance of these accrediting organizations in national health care. Various accreditation case studies will be presented to demonstrate the necessity of these resources. This course identified key strategies of successful accreditation studies. Pre-req: HCL240

HCL340 – Health Informatics (3)

Offers an in-depth look at the technology that is utilized to manage health care information. The emergence of the electronic medical records well as various health information systems will be discussed. Quality assurance issues as well as Federal HIPAA mandates pertaining to health informatics will be presented. This course describes various informatics systems and students will discuss the technological, ethical, and legal concerns that exist with health informatics. Pre-req: MATH230

BAC 415 – Health care Economics (3)

The supply and demand for health services. Markets for health professionals and health care provider firms. Discussed the roles of insurance, managed care, and HMO's, professional licensure, for-profit and not-for-profit provider firms, and information problems in health care markets. Regulation, government financing of health care and health care reform issues discussed. Pre-req: BAC160 and MATH111

HCL495 – Senior Seminar in Health Care Administration (3)

This capstone course provides the culminating experience of the Health Care Administration major, focusing on integrating theory with application and implementation of research to a community problem, need, or opportunity. Pre-req: All HCA major courses.

CRIMINAL JUSTICE PROGRAM

Objectives

Department objectives for the Criminal Justice major enable students to:

- identify the various components of the criminal justice system inclusive of law enforcement, courts, and corrections;
- demonstrate professional writing and oral communication skills;
- apply analytical and critical thinking skills to the theoretical perspectives of sociology and/or criminal justice;
- apply criminological and/or sociological theory to practical experience;
- evaluate the society in which they will perform their duties and the societal issues that contribute to and influence the work they perform;
- assess ethical implications of decision making relevant to their discipline as well as to the distribution of justice in society and;
- model a professional code of conduct consistent with the standards of their discipline.

Criminal Justice Major

A major in Criminal Justice prepares graduates for effective participation in a variety of public and private sector careers in areas such as police, courts and corrections. They will also be prepared for jobs in community service, mental health services and human services. Students may also seek careers as researchers and/or university teachers by continuing study at a graduate level. The study of Criminal Justice provides an excellent background for graduate programs in law, criminal justice, social work and other related disciplines. The department offers the BA degree. A **major in Criminal Justice** requires 43-46 credits consisting of:

Program Pre-/Co-requisites:

- SOC 111 (3) **or** SOC 112 (3) – Grade of C or higher

Core Requirements (27 credits):

- SCJ 110 Introduction to Criminal Justice (3)
- SCJ 210 Introduction to Law Enforcement (3)
- SCJ 211 Criminal Law (3)
- SCJ 212 Criminal Procedures (3)
- SCJ 215 Court Systems and Judicial Process (3)
- SCJ 225 Corrections (3)
- SCJ 231 Criminology (3)
- SCJ 313 Introduction to Constitutional Law (3)
- SCJ 495 Senior Seminar: Ethical & Contemporary Issues in Criminal Justice (3)

and 9 credits of Criminal Justice electives of 200 level courses or above from any SCJ course not already applied towards another category. One 3 credit 200 level SOC course may be applied (so long as it is not used for another category, such as Sociology Foundation).

Electives & Sociological Perspective (12 credits):

- SCJ 233 Juvenile Justice (3)
- SCJ 303 Criminal Investigation (3)
- SOC 311 Inequalities of Race, Class, Gender (3)
- SOC 336 Social Theory (3)

Practicum (3 credits): One of the following

- SCJ 485 Internship
- SCJ 491 Independent Research

Students majoring or minoring in Criminal Justice must achieve a cumulative GPA of 2.0 or higher in all criminal justice coursework.

CRIMINAL JUSTICE & SOCIOLOGY COURSE DESCRIPTIONS**SOC 111-Introduction to Sociology (3)**

An introduction to the social, political and economic aspects of human societies. Basic concepts and principles are developed through the study of several societies with emphasis on American culture and its institutions. A prerequisite for most other Sociology and Criminal Justice courses.

SCJ 110- Introduction to Criminal Justice (3)

This course provides an overview of the American criminal justice system with an emphasis on three core areas: police, courts and corrections. Students will study the history, structure, and the primary mission of the core areas of the criminal justice system and how they are interrelated. Students will discuss various constitutional requirements and their impact, as well as theories and concepts related to the criminal justice system. Upon successful completion of the course, students will be able to describe core components of the American criminal justice system, identify various constitutional requirements and be able to recognize learned theories in the context of real-world situations.

SCJ 210- Introduction to Law Enforcement (3)

This introductory course to law enforcement provides students with the historical overview of policing in America, covering such topics as police organization, structure, and operations. Upon completion of the course the student will be able to describe police history and organization, discuss the personal side of policing, identify and examine various police operations, and identify and examine critical issues in contemporary policing. Prerequisite: SCJ 110.

SCJ 211-Criminal Law (3)

This course is a study of substantive criminal law, including its origins, elements, foundational principles and supporting rationales. Students will review state criminal code provisions, the model penal code, federal criminal statutes, and supporting case law. Upon completion of this course, students will be able to define various criminal offenses and concepts. Prerequisite: SCJ 110 **and** SOC 111 or SOC 112.

SCJ 212-Criminal Procedure (3)

This course provides an overview of constitutional regulations outlining procedures used by police and courts. Students will learn to identify police constraints of citizens during casual encounters, detentions, and arrests. From first contact with police through the appeals process, students will have an interpretive exposure to criminal justice procedures. Upon completion of the course students will be able to define terminology, define roles of various participants in the system, demonstrate vocational skills, recognize criminal procedures from arrest through trial, and interpret information when making valid procedural appraisals. Prerequisite: SCJ 110

SCJ 215-Court Systems and Judicial Process (3)

In this course, students will examine the state and federal court systems, with special attention to the adjudication of criminal offenses and the political and social impact of court decisions. Upon completion, students will be able to name key actors and concepts, as well as assess broader forces that impact judicial processes. Prerequisite: SCJ 110 **or** departmental approval.

SCJ 225- Corrections (3)

This course examines the history and nature of the correctional system, from its beginning through current times, with a primary focus on corrections in the United States. Course topics will include goals of the correctional system, prison and jail management, special populations, inmate behaviors, current trends in contemporary corrections, and the ethical and sociological impact of policy and management decisions. Upon completion of this course, students will be able to compare and contrast the various goals of the correctional system, discuss the distinctions between jails, prisons and their respective populations, identify the challenges involved in dealing with various inmate populations and correctional management, and identify the factors influencing trends and population growth in the United States correctional facilities. Pre-requisite: SCJ 110 **or** departmental approval.

SCJ 231-Criminology (3)

This course presents a biological, psychological and sociological analysis of crime and criminals. Fundamental factors related to criminal behavior will be explored as well as the impact criminal behavior has on society. Students will be able to articulate various theories of crime and apply these theories to individual and societal situations involving crime. Prerequisite: SOC 111 or SOC 112 or departmental approval.

SCJ 233-Juvenile Justice (3)

This course examines the origins of the juvenile justice system, its function in current American society, and compares it to the adult criminal justice system. This course will explore theories of delinquency, including risk factors, intervention, and treatment strategies. Upon successful completion, the student will be able to identify the components of the juvenile justice system, differentiate between juvenile and adult criminal justice systems and analyze delinquency through from the perspective of various theories. The student will be able to identify risk factors and analyze ethical and critical issues facing the juvenile justice system. Prerequisite: SCJ 110 or departmental approval.

SCJ 303-Criminal Investigation (3)

Students will learn about the purpose of criminal investigations. Topics will include duties and responsibilities of the criminal investigator, crime scene analysis, collection and preservation of evidence, investigation techniques, and laws and regulations relevant to criminal investigations. Current issues related to criminal investigations will also be addressed. Upon completion of this course, students will be able to describe and discuss roles, responsibilities and laws related to the function of criminal investigations. Students will also have a knowledge of investigative skills and their application as well as apply interview and investigative techniques in scenario exercises. Prerequisite: SCJ 211 or SCJ 212 or departmental approval.

SCJ 313-Introduction to Constitutional Law (3)

This course is a survey of constitutional law with a focus on civil rights and civil liberties. Students will learn about constitutional issues and principles by reading key Supreme Court opinions and engaging in regular discussion. At the end of this course, students will gain an understanding of how constitutional doctrines affect people's lives. Prerequisite: SCJ 110 and SCJ 215 or departmental approval.

SCJ 485-Internship (3-9)

This course provides an experiential learning opportunity designed to integrate academic learning with community-based experience through field observation and work involvement with a governmental, public or private organization affiliated with the field of criminal justice. The student is required to complete a minimum of 50 hours per credit of field experience (150 total for a 3 credit internship). In addition, the student will complete various written assignments and an oral presentation. Upon successful completion of the internship, the student will be able to explain and apply department/agency policies and procedures in field work. Prerequisite: PRF 201, junior or senior standing in the criminal justice program, or Department Head approval.

SCJ 491-Independent Research (3)

This course enables students to examine a select topic in the criminal justice field through intensive study in literature review and research under the guidance of a supervising faculty member. Upon completion of the research students will be able to identify and reflect critically on connections between discipline-specific theory and practice and their research topic. Prerequisites: MATH 230 Statistics and approval of a learning contract by the sponsoring faculty member and Associate Dean. Open to Junior and Senior Criminal Justice majors with consent of department chairperson.

SCJ 495-Senior Seminar: Ethical and Contemporary Issues in Criminal Justice (3)

In this course, students will examine criminal justice issues through various ethical frameworks (e.g., Consequentialism, Kantianism, and Socialism). Students will examine ethical codes of conduct and dilemmas specific to the three parts of the criminal justice system (policing, courts,

and corrections). At the end of this course, students will gain an understanding of the ethical dilemmas faced by current criminal justice professionals and how these dilemmas are often addressed. Students will also show a mastery of the necessary written, oral, and critical thinking skills appropriate to their chosen profession. Senior Standing or instructor permission.

SOC 311-Inequalities of Race, Class, and Gender (3)

Focuses on similarities and differences among forms of oppression and emphasizes the ways in which issues of race, class, and gender intersect. The course examines the social construction of difference, analyzes how differences become translated into inequalities, and adopts a critical stance in the exploration of how inequalities based on difference are maintained and changed.

SOC 335-Social Research (3)

An introduction to the application of the scientific method in the study of sociology. A review of both qualitative and quantitative research methods, survey, and field research techniques, data collection and analysis, methodologies, and statistical concepts dealing with testing of hypotheses. Core course for major and minor.

(Pending Approval)

RN to BSN

This online curriculum is designed for the student who has earned an Associate Degree in Nursing (ADN) from an institution recognized by the Department of Education, and holds an RN license to practice nursing in Iowa or a compact state. It provides the academic knowledge and skills necessary to advance in the nursing field by seeking a higher level position and/or to apply for graduate study in nursing, including those leading to PhD and DNP degrees.

Nursing Degree Requirements (RN to BSN)

Sixty credits are directly transferred for graduates of associate degree nursing programs. Additional general education and support course credit may be transferred. At least 30 of the last 36 credit hours must be earned from the University of Dubuque.

The Iowa Consortium for Advancing Nursing Education (ICANE), a collaboration of leaders in nursing practice and education at the ADN and BSN levels, has agreed to essential admission criteria and pre-requisite courses for nurses who wish to pursue the BSN. The list of recommended ICANE pre-requisite courses and admission criteria are incorporated into UD's RN to BSN program requirements.

The RN to BSN curriculum consists of 28 credits of required nursing core courses (NRN). At the time of application to the program, all of the following must be completed or in-progress, with the exception of the General/UD Core Requirements; of which a maximum of 9 credits can be outstanding at the time of entry into the program:

A. Prerequisites (ICANE recommendations):

- Biology and Lab
- Chemistry and Lab
- Psychology
- Developmental Psychology
- Speech
- Anatomy and Physiology I & II and Labs

- Statistics
- English Composition I & II
- Microbiology and Lab
- Nutrition

Most ADN graduates will have completed the majority of the pre-requisite courses as part of their ADN curriculum. It is strongly recommended that students consult with the UD RN to BSN faculty and/or advisors to develop a course plan to meet admission criteria.

B. Admission Criteria (ICANE recommendations):

- GPA of at least 2.5
- C or better grade in all pre-requisite courses

C. Additional Admission Criteria:

- Current RN licensure in Iowa or a compact state
- Employed as an RN at least part-time
- Physical/Statement of Health
- Immunizations
- Criminal Background Check and Dependent Adult/Child Abuse Checks
- CPR Certification
- Evidence of current professional liability insurance coverage
- Evidence of *Standard Precautions* and *HIPAA* training
- Evidence of current *Mandatory Reporters of Child and Dependent Adult Training* approved by the Iowa Department of Public Health (IDPH) (at least two hours of training every five years).

Students should refer to the ***RN to BSN Student Handbook*** and consult with the Nursing Department faculty for complete admission information as the content presented here is an overview and not comprehensive.

Core Courses

NRN 201
NRN 303
NRN 310
NRN 312
NRN 313
NRN 401
NRN 402
NRN 403
NRN 495

RN to BSN COURSE DESCRIPTIONS (*Pending Approval*)

NRN 201-Professional Issues in Nursing (3)

This course provides a transition for professional nurses as they begin their students to achieve a baccalaureate of science in nursing degree. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles. At the end of this course, students will be prepared to be professional nurse leaders in the complex and ever-changing global health care environment.

NRN 303-Pathophysiology (3)

This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention. At the end of this course, students will be prepared to recognize and manage health alterations of individuals.

NRN 310-Health Assessment for the RN (3)

This course provides the RN to BSN student with the opportunity to build on knowledge and skills of performing and documenting a comprehensive health assessment of diverse individuals across the life span. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgment and decision making for patient care. At the end of this course, students will be able to construct a plan of care using health assessment findings.

NRN 312-Health Promotion (3)

This course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on the methodology critical to developing a plan of care for clients, students will learn the rationale and techniques for utilizing specific assessment tools, analysis of assessment data, selection of life span appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in health care and social determinants that impact the client's plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice. At the end of this course, students will have the skills necessary to develop nursing care strategies to improve and promote the care and health of clients.

NRN 313-Nursing Informatics (3)

This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety. At the end of this course, students will be prepared to utilize technology to help make decisions and to improve the health status of clients.

NRN 401-Research & Evidence-based Practice in Nursing (3)

This course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They will also learn about population sampling, data collection tools, and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis will be placed on student-centered learning that will give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty. At the end of this course, students will be able to translate research into their own practice to improve patient outcomes.

NRN 402-Leadership & Management for Nursing (3)

This course provides an in-depth study of leadership and management principles as they apply to

professional nursing practice. Students will explore teamwork, communication, the change process, and evidence-based practice. This course will also cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing. At the end of this course, students will understand the theory and concepts needed to assume leadership and management positions in the healthcare environment.

NRN 403-Population-Based Nursing and Practicum (4)

This course focuses on an analysis of the nursing role as it relates to population based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance of health promotion and prevention across the lifespan, vulnerable populations, global health considerations, and nursing role in disaster settings. At the end of this course, students will be able to apply nursing concepts integrated with population health to provide care of families, aggregates, communities, and populations. The course is 4 credits; included in this is 1 credit of practicum experiences (45 contact hours).

NRN 495-Capstone (3)

This Capstone course is designed for RN to BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN to BSN program. At the end of this course, students will apply this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care.

SECTION III
Graduate Degree Program Requirements

MASTER OF BUSINESS ADMINISTRATION (MBA)

Mission Statement and Philosophy

The mission of the Master of Business Administration program is to extend an individual's undergraduate educational background by offering a set of practical, applied, integrated learning experiences that develops attitudes, ethical behavior, and a portfolio of tools required to effectively function at a management level in today's global business environment.

The MBA is a program emphasizes real-life skills and practices delivered under the guidance of experienced business practitioners. Theory is used as a means to frame application rather than as an end in itself. The program blends theory with professional development and preparation, focusing on topical relevance, curricular appropriateness, and immediate professional application, while maintaining content integrity. Our goal is to provide educational experiences that serve our students for a lifetime and transform them into "ready-to-go" professionals and lifelong learners in all business disciplines.

The MBA program serves as a global outreach to demonstrate the uniqueness and vitality of the University's mission. While we seek to serve various populations, our ethos will be driven by a commitment to model in life and professional practice our Christian values.

Program Learning Objectives

The MBA program's learning experiences focus on central themes of global communication, financial management, human capital and knowledge management, strategic, tactical and operational management, and concludes with each student exploring a topic of interest through an applied business practicum.

Upon completion of the MBA program the graduate will be able to:

- employ principles of ethics and sustainability in conducting the enterprise's business, recognize individual differences, and utilize collaboration skills to work effectively in functionally and culturally diverse teams.
- communicate effectively through writing, speaking and listening using the language of business coupled with interpersonal and communication skills to lead organizational groups in a physical or virtual presence.
- critically evaluate, analyze, and interpret information concerning human, intellectual, technological and material resources to solve problems and make business decisions occurring in both structured and non-structured environments. Students will define the problem, create alternative approaches, and implement the solutions.
- exhibit a rigorous understanding of core business functions and with problem-solving skills reflecting an integration of functional perspectives.
- utilize methods which foster innovation in organizations, respond effectively to new circumstances, and through their actions enable organizations to realize the potential of new technologies in products and processes.
- acquire and utilize knowledge of behavioral, policy and strategic issues to improve the effectiveness of the organization.

Master of Business Administration Degree Requirements

- 36 credits

- At least 24 of the 36 credit hours earned must be earned in residence at the University of Dubuque.
- A minimum cumulative grade point average of 3.0 for all work completed at UD. A grade of C- or better in all courses taken

MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BUS 602 Managerial Finance (3)

This course focuses on economic and financial principles required to operate a business. Principles are quantitatively applied to analyzing the health of a business through the use of financial statements. Also, managerial decision making applications will be presented from the point of view of a firm (microeconomics). Business simulation utilizing the Capstone Simulation Model and the Comp-XM exam are central to the course.

BUS 616 Organizational Behavior and Leadership (3)

This course analyzes the factors and conditions in an organization that influence employee, unit, division, and corporate behavior and the integration of structure, strategy, policy, resources, and culture with the achievement of corporate goals and objectives. Topics include human behavior in organizations and problems; conflict analysis and resolution, understanding and managing formal and informal behavior; communication psychology and ethics; stress management; culture identification, culture analysis, culture change; and managing organizational change.

BUS 617 Strategic Human Capital Management (3)

This course focuses on the development and execution (theoretically) of an integrated, systematic, and strategic approach to human capital management that will enable various parts of the organization to work together as a whole. Ideally, this construct will allow one's organization to perform their work more efficiently and ensure that organizational resources are well managed and wisely used in the new global environment. The course is divided into four sub-units: Recruiting/Hiring/Selection; Training and Development; Performance Appraisal; and Compensation. The role of cross cultural and cross generational issues that affect management of human capital are also considered.

BUS 622 Global Communication (3)

This course concentrates on the relevance of global intercultural communication, its relationship to corporate culture communication, and their significance for global business in the new tensions between globalized and tribalized peoples. These topics are examined from a business and communication perspective.

BUS 624 Marketing Management (3)

This course is designed to provide an applications oriented study of the marketing function in both the domestic and international marketplace. This course provides prospective marketing managers with marketing skills to develop strategic marketing plans to support organization's mission and values. Emphasis is placed on the principles, strategies, and planning for effective marketing management and performance. Social media and other strategies are employed in the development of these plans and approaches. Upon completion, students will demonstrate analysis and problem-solving techniques via application of marketing tools, principles, and theories in a case study approach.

BUS 650 Financial and Managerial Accounting (3)

This course examines the financial systems and tools used in controlling and measuring ongoing performance and implementing new strategies in the firm.

BUS 651 Financial Management (3)

This course focuses on the treasury related processes necessary to manage the liquidity of the organization. Primary areas examined include cash collection, cash forecasting, working capital monitoring, credit policy formulation and enforcement, fundraising and banking relations.

BUS 652 Problem Solving and Crisis Management (3)

This course covers the strategies and tactics for solving problems and managing conflicts and crises in business. Through case study engagement and the development of alternative thinking, students develop crisis management competencies relevant to problem solving for increasingly globalized business contexts and communication skills for the new media environment. Students will develop crisis management templates and make use of web resources. Material covered includes trauma and post-incident management, effective crisis communication, disaster response, media training, social media engagement as a crisis communication tool, business recovery and innovation as a problem-solving tool.

BUS 655 Business Simulation (3)

This course integrates various business disciplines into a formal business and implementation strategy. The course draws on information from the fields of accounting, economics, marketing, organizational theory, operations management, finance and international business. This information is integrated into a student developed business plan which is implemented through a simulation exercise conducted over the length of the course. Students are provided timely feedback concerning the effectiveness of their actions and are expected to make the necessary adjustments to insure the successful implementation of their business plan.

BUS 681 Technology and Operations Management (3)

Examines the issues related to the management of operations processes that are used to design, manufacture, distribute, and deliver a product or a service throughout the entire value chain, in any industry group, spanning a spectrum from manufacturing to service. Examples and activities are drawn from multiple disciplines describing how technology has transformed and is continuing to transform business enterprises, large and small, domestic and global. Attention is given to the managerial processes which must be successfully performed to effectively and efficiently design, build, test, implement and deploy computer and communication based operations systems that support the enterprise's mission, goals, and strategies.

BUS 690 Business Strategy and Innovation (3)

This course focuses on the various elements of the strategic management process in analyzing the external competitive environment, the organization's internal strengths and weaknesses, and the use of these elements in creating, implementing and continually adapting the plan is required by the environment. Emphasis is also given to strategies necessary to support both process and product innovation.

BUS 693 Capstone Business Project (3)

This course reinforces the core concepts of the MBA program curriculum. Students work with faculty and other students to formalize competencies, and then demonstrate competencies through an experiential simulation model. Participants apply their knowledge and skills under faculty guidance within an approved framework.

SECTION IV
University Policy Handbook

Table of Contents

Definitions and Terms

College: Includes all undergraduate programs and graduate programs in the MBA (Masters of Business Administration), MAC (Masters of Arts in Communication), or PA (Physician Assistant).

Faculty Member: Any person hired by the University to conduct instructional activities related to academic programs.

Organization: Any number of persons who have complied with the formal requirements for University recognition.

Seminary: Includes all programs within the University of Dubuque Theological Seminary.

Student: Any person taking courses at the University of Dubuque including persons who are not officially enrolled for a particular term, but who have a continuing a relationship with the University.

Terms: “Shall” is used in the imperative sense. “May” is used in the permissive sense. “Policy” is defined as written rules or regulations of the University as found in, but not limited to, the Student Handbook and the Academic Catalog.

Traditional Residence Halls: Aitchison, Cassat, and Donnell Halls are the traditional on-campus residence facilities for students.

University: The University of Dubuque and all its programs and services related to undergraduate, graduate and Seminary studies.

University Community: Any person who is a student, faculty member, University official, or any other person employed by the University.

University Official: Any person employed by the University who performs assigned administrative or professional responsibilities.

University Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.

WENDT CHARACTER INITIATIVE

The Wendt Character Initiative has been established at the University of Dubuque to promote a culture of excellent moral character, centering its work in the University’s Mission and Values and its Christian identity. It is made possible by the endowed Lester G. Wendt and Michael Lester Wendt Character Initiative Fund.

Character is about excellence as a whole human being in every aspect of one’s life. It is about being the best person that one can be. It is, in short, to be all that God created us to be—

excellent persons. The Wendt Character Initiative, in particular aims to help students, faculty and staff at the University of Dubuque become people of integrity, justice and compassion.

People of *integrity* whose lives are characterized by truthfulness, honesty and stewardship;

People of *justice* who treat all people fairly, respect diversity, and practice Christian love;

People of *compassion* who live by the Golden Rule in service of others.

DIVERSITY AND CHRISTIAN LOVE AT THE UNIVERSITY OF DUBUQUE

The Mission of the University of Dubuque calls us, among other things, to be a “community where diversity is appreciated and Christian love is practiced.”

We understand diversity to mean the ways in which individuals may differ according to ethnicity, race, age, gender, sexual orientation, disability status, socioeconomic class, religion, and perspectives on social and moral controversies, among other factors. We understand Christian love to mean the love modeled in the life of Jesus Christ and prioritized by Jesus’ reminder that there is no other commandment greater than the commandments to love God and to love your neighbor as yourself.

As a Reformed Christian institution, UD seeks to create a culture of character and a climate in which each person is valued and respected independent of the factors listed above, a climate where diverse people interact productively and diverse convictions can be held and expressed in a spirit of ethical commitment, respectful dialogue, faith seeking understanding, and Christian love.

We invite every member of our community—every student, faculty member, and staff person—to contribute to this climate.

OFF-CAMPUS CO-CURRICULAR DISCLAIMER

Students and faculty at the University of Dubuque are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students will be encouraged to attend campus events and, from time-to-time, to engage in off-campus activities that supplement on-campus instruction and activities. Students will often be required to provide their own transportation to and from off-campus activities and events that occur. Students are required, as a condition of their enrollment, to assume all risk and liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.

ACADEMIC LIFE AT THE COLLEGE

The University of Dubuque’s goal is to provide you with a high quality education. We will help you acquire the knowledge and skills that lead to a rewarding career. We will also encourage you to lead a meaningful life centered in service to the campus, your future community, and the world.

There are opportunities to learn and grow everywhere. Getting an education involves learning about yourself and about what it means to be human. This can often be a challenge, but one of the great things about the UD community is that we are committed to helping you through this process of growth and change. You have joined a community of students and educators who are all learning. You will gain experience working on individual assignments as well as collaborating on projects as part of a team. You'll learn to think about your thinking; to question ideas that you have always taken for granted; to explore the foundations and implications of your attitudes; and to appreciate the insights of other people and cultures as they have searched for meaning, understanding, and hope. Throughout, study at the University of Dubuque takes place in a community where, as our vision says, "Christian commitment, intellectual integrity, and academic excellence are the basis for learning."

We expect great things of you. We expect that you will contribute frequently to classroom discussion. We expect you to wrestle with new ideas and present ideas of your own. We also know that you will make mistakes along the way. Each honest mistake is an opportunity for reflection and learning. Lifelong learning is our goal for you, and our standards are high. We will challenge you to develop your full potential. Education is a privilege. Students who are granted this privilege have a great opportunity, as well as a great responsibility, to use their education to be productive and contributing members of society.

Academic Integrity

The University of Dubuque expects students to be honest in academic matters. We expect each person on campus to be forthright and direct and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards, Christian commitment, and with the Mission and Values of the University.

Please see the Violations section for appropriate definitions, procedures, and possible sanctions related to Academic Dishonesty.

Access to Student Records

The (FERPA) policy affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Head of the Academic Department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and

specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person, company, or agency with whom the University has contracted (such as an attorney, auditor, or collection agent); a person on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to refuse to let the institution disclose designated directory information. The University has designated the student's name, UD assigned e-mail address, academic program, academic level, current enrollment status, attendance dates, degrees and awards received as directory information. If a University student does not want any or all the information designated as directory information, he/she must complete the *Non-Disclosure Form* (available in the Registrar's Office).
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Electronic Devices in the Classroom

The University of Dubuque aims to provide an optimum environment for teaching and learning. To this end, we encourage all members of the campus community to be considerate in their use of cell phones and other electronic communication devices. No conversation on a cell phone should take place when a class, meeting, or other public event (such as convocation or concert) is in progress. In general, all electronic devices should be turned off inside the classroom. When it is necessary to leave such devices turned on, however, all members of the University of Dubuque community should make every effort to receive only non-audible signals. Faculty members may establish specific policies for the use of electronic devices in their classrooms. Students will be informed of the policies by the individual instructor at the beginning of the term.

Grievance Procedures

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. A "student" is an individual who is matriculated or otherwise enrolled to attend class full or part-time at the University of Dubuque (UD). Students wishing to file a grievance should

do so within 15 business days of the event through submitting their concerns in writing to their academic advisor.

Students wishing to report any of the following Issues and Disputes **Not Covered** on the Student Grievance Form will refer to the University Policy Handbook at

<http://www.dbq.edu/media/CampusLife/VPofStudentLife/Student-Handbook-2016-2017-.pdf>

Issues and Disputes Not Covered:

Requests to review and challenge contents of student records (see University Student Handbook section Family Educational Rights and Privacy Act and Access to Student Records).

Appeals of disciplinary actions. Appeals of this nature will be submitted to the Director of LIFE in consultation with the Vice President for Academic Affairs.

Appeals or petition regarding instructional or academic issues. Appeals for these issues will be submitted to the Director of LIFE in consultation with the Vice President for Academic Affairs.

Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law.)

Use this form to document your grievance. This form serves as the written grievance for informal and formal resolution, though it is possible to resolve your grievance without going through both levels. For information about this process, please refer to this Student Grievance policy in the LIFE Student Handbook. The policy and form may also be found online at

<http://www.dbq.edu/LIFE/Dubuque/StudentServices/StudentGrievancePolicy/>.

A Grievance reported on this form may include, but is not limited to, complaints alleging:

- (a) mistreatment by an University employee,
- (b) errors in the assessment of fees or other financial obligations,
- (c) registration errors, and/or
- (d) loss of financial aid eligibility.

Informal Resolution

Before initiating the formal grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance.

Alternatively or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the [position], who shall identify the appropriate person

Formal Complaint Resolution

When appropriate, students are encouraged to work with their academic advisor and other parties involved to arrive at a solution before filing a formal complaint. If the student desires to request a formal complaint, the complaint is documented by their academic advisor and submitted to the Director of LIFE, or their designee, for evaluation.

The Director of LIFE, or their designee, will review and act on the issue within fifteen business days of receipt.

The student may elect to appeal the Director's decision to the Vice President of Academic Affairs who will review and act on the issue within thirty calendar days of receipt.

The student may elect to appeal the Vice President of Academic Affairs' decision to the President of the university, who will review and act on the issue within thirty calendar days of receipt.

Student Grievance Form

To submit a grievance, please complete the following information: [* indicates a required field]

*First name:	
*Last name:	
*UD Student ID #	
*Phone number (cell):	
Phone number (work):	
*Street address:	
*City:	
*State:	
*Zip code:	
*Email:	

* Resolve

Have you tried to resolve the problem informally with the person(s) alleged to have caused the

grievance or with the direct supervisor?

☐ Yes

☐ No

*** Incident Description**

Please include names of other persons involved, departments, any witnesses and support documentation. If additional space is needed please use another sheet of paper and attach to this form.

***Solution**

What Are You Requesting as a Proposed Solution?

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Iowa College Student Aid Commission. **The student attending a location in Iowa must contact the Iowa College Student Aid Commission for further details.**

The Iowa College Student Aid Commission address is:

430 East Grand Ave., FL 3

Des Moines, IA 50309

Phone: 877-272-4456

Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Students attending a location in Arizona must contact the State Board for further details.

The Arizona State Board address is:

1400 W. Washington, Room 260

Phoenix, AZ 85007.

Phone: 602/542-5709

Website: www.azppse.gov

Safety and Security (911 or 563-589-3333)

Emergency Procedures

Emergency and non-emergency calls from residence facilities for fire, police, or ambulance assistance or services should be directed through the Campus Safety and Security at x3333 or 563-589-3333. If a situation requires immediate action, the local emergency service number should be contacted (911); then if able call Safety and Security x3333 or 563-589-3333.

Emergency Telephone 9-911 and x3333 and 563-589-3333

If you feel unsafe or are faced with an emergency, use the emergency telephones located around campus. The telephones have a blue light on top and are labeled "Emergency." To operate emergency telephones, press the red button and the Safety and Security staff will immediately know your location and assist.

Smith Hall does not have an exterior phone, but the lower entrance is always unlocked and Security is always available in their office or by using the red Security phone located outside the Security Office.

Fire

The purpose of the fire alarm system is to alert occupants of the building of the need to evacuate. The fire alarms and fire equipment (i.e., extinguishers) are to be used only in case of fire. Please be advised that tampering with fire alarms and equipment is a violation of Iowa state law as well as University policy. Offenders are subject to university disciplinary action as well as criminal prosecution.

Upon hearing the fire alarm sound in the room/facility, all occupants should follow these procedures:

Keep low to the floor if smoke is in your room/facility.
Close windows.

Before opening the door:

Feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door, and open it slightly. If heavy smoke or fire is present, close the door and stay in the room/facility.

If you can leave the room/facility:

Take headcount of class members

Leave by the nearest safe exit.

Do NOT use an elevator.

If ALL exits are blocked, return to your room/facility.

Once outside, quickly move away from the building at least 300 feet.

Do not return to the building until signaled by staff to do so.

If you CANNOT leave the room/facility:

CLOSE door.

Seal cracks around the door with towels, bed clothing, or anything else you can find to help keep out smoke.

Open window.

Do NOT jump if you are above the second floor.
Hang something from the window to attract attention or shout for help.

Severe Weather

A Tornado Watch implies the possibility of a tornado and high winds in the immediate area.

A Tornado Warning means that a tornado has been sighted in the area and shelter should be sought immediately.

In situations involving a severe weather warning, such as a tornado warning, you should immediately proceed to the lowest level of any building you happen to be in. DO NOT go outside to check the weather. Try to stay in the center of the building. Stay away from windows and exterior doors. At the end of the severe weather event, wait for an “ALL CLEAR” before returning to your room.

Nearly all of the buildings on campus have “SEVERE WEATHER SHELTER AREAS” marked with signs. Become familiar with them now before you need the information. The best way to insure your survival is to be aware.

Medical Emergencies

If there is any need for which you believe emergency medical assistance is necessary, please call 9-911 immediately or UD Campus Security at x3333 or 563-589-3333. The UD Medical Coordinator (563-589-3244 or 563-580-6889) should be notified of any medical emergency or condition which occurs on campus or with a UD student.

Involuntary Medical Withdrawal

The University reserves the right to withdraw a student if it feels that the safety of the student and/or its members could be jeopardized and has documented information which could suggest a serious medical condition that has obstructed one’s educational attendance or participation in a designated semester. A recommendation in favor of an involuntary medical withdrawal will be submitted to the Vice President for Academic Affairs. Recommendations for Involuntary Medical Withdrawal are made only after extensive involvement with a student in an effort to support voluntary withdrawal has been established and after alternative actions have been exhausted.

Student Services

LIFE Admission Office [Dubuque, IA] or 563-589-3939

The LIFE Admission Office is located in room 229 of the Myers Teaching and Administrative Center. The Director of Admission works with prospective UD LIFE undergraduate and graduate students to provide the best possible service as they go through the enrollment process. LIFE students have an onsite academic advisor to assist with degree planning and registration. For phone numbers to the other LIFE locations see the phone directory in the back of this catalog.

Academic Success Center

The Academic Success Center (ASC) at the University of Dubuque is located on the second floor of the Charles C. Myers Library. The mission of the ASC is to assist students in becoming self-

determined, motivated, and independent learners and to connect them with the resources necessary to achieve both academic and personal goals. Services include the following:

- Disability Services
- Testing Services
- TRIO/Student Support Services
- Tutoring and Writing Center

For more information, contact the Academic Advisor at the LIFE office or the Academic Success Center at 563-589-3262.

Alumni/ae Association 563-589-3351

The University of Dubuque Alumni/Advancement Office is your connection to UD for life! Our goal is to help you stay connected with UD and your Spartan classmates long after graduation. Did you know you can take advantage of the alumni office as a student? The Alumni Office can help you network with alums online, via Linked In, through Phon-a-thon, and a variety of campus events.

Don't wait until graduation to meet the alumni office! We'd love to meet you, learn about your experiences as a student at UD and share your story with other alums. Plus, we may be able to connect you with alumni who can provide guidance to you as a student. Don't wait until graduation to meet the alumni office – stop by anytime! The Alumni Relations office is located on second floor of Van Vliet Hall.

Connect with us any of the following ways:

Phone: 563-589-3351

Email: udalumni@dbq.edu

Facebook: facebook.com/udaaa

Twitter: @UDSpartanNation

LinkedIn: University of Dubuque Alumni & Friends

Athletic and Recreational Facilities 563-589-3224

The University has a number of facilities accommodating a variety of indoor and outdoor sports and recreational activities. Throughout the year, a number of intramural sports competitions are held. For all athletic venues and the Chlapaty Recreation & Wellness Center (CRWC), the hours of operation are posted each semester and summer. Any student wishing to use an athletic venue must present a valid UD student ID. Groups wishing to reserve an athletic venue, including the CRWC, should contact the Assistant Athletic Director at drrunkle@dbq.edu.

Babka Bookstore 563-589-3131

The Babka Bookstore is located in Peters Commons and has two locations. The main location is across from the Smeltzer Dining Hall on the first floor and the textbook area is located in the lower level. The first floor area has a huge variety of UD apparel and many other items such as school supplies, stamps, and greeting cards. The lower level is open to sell textbooks to students all year long. Hours vary during the academic year.

Campus Ministry 563-589-3582

The University is affiliated with the Presbyterian Church (U.S.A.), a tradition that has emphasized and valued higher education out of theological conviction. The campus ministry for college students is nurtured and guided by the Edwin B. Lindsay Chaplain, with offices located in Blades 203.

Child Care 563-585-7461

The University of Dubuque's Marge Kremer Little Spartans Child Care Center is open Monday through Friday from 6:30 a.m. to 5:30 p.m. Evening hours (Monday-Thursday) are available for students in the Life Program.

The Child Care Center is licensed for sixty children; ages 6 weeks through preschool. We offer preschool classes daily for both three- and four-year old children and are partnered with the Dubuque Community School District to offer free four-year old preschool.

The Child Care Center utilizes the Creative Curriculum in all classrooms. This is a nationally recognized Early Childhood curriculum that is child-centered and promotes learning through play. This teaching style encourages curiosity and first-hand learning experiences.

To set up a tour or for more information, please contact the Childcare Center Director at 563-585-7461.

For LIFE students attending one of the remote LIFE locations, UD will reimburse the student for the cost of child care incurred on the night the student is in class. For details, contact the academic advisor for that site and they can help you obtain the paperwork.

Commencement / Graduation

The commencement / graduation ceremonies are held each year in May and December for all students who have completed their specific degree requirements. Please see the Registrar's Office page on the University of Dubuque website for graduation requirements, application and deadlines.

Copying Services

Photocopy machines are available for students' personal use on the main floor of the Library. Copies are \$.10 per page.

Counseling Services 563-589-3132, 563-589-3253, or 563-589-3455

The University has a variety of short-term personal counseling and support options available to assist students who have specific emotional, social, academic, spiritual, vocational, sexual, or personal concerns. Also, confidential HIV testing and counsel are provided to UD community members through this service, please review the AIDS Policy within the Student Handbook for more details.

Members of UD's Counseling Services are trained for a variety of counseling and support service needs. Short-term personal and career counseling is confidential and is provided at no cost to students. However, if a student is in need of long-term psychotherapy and treatment

planning or immediate inpatient mental health services, an appropriate recommendation and referral will be provided upon request. This confidential and professional referral is provided at no cost to students. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office at 563-589-3333 and you will be connected to a counselor upon request in a confidential manner. For more information, visit the second floor of Peters Commons or our website at:
www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/.

Facilities/Room Reservations 563-589-3868

Neither an on-campus event, academic or sport camp, University-sponsored activity, nor the use of University facilities by off-campus guests, speakers, or agencies will be designated a University event or appear on the UD Master Calendar unless authorized by, and scheduled through, the Office of Scheduling and Event Planning. Application and authorization for any event must first be submitted and approval obtained prior to either contracting for an event or making commitments for University facilities. The Building, Event, and Room Registration Request application is available on-line on the University's intranet at www.dbq.edu/campusportal/eventregistration.cfm. For additional information contact the Director of Scheduling and Events in the University Public Relations Office in the Myers Center, via e-mail at TLess@dbq.edu, or by phone 563-589-3868.

Financial Planning 563-589-3170

The Office of Student Financial Planning, located on third floor of the Charles and Romona Myers Administrative and Teaching Center, administers federal, state, and institutional programs designed to assist students in meeting educational costs. Students must meet the satisfactory progress requirements defined in the University catalog in order to retain financial aid. Students must reapply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA). The institution priority deadline is April 1st and students are advised to be alert to campus publications for other deadlines. Financial Planning staff members are available to answer questions regarding loans, grants, scholarships, changes in family situation, preparation of budgets, and evaluation of family resources. Students have online access 24/7 to their financial aid information using the My UD portal. Appointments are encouraged for financial planning issues. For specific information regarding dropping or adding classes, withdrawal from a class, etc., see the appropriate policy section of the University catalog.

Identification Cards 563-589-3333

All students are required to carry a University of Dubuque photo ID card. ID cards are needed to check out books at the library, to enter the CRWC, and for free admission to the Stoltz Sports Center and home intercollegiate athletic events. Every student receives an ID card when he or she first registers for classes. If cards are lost or damaged, they can be replaced for a \$25.00 fee in the Safety and Security Office.

Library 563-589-3100

Charles C. Myers Library, www.dbq.edu/library, Facebook: Charles C. Myers Library, Twitter: @myerslibrary, 563-589-3100

The Charles C. Myers Library is an integral part of student learning at the University of Dubuque, providing students with a high-quality collection and reference librarians dedicated to

teaching them how to find, evaluate and use those resources. The beautiful building is a center for learning on campus, encouraging group and individual study and providing the databases, books, and journals students need to be successful in research assignments.

In the age of digital information, the library is both a physical and a virtual space. Professors often provide specific links to library resources that are needed for research assignments in their Moodle pages. Librarians also provide support through classroom instruction (both physical and virtual) and online research guides. In addition, reference librarians are available for individualized research assistance Monday through Thursday from 8:00 am- 8:00 pm and Friday from 9:00-noon or through email at reference@dbq.edu.

Library Hours (Academic Year)

Monday—Thursday.....	7:00 am – Midnight
Friday.....	7:00 am—9:00 pm
Saturday.....	8:30 am—9:00 pm
Sunday.....	10:00 am—Midnight

Lost and Found 563-589-3128

UD's main campus Lost and Found is located in the Student Life offices on the second floor of Peters Commons. Students are encouraged to check with Student Life (563.589.3113) or Security (563.589.3333) if they have lost an item. You may also report any items you have lost to Student Life and in the event they are turned in, you will be notified via email to retrieve them. All items not retrieved after 60 days will be donated or disposed. If attending another location check with the front desk for any items you may have misplaced.

Registrar's Office 563-589-3148

The Office of the Registrar is located on the third floor of the Charles and Romona Myers Center. This office maintains academic records for all students. These records are updated as additional credits are earned. Students register for classes, drop or add courses as necessary, make directory information changes (such as address, name, parents' address, and phone numbers), and formally change advisors and major areas of study through this office. Forms for veterans and other persons eligible for veteran's benefits are initiated and maintained by the Office of the Registrar. This office also certifies enrollment for social security, vocational rehabilitation, and social services. Other responsibilities of the Office of the Registrar include posting of grades, issuance of transcripts, evaluation of transfer credit from other colleges and universities, and certification of students for graduation and academic honors.

Technology

HelpDesk 563-589-3737

The University offers a Technology HelpDesk on the first floor of the Van Vliet. The HelpDesk is staffed from 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding University holidays. To report computer or telephone problems, call 563-589-3737 or email helpdesk@dbq.edu. For after-hours and weekend support, email or voice mail messages can be left for the HelpDesk.

Note: The Office of Technology staff monitors HelpDesk emails after hours and on weekends. Voice mail messages left after hours will not be addressed until the next working day.

If you experience widespread technology-related difficulty (network, Internet, e-mail, or phone down) outside of normal working hours, Security may be contacted at 563-589-3333. They will contact the appropriate staff to resolve the problem.

Computer Labs

The University campus offers six computer labs for student and faculty use:

Jackaline Baldwin Dunlap Technology Center	T103	33 workstations
Jackaline Baldwin Dunlap Technology Center	T111	25 workstations
Charles and Romona Myers Center	M151	25 workstations
Charles C. Myers Library	L106	29 workstations
Library Academic Support Center (ASC)	L218	10 workstations
Library Multimedia Center	L212	9 workstations

There are also 26 public workstations available in the Charles C. Myers Library for student and faculty use. All workstations are fully networked and provide Microsoft Windows 7, Microsoft Office 2013 Professional, student applications, and access to the Internet. Some labs are also used for teaching, but may be available when class is not in session. The hours of operation for each lab are posted at their respective entrances and on the Technology website. All labs have network printers available.

Note: The Library Multimedia Center has a flatbed scanner and a color laser printer. There is another color laser printer available in the hallway outside the Academic Support Center on the second floor of the Library. Printing to a color printer will use more print counts than printing to a monochrome printer.

Wireless Access

The entire University campus is wireless. If you have problems connecting, please contact the Help Desk at 563-589-3737 for assistance. Students and staff should login to the UD-Wifi account (not UD_Guest).

Computer Usage

By signing the “Agreement for Use of the Computer System,” you will be able to take advantage of all the privileges of using the University of Dubuque’s computer and telephone systems.

These services include:

- Microsoft Office Applications (Word, Excel, PowerPoint, Access, Publisher, and FrontPage)
- Research programs/Library catalogues
- Adobe Acrobat Reader
- Network storage space for your files (access locally and via Internet)
- Internet access
- Opportunity to post a personal web page
- University email account (access locally and via Internet)
- Voice mail (if requested)

Getting Started: Requirements for accessing high speed internet in the residence halls:

- A PC or laptop with Windows 7 & or Windows 8.
- A network interface card (NIC) or wireless NIC card.
- An Ethernet cable to attach to the network port in your room when not using wireless (optional.)
- Knowledge of your network username and password.

Your computer must to meet five basic requirements before you can connect to the University Network and gain Internet access:

1. The latest Windows service packs and critical updates for your operating system.
2. Antivirus software.
3. The most recent virus definition files for your virus software.
4. Spybot Search and Destroy. This is a free download.
5. The most recent spyware definition files for your spyware software.

In order to determine that your computer meets these requirements, you must run a Client Security Agent (CSA) which will scan your PC for the five basic requirements. The results of the scan must indicate that all requirements are met before connecting to the Internet. If any of the basic requirements are not found during the scan, you will be provided with a link to download the appropriate programs or files. Please note that once programs are downloaded, they will need to be installed before the CSA will recognize that they are there. Documentation and instructions on this process are at the UD Help Desk Office (lower level of Van Vliet Hall), in the Technology area of the UD website at <http://www.dbq.edu/campuslife/facilitiesandservices/officeoftechnology/>, and available through orientation.

Print Counts

Please note in the Acceptable Use Policy, under Access, Item #6, 250 prints will be allotted to each student per semester at no charge. When this allotment is diminished, additional print counts of 250 each can be purchased from the Cashier's Office, third floor Charles and Romona Myers Center. Print counts carry over from one semester to the next. Printing to a color printer will use more print counts than a monochrome printer.

ADDITIONAL UNIVERSITY POLICIES AND PROCEDURES

This section contains policies and regulations that will help students understand their rights and responsibilities. It is important to understand that, in addition to specific University policies, all local, state, and federal laws pertain to behavior on campus. Students are responsible for familiarizing themselves with the rules and regulations outlined in this handbook. Students are expected to be responsible for their own behavior at all times.

People who live in communities generally find it necessary to establish rules and regulations governing their behavior. Whether the rules are elaborate codes of law or simply unwritten norms of acceptable behavior, those rules of society are established to afford the greatest safety

and comfort possible to the members of the community. In this regard, the University community is not unlike other communities. Written and unwritten standards of conduct have been established over the years to allow the collective group of scholars and students the opportunity to pursue knowledge within a compatible environment. Students at UD are expected to act as good citizens by exhibiting respect for order, morality, personal honor, and the rights of others. The University also expects that in all relationships, students will be guided by a mutual concern for each other's integrity, needs, and feelings. Not only should students be concerned about their own behavior, they should extend support and direction to fellow students whose behavior appears harmful to themselves or the community.

A mutual respect for property (personal and University), individual rights, freedom of expression, due process, freedom of access to University buildings and services, and intellectual growth and development is essential for the wellbeing of the college community.

The University reserves the right to implement its student conduct system for illegal acts of local, state and federal laws, wherever these acts are committed, and for violations of University policies. Nothing contained herein should be deemed a limitation upon the expressed and implied powers or duties of the University of Dubuque's Board of Trustees or the Administrative Officers of the University.

AIDS Policy

AIDS (acquired immune deficiency syndrome) and positive HIV (human immunodeficiency virus) continue to be in the limelight. With the numbers still increasing, and our understanding of the disease still evolving, the need for education, prevention, and treatment is a major health care and higher education focus.

Looking at the latest information available about the AIDS virus, we find that it can be transmitted in the following ways:

- Through sexual intercourse (homosexual and heterosexual);
- Through use of contaminated needles by drug abusers (mind-altering and steroid);
- To infants from infected mothers in utero, or through infected breast milk;
- Through contaminated blood products or transplants, however, with the increasing reliability of prescreening and testing, this possibility is very minimal, and
- Through exposure to contaminated blood through an open wound (this is rare and of main concern to health care workers).

An exchange of body fluids must occur. AIDS is not transmitted by airborne particles and does not survive well outside of the body. No cases of casual contact have occurred, even among family members providing direct care to AIDS victims.

We have learned many things about AIDS, and while treatments and early care have greatly increased longevity, no cure has been found. Prevention of infection continues to be the focus. Much has been done to decrease the amount of overt discrimination to which an infected individual is subjected. In light of this, the University of Dubuque has adopted the following guidelines. It is the policy of the University of Dubuque to respond on a case-by-case basis to

any known case of the disease. Due to the uniqueness of each case, there is no predetermined way any particular case will be handled. Through set guidelines, we hope to provide consistency, fairness, and accountability.

Access to Facilities: Students with known HIV infections or AIDS will be allowed to attend the University in regular classroom settings and will be eligible for all academic rights, privileges, and services provided to students. This includes University housing, access to the dining hall, and the use of athletic facilities.

Confidentiality: All information will be kept in the office of the UD Mental Health Therapist. HIV testing or the diagnosis of AIDS shall remain confidential until the individual gives written and specific consent when and with whom the information shall be shared. The information will not be disclosed to staff, faculty, family, or students, including roommates, unless permission is granted. The only (rare) exceptions will be those agencies, as specified by law, public health officials (case reporting), blood banks, and organ-procurement agencies. Should a case be present in which there is a clear, specific danger of transmission that can be demonstrated by competent medical evidence, the assistance of the local public health officials shall be enlisted.

HIV Antibody Testing and Counseling: HIV testing and counseling are available to all students through UD's Counseling Services, located on the second floor of Peters Commons. The testing is confidential and a free service. Students can contact 563-589-3132 or 563-589-3253 to schedule an appointment.

Intercollegiate Athletic Program Participation: No student shall be forbidden to participate in any athletic program (varsity or intramural) solely on his/her HIV status. Students are not required to inform coaches or teammates, however, entering varsity athletes are required to have a physical examination before being allowed to play (HIV testing is not required.) We encourage any athlete who is HIV positive, or who has any chronic health problem, share this information with the athletic medical coordinator in a confidential manner. Each case must be decided on an individual basis to ensure that playing a sport will not be detrimental to the individual. Should any student sustain an injury in which bleeding is present, the athletic trainers and coaches shall have the means and education available to prevent possible transmission of illness.

Responsibility of Infected Individuals: Individuals who are infected with HIV, or who have a reasonable basis for believing that they are infected with HIV, must conduct themselves responsibly for the protection of themselves and other members of the University community.

Medical Treatment and Psychological Follow-Up: The Vice President and Dean of Student Life shall assist the student to make provisions for medical, psychological, and support services that promote the best physical and mental health of persons with HIV infection. If these services are beyond the scope of comparable services provided on campus, the University shall identify other care providers who will see students by referral.

The University of Dubuque AIDS Committee shall be comprised of:

- The Vice President and Dean of Student Life
- The UD Medical Coordinator
- The Mental Health Therapist
- An administrator
- A faculty member
- A Seminary student
- A college student

An advising physician and legal counsel may be consulted, when necessary.

The AIDS Committee shall be responsible for recommending policies in the various aspects of AIDS and HIV infection to the students, faculty, and cabinet. It is also available to evaluate, on an anonymous or confidential basis, individual cases of HIV infection within the University community, to recommend appropriate responses, and to answer any questions in regard to policy. The committee shall also assist with the education processes.

Alcohol, Tobacco, and Other Drugs

Mission: The University of Dubuque is committed to stewardship of all God's human and natural resources.

University Policy

The following is the University policy regarding the use of alcohol, drugs and tobacco: Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the state of Iowa, you must be 21 years of age.

Alcohol use, possession, distribution, and/or consumption or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Vice President and Dean of Student Life. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Illegal drug use, possession, and distribution (including the abuse of prescription or over-the-counter drugs) and any paraphernalia related to illegal use, is prohibited.

University personnel may, at times of concern for a student's welfare, notify a parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of University policy occur.

The Iowa Clean Air Act bans the use of tobacco in all indoor and outdoor spaces on the campus. For details, please refer to the section on Tobacco in the Student Handbook.

No advertising may be displayed that explicitly or implicitly invites students to events where alcohol will be served.

Iowa Laws Relating to Consumption of Alcohol

The following is only a partial list of the pertinent alcohol-related laws:

Persons under the legal age (21 years) are prohibited from purchasing or possessing alcoholic beverages (I.C.A. 123.47).

It is unlawful to sell, give, or otherwise supply alcoholic beverages to a minor (anyone under 21 years of age) (I.C.A. 123.47 and 123.47A).

Those under the legal age may not present false evidence or misrepresent their age to a vendor or licensee for purposes of obtaining alcoholic beverages [I.C.A. 123.49(3)].

No person may sell or give alcoholic beverages to an intoxicated person [I.C.A. 123.49(1)].

Anyone under the age of 21 who is caught driving with a blood alcohol level of .02 or more will lose their driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be issued during the suspension period.

Substance Abuse Policy for the Student Athlete

Student-Athlete(s) [aka: Student-Athletes, Student Managers,

Student Coaches, Work Study (including First Aiders), Mascots, Cheerleaders]

Philosophy

One of the greatest challenges facing society today is finding new and creative ways to control the increasing use of drugs and alcohol among students. The University of Dubuque's Athletic Department recognizes the health risks and danger associated with the use of unlawful, illicit drugs and alcohol, and proposes the investitures of random drug testing to help control the temptation presented to many of our students. Colleges presently drug test under the approval of the NCAA, and private industry and businesses drug test prospective and present employees.

Individuals under the influence of drugs and alcohol provide a threat to the safety and the health of themselves and to others participating with them. They risk destruction of various body organs, addiction, the threat of diseases contracted through the use of non-sterilized paraphernalia, behavior modifications, and performance below their fullest natural ability levels.

The drug testing program will not affect the policies, practices, or rights of UD in dealing with any drug, alcohol, or tobacco possession or use where reasonable suspicion is obtained by means other than random testing. UD also reserves the right to test any UD student athlete when there is reasonable suspicion to believe the student athlete has used or is using a banned or illegal substance.

Goal: The goal of the University of Dubuque (UD) Substance Abuse Policy for the Student-Athlete is to ensure student-athletes practice, compete, and work to the best of their ability, free from the influence of substance abuse. Five objectives accompany this goal:

Contribute to the education of the student-athlete regarding substance abuse by encouraging student-athlete participation in campus-wide substance abuse prevention programs.

Aid student-athletes in finding medical assistance and counseling for substance abuse related violations.

Facilitate compliance with NCAA regulations concerning substance abuse.

Protect the health and safety of all student-athletes.

Prevent an unfair competitive edge by those who abuse certain chemical substances.

Any use of a substance belonging to a class of drugs currently banned by the NCAA (see ncaa.org) may be cause for loss of eligibility. For further information regarding substance abuse or usage or other medical questions, contact the UD Medical Coordinator, Director of Athletics, or your Head Coach.

Procedures:

Consent - As part of the NCAA rules for clearance to participate in an intercollegiate sport, each student-athlete must sign a form stating their understanding and willingness to abide by the UD Substance Abuse Policy. Each student-athlete must sign the NCAA Drug Testing Consent Form signifying they are aware they may be drug tested. Each student-athlete must sign a UD Drug Testing Consent Form stating they are aware they may be drug tested, both randomly and based upon reasonable suspicion.

The UD Athletic Department reserves the right to conduct random drug testing or drug test any student-athlete if a member of the athletic department can show reasonable suspicion that a particular student-athlete is using, or in the case of anabolic steroids, has used any substance in violation of this policy. A positive test result will be considered a violation of this policy and may subject the violator to the consequences discussed below.

Reasonable Suspicion - Reasonable suspicion is defined as a good faith belief, at the time of making the decision to test, that the information relied upon is accurate and there is reason to suspect that a student-athlete has used illegal or performance enhancing substances.

NCAA - The UD Athletic Department strictly adheres to the NCAA policies banning the use of performance enhancing drugs. The following are drug classes that are banned by the NCAA (NCAA Bylaw 31.2.3.1): Stimulants, Anabolic Agents, Diuretics, Street Drugs, Peptide Hormones, and Analogues.

Substance Abuse Violations

If a student-athlete abuses over-the-counter and/or prescription drugs, or consumes anabolic steroids, alcohol, mind altering, and/or performance enhancing substances illegally, the student-athlete's status on the team will be jeopardized. Illegal consumption includes any action that violates federal, state, city law, or University policy. If the student-athlete receives a citation for drugs, alcohol, or illegal substances and is found guilty, pleads no contest, receives a deferred judgment, or is convicted, sanctions will be imposed. (Citations include, but are not limited to, underage drinking, open containers of alcohol, providing alcohol to minors, illegal possession of drugs, driving or operating a motor vehicle under the influence of drugs and/or alcohol.)

The following sanctions are proposed to ensure consistency and fairness. The primary principle is that any student-athlete with a substance abuse problem needs to receive appropriate treatment and counseling. The sanctions imposed on the student-athlete with regard to participation in athletic competition should be consistent with the goals of the individualized counseling program. This protocol attempts to balance treatment and sanctions, recognizing that the medical fitness of a student-athlete and the safety of other members of the team are of paramount concern.

*First Violation**

Following a first violation, the student-athlete will confer with the Director of Athletics and Head Coach to discuss the situation. The student-athlete will also attend mandatory counseling or educational sessions on campus as set by Student Life. Failure to complete the counseling or educational sessions will be construed as a further violation of the policy and may result in dismissal or suspension.

After the first violation, student-athletes will be subject to athletic department random drug testing, as the standard of reasonable suspicion will have been established. A positive drug test of any of the NCAA banned drugs found in Bylaw 31 of the NCAA Manual is a violation of the UD Substance Abuse Policy and will result in the imposition of appropriate sanctions.

Depending on the severity of the violation, the Director of Athletics may suspend a student-athlete from the team, practice, competition, weight-conditioning, and team travel.

Team rules may be more stringent than this policy. Accordingly, the Head Coach may impose additional sanctions based upon a violation of a team rule.

*Second Violation**

A second violation will result in a minimum suspension of 10% of the season. This includes competition and may include practice as determined by the Director of Athletics. If the violation occurs out-of-season, the suspension will begin at the start of the next season of competition.

The student-athlete will attend a second counseling and educational session. Appropriate University health care professionals will determine the length of counseling. The student-athlete will continue to be subject to the department's drug testing protocol. There will be a second conference between the student-athlete, the Director of Athletics, the Medical Coordinator, and

the Head Coach. Subsequent to the meeting and based upon the severity of the violation, at the sole discretion of the Director of Athletics, the time of the suspension may be increased.

Team rules may be more stringent than this abuse policy. Accordingly, the Head Coach, at his/her discretion, may impose additional sanctions.

*Third Violation**

A third violation will result in the immediate removal of the student-athlete from one season of competition and may include dismissal from the team. The student-athlete may seek reinstatement. The student-athlete may submit a formal request detailing the reasons why he or she seeks reinstatement. This formal request may include the reason and circumstances surrounding the violations, ways in which the student-athlete is seeking to address the pattern of drug and alcohol abuse, etc. The request for reinstatement must be filed within two weeks of the student-athlete being suspended or dismissed from the team.

Conclusion

This Substance Abuse Policy is in effect during the entire academic year. There is no difference between an in-season and an out-of-season violation. Violations of the policy accrue during the entire academic and athletic career of the student-athlete at UD. UD retains the option to test for other substances at the discretion of the Director of Athletics or Team Physician.

UD discourages the use of dietary supplements that are untested and unproven. Many supplements contain items that are banned, yet are not listed as ingredients. If a student-athlete knowingly or unknowingly takes a banned substance and tests positive, the STUDENT-ATHLETE LOSES HIS/HER ATHLETIC ELIGIBILITY. Before ingesting any dietary substance, the student-athlete should first consult with the Medical Coordinator. Dietary supplements may have a deleterious effect on a student-athlete's health.

*The University of Dubuque retains the right to amend this policy from time-to-time without notice to student-athletes or coaches.

SUBSTANCE ABUSE PROTOCOL FOR THE STUDENT-ATHLETE

Student-Athlete(s) [aka: Student-Athletes, Student Managers,

Student Coaches, Work-study (including First Aiders), Mascots, Cheerleaders]

A qualified testing laboratory will be utilized for drug testing and a proper and effective chain of custody of collection specimens will be observed.

Screening results will be reported by UnityPoint Health-Finley Occupational Health and/or web based reporting to the UD Medical Coordinator within twenty-four to twenty-eight (24-28) hours of obtaining the test results.

The UD Medical Coordinator will immediately report the results to the UD Director of Athletics. The UD Director of Athletics will inform the Head Coach of the test results. The UD Director of

Athletics will notify the student-athlete of the test results. If no notification is provided within ten days, the student-athlete may assume the test results were negative. The Medical Review Officer at UnityPoint Health-Finley Occupational Health will conduct an interview with the student-athlete if there is a positive lab result.

Further information:

NCAA Banned-Drug Classes (subject to change).

Stimulants, Anabolic Agents, Substances Banned for Specific Sports, Diuretics, Street Drugs, Peptide Hormones and Analogues.

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry. Therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or certified athletic trainer for further information (Bylaw 31.2.3.1.)

Alcohol and Drug-Related Counseling

The University understands the need for strict adherence to the law in cases involving alcohol, drugs, and other addictions. However, as part of its mission, the University also practices compassion toward those with abuse and/or dependency of a substance or other addictive disorders. To this end, University officials will make an effort to assist students in receiving professional counseling and/or treatment, to support students in becoming productive members of the University family and society. Students in need of services due to abuse and/or dependency of alcohol, drugs or other addictions are welcome to contact UD’s Counseling Services to assist with a confidential and professional referral to an appropriate service within the tristate area or through the student’s preferred provider within their insurance plan. The referral service is provided at no charge to the student. UD’s Counseling Services does not provide treatment for alcohol, drugs, or other addictions. However, UD’s Counseling Services has strong partnerships with area resources such as: Substance Abuse Services Center (SASC), Hillcrest Family Services, Turning Point Treatment Center, area hospitals and clinics, intervention services, and other alternative providers.

For more information and a list of Dubuque area resources, visit our website at <http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices>, contact 563-589-3132 or 563-589-3253, or visit Counseling Services on 2nd Floor of Peters Commons.

Mass Email and Unsolicited Email Policy

The focus of this policy is to govern the use of mass email communications via the University of Dubuque servers and network. The University maintains email distribution lists to facilitate communication within the campus community. To help protect the University's email and other resources from computer viruses, worms, SPAM email, etc., the University has established a Mass Email and Unsolicited Email Policy. This policy ensures the University's ability to deliver mission-critical or time sensitive information relevant to the University's business and mission.

Permission to send a mass email: Various individuals are authorized to transmit mass email messages through their office/department email accounts. All mass emails to a large audience must be authorized and sent via the authorized individuals below. Exceptions or requests outside the scope will be handled on a case-by-case basis. Mass emails requests should be directed to:

- Academic-related information to AKendall@dbq.edu.
- Athletic-related information to DRunkle@dbq.edu.
- Student Organization-related information to OSA@dbq.edu.
- All other information to MKruser@dbq.edu.

While faculty, staff, and students can maintain personal group lists, those lists should not be used to send unsolicited or mass emails that violate any of the University's policies. Sending unapproved or unsolicited mass email messages via a University's email account, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), is prohibited.

Questions or comments about these guidelines may be directed to the Vice President and Dean of Student Life at 563-589-3270 or mmiyamoto@dbq.edu.

Media Relations and University Publications

All University media contact (press, television, radio, etc.) shall be coordinated through the Office of University Relations. All faculty and staff should direct any and all media contacts by reporters or account representatives to the Director of Public Information in the Office of University Relations.

The proper name University of Dubuque is trademarked, are the exclusive property of the corporate entity, the University of Dubuque, and cannot be used by other individuals or organizations without its consent.

All publications or any promotional efforts of any kind directed to an off-campus audience representing the University of Dubuque must be processed through the Office of University Relations in the Charles and Romona Myers Center (e.g. text approval, design direction, and production). For further information, contact the Director of Communication at 563-589-3505.

The University and Seminary logos are trademarks of the University of Dubuque, are important to the overall image of each of the entities, and approval must be obtained from the Office of University Relations prior to the use of either logo for any purpose.

Motor Vehicle Parking Policies (Dubuque campus)

These regulations are provided to ensure the safety of drivers, pedestrians, and property, as well as manage parking for all who drive a vehicle on and around the University of Dubuque main campus. All persons registering or driving a motor vehicle on UD property are responsible for knowing the rules and regulations governing parking and traffic. All persons who wish to park in any of the University parking lots must register their vehicle with the Safety and Security Office.

NOTE: The purchase of a parking permit does NOT guarantee a parking space. Parking is available on an “as available” basis.

University parking permits are required in all University parking lots. Parking lot types are designated by a sign at the entrance to each lot. It is the driver’s responsibility to observe and obey the signs. Due to space limitations, only one car or motorcycle per campus resident may be kept in campus lots. The same parking rules apply to motorcycles as to cars. Permits are not transferrable.

Students must register vehicles by the end of the first week of classes or within 24 hours of bringing a vehicle on campus. In order to register, a valid driver’s license, current proof of insurance, and the state vehicle registration form must be provided before a permit will be issued. Students may register their vehicle at the Campus Safety and Security Office, located in the lower level of Smith Hall, Room 112.

All vehicles parked on UD campus properties must be currently licensed and operational at all times. Vehicles may not be left on campus unattended for extended periods of time. If you need to leave your vehicle in a residence hall parking lot over Christmas or Spring Break, please contact the Campus Safety and Security Office to make appropriate arrangements. Vehicles may not be left on campus during summer break when you are not currently enrolled, or if your status shows that you are no longer a student at UD.

Permit Requirements & Parking Lot Assignments

All vehicles parked on the UD campus properties must have a UD Parking Permit. The UD Parking Permit is to be displayed inside the lower left corner of the vehicle’s windshield. Permit should be fully attached with the adhesive. Any permits taped or not fully adhered to the window will be cited for Improper Display. The Safety and Security Office issues the following types of permits, which must be properly displayed to park on UD properties:

Evening – free to students enrolled in the LIFE Program for evening classes.

The following short-term Parking Permits are available 24 hours a day from the Safety and Security Office:

Visitor Permit – guests of students and the University are welcome to park in the Severance Lot located on Algona Street across from Severance Hall. Visitors should obtain a temporary parking permit if they plan to visit longer than a day or if there are no spaces in the Severance Lot.

Temporary Parking Permit – are issued in the event of repairs, newly purchased cars, or rentals and are valid for no longer than two weeks at a time. Persons receiving a temporary permit are responsible for rules and regulations pertaining to parking on UD property.

No Parking Areas

No Parking areas include any areas marked by permanent or temporary signs, grassy areas, building entrances, crosswalks, garage entrances, and any other area not designated as parking areas. The absence of “No Parking” signs does not imply that parking is allowed. It is illegal to park in any area that is not designated for parking. Parking on most streets surrounding the University is prohibited by signs marking areas designated as “No Student Parking” or “No Resident Student Parking” areas. The fine for parking in these areas is \$20.00.

Additionally, some residential streets are maintained as residential districts and all non-resident parking is prohibited by the City of Dubuque.

In addition, parking is not allowed in the following areas:

- Service lane between Peters Commons and the Science Center.
- Stoltz Sports Center service lane behind Smith Hall.
- Loading area and drop zone behind Peters Commons.
- Drive-through lanes in all parking areas.
- Middle and end of drive lane in Cassat and Donnell Halls parking area.
- All areas marked as fire lanes, either by sign or yellow-painted curb.
- All sidewalks and patios on campus.

Do not park in Handicapped Parking spaces, including the striped areas alongside the designated space, without the appropriate state issued permit.

General Parking Regulations

Parking in University lots requires an appropriate University of Dubuque Permit, which you can obtain from Safety & Security.

Parking is prohibited within:

- 15 feet of a crosswalk
- 10 feet of a fire hydrant
- 4 feet of a driveway
- Vehicles **MUST** be parked in marked spaces and within stall markings.
- Reckless driving/speeding is considered a blatant disregard of personal safety and property.
- Emergency flashers will not be acknowledged as a signal for short term parking.

Parking Fines

Violating University of Dubuque’s Motor Vehicle and Parking Policies will result in the following fines:

- Handicapped Parking violation: \$200.00
- Parking in a fire lane or alley: \$50.00
- Falsifying a permit: \$50.00
- Careless or reckless driving: \$75.00
- No current permit: \$80.00
- Parking on the grass or on a sidewalk: \$25.00
- Parking in a “Faculty/Staff Parking” area: \$25.00

- Parking in a “Visitor” parking area: \$25.00
- Parking in a “No Student Parking” area: \$25.00
- Parking where “Permit Not Valid in Lot”: \$25.00
- Improper parking: \$15.00
- Improper display of permit: \$25.00
- Parking Prohibited: \$25.00

All parking fines are the responsibility of the student registering the vehicle. All parking fines are to be paid in the Cashier’s Office on the third floor of the Myers Teaching and Administrative Center. Failure to pay parking fines in a timely manner will result in those fines being charged against your student account. Please note that unpaid student charges, including unpaid parking fines, may prevent registration for classes and the withholding of grades and transcripts.

Parking Questions and Violation Appeals

Questions concerning parking violations can be addressed with the Campus Safety and Security Office. Appeals on traffic or parking violations must be made in writing and e-mailed to Security@dbq.edu or brought to the Security office, lower level Smith Hall, Room 112.

Vehicle Tow Policy

Any vehicle blocking another vehicle, a driveway, or a fire lane is subject to towing without notice, at the owner’s expense. Vehicles with excessive tickets are considered habitual violators of the parking regulations, and may be subject to judicial referral to the Office of Student Life and/or towed at the owner’s expense. Vehicles left abandoned or not operational will be subject to towing unless the owner has made arrangements with the University.

Posting Policy

Postings that are directly connected to a UD campus department, course, or registered organization can be posted on campus after receiving approval and a stamp from the Student Life Office at 563-589-3128, 2nd Floor of Peters Commons.) This policy does not apply to promotional materials for official University events whose publications are produced by Media Relations and University Publications. Please note that for some posting locations, additional approval is also required. Any posting without prior approval and a stamp may be removed and discarded. Thumb tacks or masking tape should be used when posting on the bulletin boards; no duct tape, packaging tape, or nails. Postings should be removed within 48 hours of the conclusion of program or event. If these guidelines are not followed, organizations and/or departments may lose posting privileges.

Postings not directly sponsored or affiliated with a UD campus department, course, or registered organization must also be “Approved for Posting” prior to being posted. Specific bulletin boards have been designated for non-UD related postings.

Once approved and stamped, UD-related postings may be posted on the following bulletin boards only:

- *Blades Hall*: bulletin board on the second floor by classrooms.
- *Dunlap Technology Center*: bulletin board on main level outside of computer labs.
- *University Science Center*: anywhere along tack strips in the hallways.

- *Peters Commons*: bulletin board on lower level near the Bookstore.
- *Residence Halls*: 25 copies may be delivered to Office of Residence Life in Peters Commons; staff will hang posters in the residence halls on approved bulletin boards.
- *Van Vliet Hall*: bulletin boards at the bottom of the lower level stairwells.
- *Heritage Center*: large bulletin board by the student mailboxes and tack strips on walls.

Postings should NOT be placed in the following locations:

- Any glass doors or windows in any building
- Walls or doors in any building
- Alumni Chapel
- Heritage Center (other than the large bulletin board and tack strips as noted above)
- Chlapaty Recreation and Wellness Center: No posting unless approved by CRWC Director
- Myers Library: No posting unless approved by Library Staff
- Smith Hall (3rd Floor): No posting unless approved by Education Secretary
- Stoltz Center/McCormick: No posting unless approved by Athletic Staff

Questions about the posting policies may be directed to the Office of the Vice President and Dean of Student Life at 563-589-3128 or mkruser@dbq.edu.

Sexual Harassment Policy (Title IX)

The University of Dubuque strives to foster respect for the dignity and worth of all members of the University community by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct that is oppressive or intimidating. The University has a zero tolerance policy regarding sexual harassment. Please refer to the Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct, which can be found at: www.dbq.edu/AboutUD/CommunityStandards/TitleIX

Students with Disabilities

University of Dubuque Policy on Reasonable Accommodation for Qualified Students with Disabilities*

*The policy below is a shortened form of UD's full policy. For the full text, please visit:

www.dbq.edu/academics/academicsupportsuccess/disabilityservices/.

The University of Dubuque (UD) encourages qualified students with disabilities to fully participate in the community of the University of Dubuque. All faculty, staff, and administrators will actively support qualified students with disabilities in all the University's educational programs, services, and activities. UD prohibits unlawful discrimination against qualified students with disabilities.

Responsibility for Identification and Request for Disability Services

It is the responsibility of the qualified student with a disability to disclose information regarding the nature and extent of the disability to the Disability Services Coordinator (DSC) in the

Academic Success Center when requesting accommodations. The DSC will help the qualified student determine which UD personnel, i.e. faculty advisor, teaching faculty, administrators, etc., should be aware of the disability in order to provide the accommodations that are necessary and appropriate. UD will assist the qualified student in identifying potential accommodations taking into consideration, among other matters, the qualified students' needs, preferences, and available resources. Although every appropriate effort will be made to provide qualified students with requested accommodations, UD does not guarantee that a qualified student will automatically receive his or her choice of accommodations and reserves the right to make the final decision on the accommodations to be provided.

The State of Iowa has developed documentation guidelines for individuals with disabilities. The guidelines provide criteria regarding qualified diagnosticians as well as a time line for the documentation process. UD typically applies those guidelines. A copy of those guidelines is available from the Disability Service Coordinator, or can be found at www.dbq.edu/academics/academicsupportsuccess/.

It is the responsibility of the qualified student with a disability to regularly provide appropriate current medical documentation of the nature and extent of the disability and the need for specific services or accommodations to the DSC and to cover any costs associated with acquiring the appropriate medical documentation. If the University has reason to doubt the validity, accuracy, or completeness of the medical documentation, UD may require, at its own expense, the re-examination of the qualified student and/or his/her documentation by a service provider designated or approved by UD.

The process for identification should begin with the qualified student registering with the DSC, where the student will receive procedural information and assistance in arranging needed services and accommodations. Qualified students with disabilities are expected to follow standard office procedures for requesting and acquiring services relative to a disability. Standard office procedures will include:

1. A meeting with the DSC to review the student's medical documentation.
2. The DSC will provide a Verification of Individualized Student Accommodations (VISA) form once the appropriate documentation has been provided.
3. The qualified students will provide the VISA form to the professor/ instructor of a course in which they are requesting specific accommodations.
4. An instructor who has concerns regarding the provision or nature of the requested accommodations should address those concerns with the DSC who will act as a liaison with the qualified student.
5. Requests for additional accommodations should be directed to the DSC.
6. It is the responsibility of the qualified student requesting an accommodation to follow up with a professor/instructor or other UD department(s) to ensure the accommodation is provided in a timely manner.
7. Faculty members who are not familiar with specific disabilities or appropriate accommodations should contact the DSC for clarification and assistance.

8. In the event a faculty member denies an accommodation, the qualified student may request a joint review of the decision by the DSC and the office of the Vice President for Academic Affairs. Findings and recommendations will be forwarded to the President for a final decision.

A copy of the Request for Accommodation form and response must be forwarded to the DSC to be included in the qualified student's file.

Tests and Examinations

Examinations, tests, and other methods of evaluating qualified students with disabilities will be conducted in a manner to ensure that the results of the evaluation represent the qualified student's achievement in the course rather than reflecting the qualified student's disability. Appropriate methods of alternative testing for qualified students with disabilities will be determined on an individual basis, taking into consideration the type and extent of the qualified student's disability, the nature of the course material, provided that the alternative method of testing must be practical and not cause an undue burden or fundamental alteration in the nature of the testing program objectives and outcomes. Testing formats that can be demonstrated as essential to the integrity of the program of instruction being pursued by such qualified student or to any licensing requirement will not be considered as unlawfully discriminatory within the confines of this policy. Alternative methods of testing may include, but are not limited to: additional time; use of a reader and/or scribe; alternative forms of the test such as large print, Braille, taped or oral versions; use of special equipment such as a computer or closed circuit magnifier; alternative test location; or any necessary combination of these alternatives. While it is necessary at times to have differences in specific requirements and in methods of evaluation, the overall level of academic challenge for qualified students with disabilities shall be equivalent to that for other students.

Auxiliary Aids

UD will provide qualified students with disabilities access to the appropriate auxiliary aids necessary to allow reasonable participation in UD's educational programs and activities, unless it fundamentally alters the nature of the program or activity in a way that interferes with the integrity of the program of instruction being pursued by such qualified students or to any licensing requirement. Auxiliary aids include services, adaptive equipment, or other educational assistance that enables a qualified student with a disability to participate in or benefit from the educational process. Auxiliary aids may include, but are not limited to: readers, sign language interpreters, note takers, tutors, and special equipment. The DSC will assist qualified undergraduate and graduate students in locating tutors and readers. UD does not provide personal attendant care. The DSC will help identify service providers and special equipment on campus or in the community. Rules may not be imposed on a qualified student's use of auxiliary aids if the rule would have a limiting effect on the qualified student's participation in the educational process (e.g., prohibiting guide dogs, interpreters, tape recorders, or other necessary special equipment in the classroom).

In unusually difficult cases, UD may provide alternative methods by which the qualified student with a disability may effectively meet educational requirements. Any such alternatives must be practicable and not interfere with the integrity of the program or activity or any licensing requirement. Such alternative methods may include, but are not limited to the following: course substitution, curricular modification, and extended time to meet requirements. Such accommodations will be employed only when deemed necessary and so long as the alternative method is nondiscriminatory in nature, is not unduly limiting to the educational process of the qualified student with a disability, and is reasonable under all of the circumstances.

Qualified students requesting auxiliary aids are expected to provide the DSC access to medical, educational, psychological, or other information as necessary to assess the need for auxiliary aids. UD reserves the right to disallow the use of auxiliary aids that are or are reasonably likely to be disruptive to the academic environment.

Complaint Process: Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Relief may be sought from decisions, actions, or conditions that are believed to be in violation of the law or this policy statement.

Any member of the student body who believes she/he has not been reasonably accommodated as required by law or this policy, or who believes she/he has been unlawfully discriminated against on the basis of a disability, may initiate informal or formal actions for complaint resolution as outlined in the University of Dubuque's Harassment Policy. These procedures are published in the Student Handbook or may be obtained from Student Life. The Disability Services Coordinator can be contacted at 563-589-3757.

CODE OF CONDUCT

The University of Dubuque is committed to being a "community where diversity is appreciated and Christian love is practiced." This commitment is reflected in the motto of the school, taken from I Corinthians 12:4, "Many Gifts, One Spirit." The University of Dubuque is a people called together by God in a common Christian mission. Students, faculty, staff, trustees, alumni/ae, friends, and administrators—people with diverse gifts and vocations—have been brought together by God to live in covenant community in service to God and the world.

Early in the formation of God's people, the rules for life together were set down, "You shall not steal. You shall not bear false witness... You shall not covet" (Exodus 20). Paul summarizes these laws in his letter to the Romans with this commandment: "Love your neighbor as yourself" (Romans 13:9). Jesus summarizes it this way: "Do to others as you would have them do to you" (Matthew 7:12).

As an academic community committed to the Presbyterian tradition, we bind ourselves to live by these precepts. Having been blessed by God, we will seek daily to love and respect each other so that we may be a blessing to the world.

Student Conduct Process and Procedures

Action Plan: The University will resolve its conflicts with justice and compassion. The following student conduct process and procedures will be utilized for UD students for violations of UD values, policies, and procedures.

Definitions and Terms

Hearing Officer: A UD official who has been given the authority by the Vice President and Dean of Student Life to conduct a student conduct hearing.

Student Conduct Appeals Board: The group authorized to consider, for hearings conducted by the Vice President and Dean of Student Life, an appeal on the grounds of failure to receive due process and/or the sanction imposed was excessive.

Mission: The Mission of the Student Conduct Program at the University of Dubuque is the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The program is designed to foster the ethical, moral, and spiritual development and personal integrity of students in the promotion of an environment that is in accord with the overall Mission and Values of the University.

Goals:

- Develop, disseminate, interpret, and enforce campus policies and regulations.
- Protect relevant legal rights of students.
- Deal with student behavior problems in an effective and efficient manner.
- Facilitate and encourage respect for campus governance.
- Provide learning experiences for students who participate in the operations of the student conduct system.

Philosophy: The basic student conduct philosophy at the University of Dubuque is one of education and focuses on the growth and development of students. Individuals charged with violating the values, policies, and procedures of the University of Dubuque are educated to accept responsibility and consequences for those actions, respect the rights of others, and develop self-discipline.

It should be understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the type of proceeding used, the disciplining of students must be consistent with the educational mission of the University. For this reason, the procedures employed and types of sanctions used on campus seldom resemble those used in the criminal process. Although students' rights to due process and fairness must be carefully protected, the rules of criminal law are neither required nor necessary to achieve the educational goals of University discipline. Therefore, legal counsel will only be allowed to participate or observe as an advisor in any student conduct proceeding at the University of Dubuque.

Responsibility: The formal responsibility for student conduct rests with, and has been delegated to, the Vice President and Dean of Student Life by the President. Responsibility for the student conduct process within the residence units has been further delegated by the Vice President and

Dean of Student Life to the Assistant Dean/Director of Residence Life. Whether the discipline case is processed by the Assistant Dean/Director of Residence Life, the Vice President and Dean of Student Life, or another designated hearing officer, the end goal remains the same: to redirect behavior into acceptable patterns and to protect the rights of all students.

Authority, Institutional: The primary authority for campus student conduct programs is the responsibility of the Vice President and Dean of Student Life. Violations of University academic policies are under the primary authority of the Vice President for Academic Affairs. Please see the Values Violations section for possible sanctions regarding academic violations.

Authority, Civil/Criminal: Activities of students may, on occasion, result in a violation of civil or criminal law. Although the University does not provide legal advice or retain counsel on the student's behalf, it may serve a supportive role to a student encountering legal difficulties. Students who violate the law may incur penalties prescribed by civil authorities. The student who violates University policies and/or respective state law in the course of his/her off-campus activities shall be subject to University disciplinary action. University action should be independent of community pressure.

The University reserves the right to enforce its own regulations against members of the University community when the action occurs on or off-campus. In the event a violation of a student's rights and/or University policy/Iowa state law occurs off campus, the Vice President and Dean of Student Life may conduct an investigation through any means he or she feels appropriate to determine if this off-campus behavior poses a threat to the peace, safety, or learning environment on campus. If the investigation reveals such a threat, the Vice President and Dean of Student Life shall refer the case to the appropriate student conduct body for a hearing and possible sanctions.

Students may be liable to penalties by both civil and University authority, as in the case of underage drinking or providing alcohol to minors. This does not constitute double jeopardy. Since the University does not function as a sanctuary from law enforcement agencies, the University will cooperate fully with these agencies when they are investigating alleged criminal activities. The University may, at any time it deems necessary, call upon civil law enforcement officials to assist in the confrontation of any student who violates institutional policies, rules, and regulations that may also be a violation of civil law.

STUDENT CONDUCT PROCESS

Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President and Dean of Student Life or his/her designee responsible for the administration of the University student conduct system. Any charge should be submitted as soon as possible after the event takes place. Any student and/or organization accused of violating a regulation has the right to due process as outlined on the following pages.

Organizations so accused will be represented in the hearing process by their president and vice president or their designee. The advisor may be present during each step of the process, but only in an advisory capacity. The advisor may not address any hearing official.

Due Process

Due process is a concept of fundamental fairness. It is not a fixed or inflexible concept unrelated to time and circumstances. The courts have preferred to define it as the “gradual process of judicial inclusion and exclusion.” Generally, due process embodies the concepts of fair play and reasonableness. In a nutshell, this means that if you adhere to the written standards of the student conduct process set forth by the Student Handbook, and these guidelines are fundamentally fair, student’s due process rights will be protected. When there are situations that are not clearly defined in a handbook, it is safest to have a higher authority clarify the issue (i.e., the Student Conduct Appeals Board or the Vice President and Dean of Student Life.) Students whose due process rights have been compromised should be able to request a new hearing, but case dismissals on the grounds of due process are rare. Requests for a new hearing are handled through the appeal process.

Record Keeping

Academic and disciplinary records will be kept in separate locations. This minimizes the risk of improper disclosure of disciplinary information. Other than University expulsion, disciplinary sanctions shall not be made part of a student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation and upon application to the Vice President and Dean of Student Life, the student’s confidential record may be expunged of disciplinary actions, other than residence hall expulsion, University suspension, or University expulsion. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, or University expulsion may be expunged from the students’ confidential record seven years after the student graduates.

Hearing Procedure

If any student is accused of a violation of any of these rules and regulations and denies violating these rules, a timely and fair hearing is guaranteed. Appropriate safeguards of the due process have been built into the procedures so that no permanent or recorded penalty shall be given until the student accused shall have had a fair chance to be heard. Appropriate appeals are also permitted.

Hearing Guidelines/Student Rights

The following procedural guidelines are established for the direction of all persons or bodies conducting formal hearings in student conduct matters:

- An appropriate University official will notify the student, through the student’s University of Dubuque email, that the student is accused of violating a policy/regulation.
- The Vice President and Dean of Student Life, Assistant Dean/Director of Residence Life, or his or her designee (usually an appropriate member of the Student Life staff,) will conduct all initial formal hearings on student conduct matters.
- The student is entitled to an expeditious hearing of the case.
- The student may admit the alleged violation and request that the official take whatever action seems appropriate.
- All hearings are private and confidential.
- In cases involving more than one student, any of the involved students may request that his or her case be heard separately.

- The hearing officer may choose to hear the cases separately.
- The student may examine written testimony of any witness (names may be withheld to protect witnesses).
- The complainant, the accused, or the hearing officer shall have the privilege of presenting witnesses.
- The student may be accompanied by an advisor of his or her choice at the hearing. The advisor is there only to advise the student who has been charged. The advisor may not speak on behalf of the charged student.
- The student may refuse to answer questions (without implication of admitting violation of University values, policy, or procedure).
- The student is entitled to an explanation of the reasons for any decision rendered against him or her.
- An appropriate sanction will be imposed as soon as possible. The student would retain the right of appeal if he or she felt the sanction imposed was not in keeping with the gravity of the violation.
- If the student wishes to appeal the decision, he or she may do so in writing within three (3) school days. The letter may be delivered to the Vice President and Dean of Student Life who will either act on the appeal or forward to the appropriate party depending on the origination of the hearing decision. Appeals of decisions made by the Vice President and Dean will be heard by the Student Conduct Appeals Board.
- The student shall be notified of his or her right to appeal an initial decision. Should the student appeal, any judgment assessed shall be suspended until acted upon by a higher body, unless the person's actions are considered dangerous to others.

STRUCTURE

The guidelines indicated above shall be implemented by the following student conduct bodies.

Student Life

The Vice President and Dean of Student Life shall have jurisdiction in all cases of alleged violations including rape, attempted rape, physical violence against a University official (including Resident Assistants,) and any alleged violation that may have substantial negative impact on the University. The Vice President and Dean of Student Life may refer a case to another University official for a hearing. When this is done the University official becomes a hearing officer. Alleged violations occurring within the resident student housing or by a resident student will most often be the responsibility of the Assistant Dean/Director of Residence Life to adjudicate. Students found in violation of University values, policies, or procedures may appeal. The appeal must be in writing and follow all established guidelines.

Process

In cases of original jurisdiction or appeals, the accused shall be accorded the full right of due process as outlined. Hearing proceedings shall be conducted as outlined in the guidelines above. Alleged violations of the University regulations shall be reported to the Vice President and Dean of Student Life in writing. The Vice President and Dean of Student Life or Assistant Dean/Director of Residence Life shall inform or request a member of the Student Life staff or another University official (who will serve as a hearing officer) to inform the accused in writing concerning the alleged violation, of his or her rights of due process, and arrange for a hearing.

Reasonable time extensions because of the accused person's inability to appear shall be granted, but normally limited to a single reschedule. A record of proceedings shall be kept including the name of the accuser and the accused involved, the violation, the decision of the hearing officer, the reasons therefore, and the sanctions imposed. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer.

Rules of Evidence

There are varying standards of proof that are recognized in the various levels of civil proceedings. First, "substantive evidence" will most likely be required in the case before it reaches the board, meaning there must have been "enough" evidence as determined by University officials before the case would be adjudicated.

The three levels of evidence recognized in the civil courts are a "preponderance of evidence," "clear and convincing evidence," and "proof beyond a reasonable doubt."

A preponderance of evidence is when the existence of fact is more probable than not. The University of Dubuque uses this degree of evidence in order to establish responsibility or in violation. In most criminal cases, proof beyond a reasonable doubt is required to hold individuals responsible for a certain behavior. The courts have consistently viewed this degree of evidence necessary only in instances when life or liberty is at stake, thus, not requiring colleges or universities to adhere to such a strict standard.

Decisions

After hearing a case (of original jurisdiction), the hearing officer shall decide whether the student has violated each of the values, policies, or procedures with which the student is charged.

Should the student be found to have violated the University values, policies, or procedures, sanctions shall be determined in accordance with the severity of a violation. The Vice President and Dean of Student Life, in consultation with other Student Life Staff may immediately suspend any student from the University and/or residence facilities when that student threatens or causes physical harm to another student, or if the behavior of that student threatens the safety of other members of the community.

Appeals

A decision reached by an Area Coordinator/Hall Director may be appealed by the accused student or complainants to the Assistant Dean/Director of Residence Life within three (3) class days of the decision. Such appeals must be typewritten and delivered to the Assistant Dean/Director of Residence Life.

Decisions reached by the Assistant Dean/Director of Residence Life or his or her Student Life designee may be appealed to the Vice President and Dean of Student Life within three (3) class days of the decision. Such appeals shall be typewritten and delivered to the Vice President and Dean of Student Life. The decision of the Vice President and Dean of Student Life is final.

Student Conduct Board of Appeal

A Student Conduct Board of Appeal shall be convened and shall hear only appeals from a student of a decision reached by the Vice President and Dean of Student Life.

Composition

The Student Conduct Board of Appeal shall be composed of three (3) members: two (2) faculty or staff members, and one (1) student appointed by the President of the University, or his/her designee.

Decisions

After hearing an appeal, the Student Conduct Board of Appeal may decide as follows:

Accept the decision reached by the Vice President and Dean of Student Life.

Direct the Vice President and Dean of Student Life to rehear the case should the Student Conduct Board of Appeal determine there was a failure to provide due process.

Accept the Vice President and Dean of Student Life's decision, but reduce the sanction imposed.

A decision reached by the Vice President and Dean of Student Life where the Dean served as the hearing officer may be appealed by the accused student or complainants to the Student Conduct Board of Appeal within three (3) class days of the decision. Such appeals must be in writing and delivered to the Vice President and Dean of Student Life for referral to the Student Conduct Board of Appeal.

The right of appeal does not entitle a student or organization to a full rehearing of the entire case. Rather, the Student Conduct Board of Appeal is charged with the review of two (2) issues:

1. Was the hearing conducted in such a way that the accused received due process?
2. Was the sanction imposed in keeping with the gravity of the misconduct?

The Student Conduct Board of Appeal shall not hear an appeal unless the accused presents the Student Conduct Board of Appeal with a written request for an appeal which touches on one or more of the two (2) above issues.

The Student Conduct Board of Appeal shall limit its inquiry to the issue or issues put forward in that complaint as these issues relate to its charge. If, in the opinion of the Student Conduct Board of Appeal, the appeal lacks merit, the Student Conduct Board of Appeal has the power to refuse to accept it. If the Student Conduct Board of Appeal does accept the appeal, it shall review the reports and documentation from the original hearing.

The decision of the Student Conduct Board of Appeal is final. The lone exception would be for the Board or the accused to petition the Vice President and Dean of Student Life to reopen the original hearing based upon the discovery of new evidence. The Vice President and Dean of Student Life will judge the sufficiency of the new evidence. If the Dean reopens the original hearing, no appeal may be made from the resulting Vice President and Dean of Student Life's decision.

Sanctions Defined

Utilizing the resources at its disposal, the University will encourage all students to examine the

moral and theological components of one's life. Sanctions for violation of University values, policies, or procedures are described in the following statements. Depending on the violation(s), a student may receive one or a combination of these sanctions.

Loss of Privilege: Removes from the student a privilege of use, access, or participation for a specified length of time to be determined with the violation and student in mind.

Loss of Representation: Removes from the student the ability to represent the University through participation on intercollegiate sports teams (this includes, suiting up with the team or sitting with the team during official games) and in any leadership roles on University committees and recognized student clubs or organizations for the duration of the time the sanction is in effect.

Responsibility Agreement: Defines the parameters of expected behavior for a given period of time. The agreement must be prepared by the student under the supervision of the designated hearing officer and be approved by the hearing officer before implementation.

A Responsibility Agreement should be designed with the specific violation and the student in mind and may include one or more of the following:

- A written apology to another person who has been offended or harmed through violation of an institutional policy, regulation, or requirement.
- Community service in which the student seeks to act in a positive manner and contribute to the community through a specific project or activity.
- A paper designed with the specific violation and student in mind in which the student is required to research a given topic and provide a written report on the nature of his or her research and findings. Specific paper proposals and deadlines will be agreed upon before implementation.
- Counseling in which the student and the Vice President and Dean of Student Life, or his or her designee, explore the nature of the issue and the reasons behind the specific violation in order to come to a resolution regarding future behavior. When extreme behavior indicates that professional counseling may be beneficial, the student may be referred.
- Participation in a co-curricular activity designed to help the person learn self-discipline and the value of being a part of a larger community.
- Any other creative educational or corrective experience designed specifically with the violation and the student in mind.

Restitution: Is the act of returning to another person something that has been stolen, or replacing that which has been lost, removed, damaged, or taken away. This includes reimbursement for repair or replacement costs of property (including clean-up costs) and, as it relates to persons, acknowledgment of intentional or unintentional wrong doing and compensation for that grievance in a way that restores and forgives all parties.

Reprimand: Is official notice, in writing, to a student reminding him or her that an institutional policy, regulation, or requirement has been violated and warns that person that a repeat of the offense will lead to disciplinary action.

Disciplinary Warning: Serves notice to a student that his/her behavior has not met University standards. The period of disciplinary warning will be defined.

Disciplinary Probation/Final Disciplinary Probation: Serves notice to a student that his/her behavior is in serious violation of University standards. The period of disciplinary probation will be defined. If another violation occurs during this period of disciplinary probation/final disciplinary probation, the question of rendering a more severe sanction (suspension or expulsion) will be raised. A sanction of final disciplinary probation automatically places the student not in good behavioral standing which invokes the loss of representation sanction.

Suspension from the University: Is separation of the student from the University for a designated period of time, after which the student may reapply for admission. Any student who is readmitted to the University will be required to design a Responsibility Agreement with the Vice President and Dean of Student Life outlining behavioral expectations for a specified period of time. Normally that period of time will be a minimum of one semester and a maximum of two semesters.

Expulsion from the University: Is a permanent separation of the student from the University of Dubuque with no opportunity for re-application.

Clear and Present Danger: If, in the opinion of the Vice President and Dean of Student Life, a student is a clear and present danger to the community, the Dean, in consultation with the President of the University, may suspend a student from the University pending a student conduct hearing (process described above) and an appeal process.

Technology Acceptable Use Policy

The Communications section of this policy applies to the University telephone and Voice Messaging System, as well as the computer network system.

Access

1. Access to, and use of the computer systems and networks, is limited to the faculty, staff, and students of the University of Dubuque. Others may be granted access for good cause at the discretion of the University.
2. Acceptable use of hardware and software includes study, research, teaching, and administrative work. Incidental personal use is not permitted without express permission of a University Vice President or President.
3. All enrolled students will be granted full access to select software application, and the Internet. Enrolled students are provided with an e-mail account and remote access capabilities.
4. Attempts to gain access (log in) to another person's account, or attempts to read someone else's mail or files, unless the owner publishes the file on the Internet, is prohibited. Sharing an account with another person is prohibited. Passwords are to be confidential.
5. The University of Dubuque Computer System is capable of tracking "footprints" of all users. If a user disputes allegations of inappropriate use, the Office of Technology will make any relevant tracking documentation available as evidence to administrative and/or investigative authorities.
6. The University of Dubuque uses blocking and shaping software to control Internet usage.

Various inappropriate sites will be blocked. Academic and Administrative use is given priority over social use. This may result in social Internet sites being unavailable during peak usage times.

7. LIFE students will be provided with an initial amount of 250 sheets of paper each semester for printing in the computer labs. Amounts used beyond that will be charged to the students at a rate that will cover the costs of paper and ink. Balance information is available anytime the student logs into the computer system.
8. Students living in University housing may connect to the University network. Prior to connecting to the network, students must install a Client Security Agent (CSA) which will scan their PC for the five basic requirements.
9. Network connections for students living in University housing will be deactivated if devices such as routers are plugged into data ports, or if any unusual traffic or security issues are detected. The student may need to bring in the desktop or laptop for recertification to the Office of Technology if a virus or other traffic generating activity is suspected

Data

10. The University will take reasonable efforts to back up all data and files saved on the University servers. The University assumes no liability for data lost or destroyed.
11. The University of Dubuque does not guarantee computer systems to be safe from system errors or operator failures.
12. The Office of Technology will back up and protect all files and databases within the Administrative Software Application and Academic Servers. Files saved to the server by employees and students will also be backed up.
13. The Office of Technology may inspect or remove personal files only as needed to diagnose problems and maintain the system in good working order. Reasonable effort will be taken to notify the owner prior to their removal.
14. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited.

Communications

15. The University computer and telephone system may not be used for illegal activities, nor may it be used to threaten or harass others. The system may not be used to send chain letters or to post solicitations or advertisements. The University is not liable for harassment, threats, or impositions resulting from unacceptable use of the computer network. Individuals who believe they are being harassed are to process the incident through the Human Resources Office or the Vice President and Dean of Student Life.
16. Email should be used with the understanding that electronic communication is never really private. It is recommended that persons not use e-mail for items they would not want the world to see.
17. Mass email, or voice mail (a.k.a. spamming), from any student or employee to the entire University of Dubuque community (students, employees, or both) must first be approved by the Vice President over the requesting Office. Periodic messages may arrive via mass email, or voice mail, from the Office of Technology that relates to the functionality of the network.
18. The University of Dubuque Computer System is not a public forum and cannot be used for indiscriminate use. Use of the campus network (and all electronic components under the auspice of the Office of Technology, including voice mail) must be consistent with the

Mission, Values, and Vision of the University. Any activity that does not reflect the University mission will be considered a violation of the Acceptable Use Policy and can result in restricted or eliminated access to the computer system. Examples of activities that are not permitted are:

- A. Commercial Use - No student or employee can use the University of Dubuque Computer System or other equipment to offer or provide products or services unless approved by the University Administrative Cabinet. Purchasing products and services via the campus system is at risk of the user. The University of Dubuque is not responsible for financial obligations from unauthorized use of the system by anyone.
- B. Political Lobbying - Although everyone is allowed to express opinions and analyze measures regarding legislative matters, using the University of Dubuque Computer System or other equipment to engage in fundraising or other political lobbying must first be approved by a Vice President or the University Administrative Cabinet. It is acceptable to use the Computer System to communicate opinions to elected officials via the Internet.
- C. Inappropriate Use
 - 1) Criminal speech and/or speech or use, in the course of committing a crime, threats to the President, threats to others, instructions on breaking into computer systems, child pornography, drug dealing, gang activity, etc.
 - 2) Speech, or use, that is inappropriate:
 - a. Inappropriate language, video, or graphics—obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
 - b. Dangerous information—information, which if acted upon, could cause damage or present a danger of educational or business operation disruption.
 - c. Violations of privacy—revealing personal information about others.
 - d. Abuse of resources—chain letters, “spamming,” jokes, or other such mail. (Spamming is sending an annoying or unnecessary message to a large number of people.)
 - e. Sending messages for the purpose of selling goods or soliciting responses for goods or services. (This excludes sales announcements by administrative/academic departments and University related groups.)
 - f. Copyright infringement or plagiarism.
 - g. Pornographic material—electronic and printer material which, by their design, are salacious, lascivious, lecherous, lustful, or demeaning to humans in their portrayal of aberrant sexual behavior.
 - h. It is unacceptable to distribute a computer virus or engage in any procedure that interferes with the normal operation and delivery of services over the network.

Hardware and Software

19. Users of the UD network should conserve network resources. Activities that result in excessive use of network bandwidth, server storage, or system time are restricted (this specifically includes the downloading and storing of video or music files).
20. Only legal, licensed software applications may reside on or be transferred over the UD network. Reproduction of such software or its related documentation is forbidden unless explicitly authorized by the software developer. All University faculty, students, and employees shall use computer software only in accordance with license agreements and Mission, regardless of the ownership of the license. All shareware programs must be registered in accordance with their license and use provision.
21. Hacking—unauthorized modification of operating systems, application software, or network software on any system attached to the UD network is strictly forbidden. This includes any activities that result in a denial of service.
22. Tampering with terminals, microcomputers, printers, or any other associated University-owned equipment is strictly forbidden. Removal of computer equipment, disks, paper or documentation from a computing facility is also unacceptable.

Consequences

23. Violation of the above policy and any other inappropriate use of the computer system, Internet, telephone system, or any systems under the purview of the Office of Technology will result in the suspension of the privilege of use. Suspension of use will be immediate, with the duration of the suspension then determined by the University judicial processes. The System Administrator may close a suspect account at any time, as required, and will, in the case of a University student, then notify the Vice President and Dean Student of Life and the Vice President of Academic Affairs, and in the case of a Seminary student, then notify the Dean of the Seminary. The administration, faculty, and staff may request the Office of Technology to deny, revoke or suspend specific user accounts. Any person identified as a security risk may also be denied access. If an employee of the University is in violation of the policy as previously described, they will be subject to discipline in accordance with University Policy.
24. Any person, or persons, altering or attempting to alter without authorization, the cabling or component of any computer system, will be restricted from access and/or subject to criminal prosecution, if appropriate.
25. The Office of Technology will investigate complaints it receives from computer users at this and other institutions when those complaints pertain to inappropriate use, including messages that are sent by University of Dubuque students.

26. A student suspected of violating the Acceptable Use Policy will be notified via campus email, mail, telephone, or appointment with the Office of Technology. An office of a Vice President or the President will notify University employees suspected of violation. It should be understood that the above policies do not preclude prosecution in cases of criminal misconduct under current laws and regulations of the city, the state, and federal government.

VIOLATIONS OF UNIVERSITY POLICY

The University recognizes students' rights to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association as long as they are consistent with the mission and stated policies of the institution. The University expects the same respect and consideration from students going through the student conduct process. The University further recognizes the students' rights within the institution to freedom of inquiry and to the reasonable use of the services and facilities of the University that are intended for his or her education.

In the interest of maintaining order on the campus and guaranteeing the broadest possible range of freedom to each member of the community, a list of Values and Value Violations has been developed and is listed in the Student Handbook. All students are responsible for knowing the policies, standards, and regulations that are printed in the Student Handbook and available to every student on the UD website at:

www.dbq.edu/media/CampusLife/OfficeofStudentLife/2016-17-Student-Policy-Handbook.pdf.

The following forms of misconduct by a student, or student groups, or organizations and their officers are subject to disciplinary action when they occur on campus or off campus. Conduct that is displayed electronically may be subject to the student conduct process. Staff does not police online social networks for possible violations. However, if information concerning a potential violation is brought to the staff's attention, a hearing may be conducted to determine whether or not a violation has occurred.

Action Plan: A value-laden education, which focuses on justice, ethics, and responsible stewardship within a globally diverse community, is stressed. We are committed to the Christian faith, and our belief leads us to hold a basic set of beliefs and standards regarding personal and community behavior and the consequences that such behavior will attract. In light of our conviction, the following are examples of inappropriate behavior. This listing is not inclusive, but is intended to give you a good idea of the types of behavior that may result in disciplinary action and sanction(s). Some sanctions may also include police or community intervention as well as University sanctions. Seminary students – please see specific information in Seminary section.

Academic Violations

Processes and Consequences of Academic Dishonesty

A determination of academic dishonesty will result in the imposition of the following sanctions, unless particularly severe or egregious cases result in the imposition of a higher level or other sanction(s).

First Offense: The student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding in violation or not in violation. If the allegation is substantiated, a grade of zero will be recorded for the quiz, test, examination, or work in courses with a letter grade, and “No Credit” will be recorded for the quiz, test, examination, or work in Credit/No Credit grade courses. If the student fails to meet with the instructor, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further.

After meeting with the instructor, the accused student may request an appeal of the unfavorable finding. An alleged first offense of academic dishonesty is appealable to the Director of LIFE. A student choosing to appeal will have 15 calendar days from the date on which the finding is made to schedule an appointment to meet with the appropriate office. The student should be prepared to provide evidence during the meeting to explain why the finding is false. Before making a decision on the appeal the Director of LIFE will discuss the student’s appeal with the faculty member. The decision of the Director of LIFE is final.

Second Offense: After receiving notification of an allegation of a second offense of academic dishonesty, the student will be required to meet with the Director of LIFE. After examining the evidence provided by the instructor and discussing the matter with the student, the Director of LIFE in conversation with the Dean for Academic Affairs will determine a finding of in violation or not in violation. If the student fails to appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to appeal the case.

If the allegation is founded, a grade of “F” will be recorded for the course in which the offense occurred for courses with a letter grade, and “No Credit” will be recorded for Credit/No Credit grade courses. In addition to the above sanction, additional sanctions may be prescribed, such as ineligibility to represent the University in public performances and/or participate in recognized University activities (intercollegiate sports events, choir, student government, or other co-curricular program) for a specified period of time while enrolled at the University of Dubuque.

The Director of LIFE, the accused student may request an appeal to an unfavorable finding. A second alleged offense of Academic Dishonesty is subject to appeal by the accused student to the Adult Student Academic Standing Committee or Vice President for Academic Affairs. An appeal must be submitted in writing to the chairperson of the Adult Student Academic Standing and Admission Committee clearly explaining the reasons for and basis of the appeal along with evidence the appellant expects to submit at the hearing of the appeal. Students have 15 calendar days from the date on which the finding is made to submit an appeal to the appropriate office. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a hearing will be scheduled with the Adult Student Academic Standing Committee. The decision of the Adult Student Academic Standing Committee is final.

Third Offense: After receiving notification of an allegation of a third offense of academic dishonesty, the student will be required to meet with the Adult Student Academic Standing Committee to discuss the alleged Academic Dishonesty offense. After consulting with the faculty member and meeting with the student, the Adult Student Academic Standing Committee will make a recommendation to the Vice President for Academic Affairs. If the student fails to

appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to any further appeal regarding the matter. In addition to recording a grade of “F” for the course in which the offense occurred for courses with a letter grade or a “No Credit” for Credit/No Credit courses, the student is subject to dismissal from the University.

The decision in the case of a graduate student is not subject to appeal. If a graduate student is found in violation of a third instance of academic dishonesty, he or she will be dropped from the graduate program.

Level	Action	Minimum Possible Consequence(s)	Appeal Process
First Offense	Meet with instructor	Grade of -0-; no credit for specific assignment	Director of LIFE
		Cannot withdraw from course	Director of LIFE
Second Offense	Meet with instructor	Fails course	Director of LIFE in conversation with the Dean for Academic Affairs
	Meet with Associate Dean (college student) or Graduate Program Director (graduate)	May not be eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sporting events, or other co-curricular programs.	
Third Offense	Meet with instructor	Fails course up to dismissal from school	Director of LIFE, Dean for Academic Affairs, and Adult Student Academic Standing , Vice President for Academic Affairs
	Meet with Adult Student Academic Standing and Admission Committee	If student fails course, he/she is not eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sporting events, or other co-curricular programs.	
			Non-appealable (graduate student)

Should the Adult Student Academic Standing and Admission Committee recommend dismissal, the student may appeal the decision to the Vice President for Academic Affairs. After consulting with the faculty member and meeting with the student, the Vice President for Academic Affairs will make the final determination whether to dismiss the student. If the student remains at the University, the student will not be eligible to represent the University in public performances and/or participate in recognized University activities, such as intercollegiate sports events, or other co-curricular programs for the remainder of the time he or she is enrolled at the University of Dubuque.

The decision of the Vice President for Academic Affairs (college and graduate students) is final and not subject to appeal by the student.

Identity Fraud

All forms of academic dishonesty are considered serious violations of the ethical standards of the University of Dubuque, but one that is considered particularly egregious is identity fraud. Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school. Whether a first, second, or third offense, the student should follow the appeal process identified under the Third Offense outlined above.

Non-Academic Violations

Abuse/Assault: Physical

Physical abuse/assault is the physical abuse of any person, or other conduct which attempts or threatens to do harm to another person with force or violence including, but not limited to, striking, shoving, kicking, slapping, or otherwise forcefully touching a person.

Assault: Sexual, Rape

Sexual assault and rape (including acquaintance or date rape) are forms of sexual harassment. Sexual assault and rape include any sexual relations, including intercourse, performed against a person's will and without consent. Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. Under such standard, each person engaged in sexual activity is responsible for ensuring that the person has the affirmative consent of any other person engaging in the sexual activity. Lack of protest or resistance does not mean consent. Silence does not mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, shall not by itself be assumed to be an indicator of consent. Sexual assault and rape are not legitimate or justifiable expressions of normal sexual relations.

Definition:

Sexual relations or activity performed against the victim's will and without the victim's consent. Encouragement through the use of drugs or alcohol to become intoxicated or otherwise unable to give consent for sexual relations.

Use of physical force or threat of physical force to coerce the victim into sexual relations.

Use of emotional manipulation and/or threats to coerce the victim into sexual relations.

If a student feels he/she has been a victim of sexual assault or rape at the University of Dubuque, he/she is strongly encouraged to report the incident(s) to a member of the Student Life staff, Residence Life staff, faculty/staff member, or Security.

Bullying

Bullying is defined as conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the University.

This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit.

If a student feels he/she has been bullied at the University of Dubuque, he/she is encouraged to report the incident(s) to a member of the Student Life staff, Residence Life staff, faculty/staff member, or Security.

Harassment

Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, stalking, and/or other conduct that threatens or endangers the health or safety of any person, including racial, sexist, or ethnic slurs or public displays of racist or sexist pictures, cartoons, jokes, written materials or internet (i.e. Facebook, Twitter, My Space, etc.).

Speech or other expression constitutes harassment by personal vilification if it:

- Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their sex, race, color, handicap, religion, sexual orientation, or national and ethnic origin;
- Is addressed directly to the individual or individuals whom it insults or stigmatizes; or
- Makes use of insulting or "fighting" words or nonverbal symbols.

Harassment: Sexual

Sexual harassment is unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other. The three elements to sexual harassment are: 1) The behavior is unwanted or unwelcome; 2) The behavior is sexual or related to the gender of the person; or, 3) The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another).

Sexual harassment exists when any of four conditions are met:

- Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment;
- Submission to or rejection of the conduct is used as a factor in decisions affecting that person's education or employment;

- The conduct has either the purpose or effect of “substantially interfering” with a person’s education or employment;
- The conduct creates an “intimidating, hostile or offensive” educational or work environment.

Hazing

Hazing is any action taken or situation created intentionally that produces mental or physical pain, discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student’s willingness to participate in the activity. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/ climate in which dignity and respect are absent.

Sexual Misconduct

It is our belief and experience that God’s gift of sexuality is special and is best reserved for expression between two people who have committed themselves to each other in that lifelong union known in Christian tradition as marriage. This policy will also be used to address persons who spend extended hours of a night together and/or sleep together.

Alcoholic Beverages

Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages.

In order to consume alcohol legally in the State of Iowa, you must be 21 years of age. The use, possession, distribution, and/or consumption of alcohol or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department, or group are strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Vice President and Dean of Student Life. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Illegal distribution of alcohol beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age is also in violation of the illegal distribution policy.

Complicity

Students associated with or present during the commission of an act(s) by another which constitutes a violation of University policy may also be charged if the student’s behavior constitutes permission, contributes to, or condones the violation.

Dishonesty

Dishonesty is knowingly or intentionally concealing requested information and being untruthful or deceptive, or knowingly or intentionally using, misusing, entering, opening, or possessing any University property, office, room, building, or equipment (including cable and phone lines,

furniture, television, computers, computer files, keys) without authorization.

Fraud

Fraud is any action considered falsification, misrepresentation, or distortion of information or results (including tampering with the election of any University-recognized student organization); any forgery, alteration, misuse, or embezzlement of University or other documents, equipment (including computers and computer files), records, funds, property, or instrument of identification (including passwords).

Gambling

Gambling is defined as betting on or selling “pools” pertaining to athletic or other events, card playing either in person or in an online environment for money, rolling of dice for money, use of college property including phone and internet services for illegal gambling activities, involvement in bookmaking activities, or online gambling which the U.S. Government has determined to be illegal.

The University recognizes that, for some individuals gambling can become a destructive pattern of behavior. Resources are available to assist individuals who may be experiencing problems related to gambling. The University President, or appropriate designee, may approve exceptions to this prohibition. Requests for an exemption to this prohibition are available in the Business Office.

Illegal Drugs: Use, Possession, or Distribution

Definition of Illegal Drugs

Illegal drugs constitutes the illegal use, possession, or distribution of controlled substances, including, but not limited to, prescription drugs, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, or other intoxicants. Any paraphernalia related to the illegal use, possession, manufacturing, or distribution of such drugs fall into the University illegal drug policy. Any other evidence that strongly leads a reasonable person to believe that such drugs or drug related activity is involved will be considered a violation of University policy and students may be subject to immediate suspension from the University.

Definition of Illegal Drug Use

Illegal drug use constitutes the use of drugs described in the above definition on-campus or off-campus in forms that include, but are not limited to, being smoked, ingested, inhaled, applied externally to the body, used through a syringe, or any other application device. Students can be found in violation of the illegal drug use policy with evidence of using drugs or being in the vicinity of illegal drug use whether the illegal drug use was on-campus or off-campus. Illegal drug use evidence includes, but is not limited to, odor, slurred speech, loss of coordination, hyperactivity, and bloodshot eyes.

Definition of Illegal Drug Possession and Paraphernalia

Illegal drug possession constitutes the possession of any drugs described in the above definition whether on a person, within personal effects or vicinity, or within any living area assigned to a student. Illegal drug possession on a person includes, but is not limited to, clothing pockets, personal items, or a body orifice. Personal area includes, but is not limited to, book bags, purses,

wallets, motor vehicle, personal clothing, living quarters, and furniture, whether personally owned or University owned. Possession of drugs can be considered for items found on-campus and off-campus.

Illegal drug paraphernalia refers to, but is not limited to, bongs, hookahs, rolling papers, non-medically prescribed syringes, grinders, and pipes. Possession of paraphernalia in a personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, living quarters, and furniture, whether personally owned or University owned. Items found on-campus or off-campus can be considered possession of illegal drug paraphernalia.

Definition of Manufacturing and Distribution of Illegal Drugs

Illegal drug manufacturing constitutes any actions with the intent to manufacture illegal drugs on-campus or off-campus. Illegal drug manufacturing includes, but is not limited to, procuring ingredients specific for drug manufacturing, the direct manufacturing of an illegal drug, packaging of an illegal drug, or transporting an illegal drug.

Illegal drug distribution refers to any involvement in any transaction or attempted transaction of any illegal drug on-campus or off-campus. Students can be found in violation of the illegal drug distribution policy with any level of positive, affirmative, or conscious involvement in a chain of connecting any individual seeking the procurement of illegal drugs and a dealer of illegal drugs. Students can be found in violation of illegal drug distribution without having handled the illegal drug personally or without having been directly involved in the transaction.

Intoxication

Intoxication is defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.

Lewd, Indecent, or Disorderly Conduct

Conduct or speech that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises, at events sponsored by the University, or events that the University participates in either on or off-campus.

Noise

Noise is defined as any talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the Community.

Pets

The pet violation includes any keeping of an animal in a residence unit that does not allow pets, as set forth under the Pet Policy outlined in the Student Handbook.

Smoking and/or Tobacco Use

Smoking and/or tobacco use on UD campus, including in any University owned or controlled buildings or vehicles, or within a 25-foot allowance from any building doorway or window is a

smoking violation. Hookahs, e-cigarettes, and/or other similar devices are prohibited on campus. By directive of the City of Dubuque Fire Marshall, students found to be smoking on campus will be fined \$750 per incident.

The Iowa Clean Air Act that became effective on July 1, 2008 bans the smoking of tobacco in all indoor and outdoor spaces on the campus including: all University property, parking lots (including in one's own personal vehicle), athletic fields, stadiums, University vehicles, apartments, residence halls, and University sidewalks. The law doesn't prohibit smoking on public sidewalks around the University, but a 25-foot allowance from any building doorway or window must be adhered to. The law takes a firm position concerning the failure to maintain a smoke-free campus that will result in civil penalties for both the individual and the University.

Activities Obstruction

Definition: includes any participation in a demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; any obstruction or disruption of the free flow of pedestrian or vehicular traffic, or of teaching, research, administration, disciplinary proceedings; other University activities (including its public service functions on or off-campus); other authorized non-University activities when the act occurs on University premises; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

Computer Misuse

Definition: all policies outlined in the Technology Acceptable Use policy which includes, but is not limited to, criminal speech and/or use in the course of committing a crime, inappropriate, obscene, profane, lewd, vulgar, pornographic, disrespectful, threatening, or inflammatory language, video, or graphics. It also includes harassment, personal attacks (including prejudicial or discriminatory attacks), false or defamatory material about a person or organization, dangerous information (information that, if acted upon, could cause damage, present a danger, or educational or business operation disruption), violations of privacy, abuse of resources (use of chain letters or "spamming"), and copyright infringement or plagiarism.

Unauthorized Entry

Definition: students, guests and all other unauthorized persons are prohibited from entering any University building or room, including residence facilities, as well as University owned or individually owned vehicles without expressed permission from an authorized University official, faculty, or staff member or resident of such housing unit or vehicle.

Student Conduct System Abuse

Definition: student conduct system abuse includes, but is not limited to, the following:

- Failure to obey the summons of a student conduct body or University official.
- Falsification, distortion, or misrepresentation of information before a student conduct body or a University official.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Institution of a student conduct proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student

conduct system.

- Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Failure to Comply

Failure to comply with University policy and community standards with the directives of University officials or law enforcement officers acting in performance of their duties and/or failure to honestly identify oneself to these persons when requested to do so. Failure to vacate a building after the fire alarm sounds or at the direction of a University official. Failure to appear when summoned for an official meeting. Failure to show respect for University faculty, staff, guests, or vendors, including, but not limited to, verbal offensive behavior or obscene gestures. Failure to complete community service hours and/or designated projects by the deadline stated with a sanction.

Refusal to Identify Oneself

Refusal to identify oneself, failure to display a University identification card or other identification, or providing false identification to any appropriate University official or designee upon reasonable request.

Fire Setting and Arson

The deliberate act of lighting a fire without authorization. This includes use of fireplaces, candles, incense, or any other flammable or smoldering device in a residence hall or campus building. Arson is the act of setting a fire with the intention of destroying property.

Fireworks Possession or Use on Campus

The possession, use, or distribution of fireworks, explosives, incendiaries, flammables, or mixing of dangerous chemicals to produce such reactions is prohibited.

Littering

The deliberate act of leaving your garbage in a place other than within approved disposal containers including, but not limited to, cigarette butts left on the ground, garbage, food containers, beverage containers, or other debris left in hallways and on floors or near a garbage container.

Reckless Behavior

Any behavior that creates risk of danger to others or the University community including, but not limited to, propping open exterior doors in residence halls, throwing objects from windows, climbing outside walls of buildings, climbing through windows, removing window screens, removing lounge furniture from designated locations.

Safety Concerns: General

Failure to observe all safety regulations applying to specific use of electrical appliances and/or cooking in the residence halls. Failure to clean up any accidents involving, but not limited to, tobacco chew, spit, vomit, urine, feces, hair, food, or other products. Any actions considered by state law, local ordinance, or University community standard to be a threat to the safety, health, and welfare of oneself or others.

Safety and Fire Prevention: Equipment Tampering

Tampering with, damaging, destroying, or improperly using safety equipment or fire-prevention equipment such as exit lights, stair rails, fire exit doors, smoke detectors, fire alarms, fire escape stairs, or corridors. By directive of the City of Dubuque Fire Marshall, students found to have tampered with equipment will be fined \$750 per incident.

Setting off a false alarm is also a criminal offense under the City of Dubuque Fire Code, Section 10202, and is punishable by a court fine of \$100 and/or 30 days in jail. Students who do not leave during a fire alarm may be referred to the City of Dubuque and are subject to a fine of up to \$750 for a first offense and \$1,000 for any subsequent offense.

In addition to other sanctions, restitution charges for fire extinguishers are:

- Recharge Costs: ABC Dry-Chemical - \$55.00; Water Extinguisher - \$45.00
- Replacement Costs: ABC Dry-Chemical - \$105.00; Water Extinguisher - \$95.00

Theft

Taking, selling, or possessing property without the consent of its owner or without proper remuneration.

Vandalism

Any deliberate act of destruction (removal, destroying, defacing, or damaging) to any part of the University of Dubuque or any items of personal property, including, but not limited to, any property (including buildings, grounds, or equipment) belonging to the University or to any students, faculty, staff, or guests of the University. Any destruction that remains unreported by those responsible for accidental damage to such items.

Weapons

The University of Dubuque expressly prohibits the possession and/or use of weapons on campus, on properties or facilities owned or occupied by the University of Dubuque, and at activities or events sponsored by the University. Possession includes carrying weapons on or about your person (e.g. holster, pocket, backpack, etc.), or other area under your effective control (e.g. residence hall, campus housing, storage locker, etc.) including, but not limited to, any vehicle located on University of Dubuque property.

For purposes of this policy, the term “weapons” includes:

- Firearms or ammunition of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to, pellet, flare, tranquilizer, Nerf, stun, spear, and dart;
- Swords, knives, daggers, switchblades, and other spring-operated knives or projectile

knives, whether common, antique, novelty or specialty, but excluding pocket knives with blades of three inches or less, and knives designed exclusively as eating utensils;

- Martial Arts weapons including, but not limited to, nunchakus, staffs, and throwing stars;
- Bows and arrows, or slingshots;
- Explosive devices including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses;
- Any other items or devices banned from open and concealed carry under federal or Iowa law, including those items or devices that in the reasonable discretion of Campus Security pose a risk to the University community similar to that posed by any of the items or devices mentioned above.

The University permits individuals to carry pepper spray or mace for the purpose of fending off a sexual assault or other unwanted attack.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license, with the exception of weapons carried by local, county, state, and federal law enforcement, correctional officers, and members of the United States armed forces or National Guard as required for the proper fulfillment of their official duties.

If you possess weapons in violation of this policy you will be required to remove the weapons or yourself from University property. You may also be subject to dismissal from the University and its residence facilities, events and activities, and debarment from University premises and business relationships. If the University finds you to be in violation of this policy, charges may be referred against you with local and state authorities for criminal prosecution in addition to the institution of University disciplinary proceedings and sanctions.

Violations or suspected violations of this policy should immediately be reported to Campus Security at 563-589-3333.

CAMPUS OFFICE HOURS

Generally 8 am – 5 pm
Time zone is Central Standard

Please note hours will vary during holidays and summer months.

QUICK NUMBERS

All phone numbers on campus begin with 563-589-xxxx unless otherwise noted.

<u>What</u>	<u>Department</u>	<u>Where</u>	<u>Ext</u>
Academic Affairs	Academic Affairs - College	Severance Hall	3206
Academic Success Center	Academic Success Center	Library	3262
Address Change	Registrar	Myers T&AC	3178
Advancement	Advancement - College	Van Vliet Hall	3158
Alumni	Alumni Relations - College	Van Vliet Hall	3158
Billing Questions	Student Accounts	Smith Hall	3170
Bookstore	Babka Bookstore - UD	Peters Commons	3195
Campus Ministry	Campus Chaplain - College	Blades Hall	3582
Career Planning	Vocation Services	Peters Commons	3132
Child Care	Child Care Center	Child Care Center	585-7461
Coffee House	Sylvia's Common Ground	Library	3274
Computer Issues	Technology	Van Vliet Hall	3737
Convenience Store	Convenience Store	Heritage Center	3393
Counseling	Counseling & Life Services	Peters Commons	3113
Cyber Café	AmeriServe	Heritage Center	3311
Disabilities	Academic Success Center	Library	3757
Student Life		Peters Commons	3270
Email	Technology	Van Vliet Hall	3737
Emergencies	Campus Safety & Security	Smith Hall	3333
Financial Aid	Student Financial Planning	Myers T&AC	3396
Gift Shop	Bookstore	Peters Commons	3131
Graduation	Registrar	Myers T&AC	3178
Health Concerns	Medical Coordinator	Stoltz Center	3244
Heritage Center Tickets	Heritage Center Ticket Center	Heritage Center	585-7469
Housekeeping	Physical Plant	Maintenance	3136
Ice Cream Parlor	Ice Cream Parlor	Heritage Center	3393
ID Access Cards	Safety and Security	Smith Hall	3333
Internships	Vocation & Civic Engagement	Peters Commons	3132
Library Services	Circulation Desk	Library	3100
Librarian		Library	3689
Adult Evening Program	LIFE Office	Myers T&AC	3123
LIFE Program Admission	Dubuque LIFE Office	Myers T&AC	3939
	Cedar Rapids		319-775-0204
	Tempe		480-845-0105
Lost and Found	Student Life	Peters Commons	3128
Maintenance	Physical Plant	Maintenance Office	3136

Nursing Department	Nursing Services	Science Center	3500
Parking Information	Campus Safety & Security	Smith Hall	3333
Post Office	Post Office	Heritage Center	3141
President's Office	Severance Hall	Myers T&AC	3418
Print Room	Print Room	Heritage Center	3141
Registrar	Registrar	Myers T&AC	3178
Room Reservations	Special Events & Scheduling	Myers T&AC	3868
Scholarship/Grant Info	Financial Aid	Myers T&AC	3169
Security	Campus Safety & Security	Smith Hall	3333
Student Accounts	Student Accounts	Myers T&AC	3708
Switchboard Operator		Myers T&AC	3000
Technology Questions	Technology	Van Vliet Hall	3737
Transcripts	Registrar	Myers T&AC	3178
Tuition and Fees	Student Accounts	Smith Hall	3710
Tutoring	Academic Success Center	Library	3262
University Marketing + PR	University Relations	Myers T&AC	3164
Wendt Center	Wendt Center	Myers T&AC	3440
Withdrawal from School		Myers T&AC	3172

The University of Dubuque reserves the right to make changes in policies, rules, and regulations published in this catalog without obligation or prior notice.