2011

2012

GRADUATE CATALOG

Business
Technology
Health

DAVENPORT UNIVERSITY

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Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission—North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite #2400, Chicago, IL 60602; phone (800) 621-7440; www.ncahigherlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

Davenport University, an independent, nonprofit institution, is chartered by the State of Michigan and is empowered to grant degrees; it is also certified by the State Approval Agency of the Department of Education.

Davenport University is recognized for veterans' training under the G.I. Bill for Veterans Educational Assistance.

The University is approved by the United States Department of Justice, Immigration and Naturalization Service as an institution of higher education for training foreign students.

The University is approved by agencies of the state and federal governments for many programs including Rehabilitation Work Incentive, etc.

Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

On April 25, 2011 Davenport University was notified of its designation as a Center of Academic Excellence (CAE) for its Information Assurance courseware for the years 2011-2016. CAEs are designated by the National Centers of Academic Excellence in Information Assurance Education (CAE/IAE) and are jointly sponsored by the National Security Agency (NSA) and the Department of Homeland Security (DHS).

The Master of Science Information Assurance (MSIA) has been certified by the National Security Agency (NSA) and Committee on National Security Systems (CNSS) as meeting the requirements of NSTISSI-4011, Training Standard for Information Systems Security (INFOSEC) Professionals, and CNSSI-4012, Training Standard for Security System Managers.

Accreditation credentials are available for review from University officials upon request.

NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

Davenport University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services.

In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti Harassment policy.

FROM THE PRESIDENT

Welcome to Davenport University!

Davenport is a university with a bold vision for high quality that will help you exceed employer expectations in the career of your choice. We listen to employers and CEOs of major companies who tell us what they need and then meet those needs with our career-focused curriculum. This catalog is designed to help you set a successful course toward your personal and educational goals.

Every student who enters Davenport University, whether at one of our fourteen campuses or online, receives the same level of quality and individual attention. We are dedicated to providing a supportive learning environment with rich traditions of excellence that will transform you and help you fulfill your potential as a professional.

People who hold degrees are the future of our knowledge-driven economy, and we are excited that you have chosen Davenport to help you become a successful part of this dynamic economy.

Please refer to the catalog and save this copy for future reference. And once again, welcome to Davenport, where we are dedicated to quality and seeing you succeed.

Sincerely,

Richard Pappas, Ed.D.
President

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GRADUATE CATALOG

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The information in this catalog is subject to change. The catalog cannot be considered as an agreement or contract between individual students and Davenport University or its administrators. The University, through appropriate action, reserves the right to change policies, procedures, and other such information printed in any publication. Check our website for any updates and all current information.

ABOUT DAVENPORT UNIVERSITY

Our Mission

Davenport University prepares individuals and organizations to excel in the knowledge-driven environment of the 21st Century.

Our Vision

Davenport University aspires to be renowned nationally and internationally as a quality institution of higher education that understands the market better than any other institution and uses that understanding to exceed employer expectations, transform communities, and change the lives of our students by preparing them to achieve their dreams.

Our Values

Davenport University's Values represent the behavioral expectations of our faculty, staff, and students in performing their responsibilities and achieving their goals. These values form the acronym "STAIR" and include the following:

Serving Students with Quality

Trustworthiness

Accountability

Innovation and Creativity

Respect for People

Organization and Structure

Davenport University is organized and authorized to grant degrees under the educational laws of the State of Michigan. Control is vested in the governing Board of Trustees, which establishes overall institutional policies. A commitment to practical education is at the core of today's Davenport University. The proof of our success as a university is twofold-graduates who prosper in their careers and employers who seek out our graduates because they know they will excel.

Non-Profit Status

Davenport University is chartered by the State of Michigan as a non-profit educational corporation. It has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department.

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Leadership Team

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President
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M.A., University of Michigan
B.B.E., Eastern Michigan University

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B.A., Calvin College

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B.S., Northeastern University

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Executive Vice President for
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M.A., B.A., Chicago State University

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and Provost
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M.S.N., Villanova University
M.A., Kutztown University
B.S.E.D., West Chester State College

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Executive Vice President for Human
and Organizational Development
M.B.A., B.B.A., Grand Valley State
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Executive Vice President
for Finance/CFO
B.B.A., Central Michigan University

Dennis C. Washington
Executive Vice President for Advancement
M.P., University of Minnesota
B.A., Oakland University

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Davenport University Foundation Board of Trustees

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Holland Special Delivery

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Geerlings Development Company

Meg Goebel
President
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President & Partner
Kentland Corporation

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Vice President of Human Resources
Gentex Corporation

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WZZM 13

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Cardinal Health

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President
Davenport University

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Vice President of Investment Banking
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GRADUATE PROGRAM OFFERING BY LOCATION

Battle Creek Campus

Master of Business Administration
Strategic Management

Post-Graduate Certificates
Strategic Management

Flint Campus

Master of Business Administration
Strategic Management

Post-Graduate Certificates
Strategic Management

Grand Rapids W.A. Lettinga Campus

Executive Master of Business Administration

Master of Business Administration
Accounting
Finance
Health Care Management
Human Resource Management
Strategic Management

Master of Science Information Assurance

Post-Graduate Certificates
Accounting
Finance
Health Care Management
Human Resource Management
Strategic Management

Grand Rapids Downtown Campus

Master of Business Administration
Accounting
Health Care Management
Strategic Management

Post-Graduate Certificates
Accounting
Health Care Management
Strategic Management

Kalamazoo Campus

Master of Business Administration
Strategic Management

Post-Graduate Certificates
Strategic Management

Lansing Campus

Master of Business Administration
Accounting
Human Resource Management
Strategic Management

Post-Graduate Certificates
Accounting
Human Resource Management
Strategic Management

Livonia Campus

Executive Master of Business Administration

Master of Business Administration
Accounting
Finance
Strategic Management

Master of Science Information Assurance

Post-Graduate Certificates
Accounting
Finance
Strategic Management

Saginaw Campus

Master of Business Administration
Strategic Management

Post-Graduate Certificates
Strategic Management

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Traverse City Campus

Master of Business Administration
Strategic Management

Post-Graduate Certificate
Strategic Management

Warren Campus

Master of Business Administration
Health Care Management
Human Resource Management
Strategic Management

Post-Graduate Certificates
Health Care Management
Human Resource Management
Strategic Management

The following graduate programs are offered completely online:

Master of Business Administration
Accounting
Finance
Health Care Management
Human Resource Management
Strategic Management

Master of Science Information Assurance

Post-Graduate Certificates
Accounting
Finance
Health Care Management
Human Resource Management
Strategic Management

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Academic Calendar

FALL 2011 (201210)	15-week semester	10-week session	7-week session 1	7-week session 2
2011-2012 Yearlong Schedule Opened	Tues Feb 1, 2011	Tues Feb 1, 2011	Tues Feb 1, 2011	Tues Feb 1, 2011
Last day to make payment arrangements without late fee	Fri Aug 19	Fri Aug 19	Fri Aug 19	Fri Oct 14
Web add/drop closes	Sun Aug 28	Sun Aug 28	Sun Aug 28	Mon Oct 17
Last day for adding to waitlist	Sun Aug 28	Sun Aug 28	Sun Aug 28	Tues Oct 25
Classes begin	Mon Aug 29	Mon Aug 29	Mon Aug 29	Wed Oct 26
Last day for drop/add and late payments	Fri Sept 2	Add Mon Aug 29 Drop Fri Sept 2	Add Mon Aug 29 Drop Fri Sept 2	Add Wed Oct 26 Drop Tues Nov 1
Last day to use book vouchers/1st Census	Fri Sept 2	Fri Sept 2	Fri Sept 2	Tues Nov 1
Last day to withdraw with “W” grade	Fri Nov 18	Fri Oct 14	Fri Sept 30	Fri Dec 2
Labor Day	Sat Sept 3 - Mon Sept 5	Sat Sept 3 - Mon Sept 5	Sat Sept 3 - Mon Sept 5	NA
Thanksgiving break	Wed Nov 23 - Sun Nov 27	NA	NA	Wed Nov 23 - Sun Nov 27
Classes end	Sat Dec 17	Wed Nov 9	Mon Oct 17	Sat Dec 17
Final grades due	Tues Dec 20	Mon Nov 14	Thur Oct 20	Tues Dec 20
	14 Sat class meetings		*6 Sat class meetings*	
2012-2013 Yearlong Schedule Opens	Mon Feb 6, 2012	Mon Feb 6, 2012	Mon Feb 6, 2012	Mon Feb 6, 2012

WINTER 2012 (201220)	15-week semester	10-week session	7-week session 1	7-week session 2
Last day to make payment arrangements without late fee	Mon Jan 2	Mon Jan 2	Mon Jan 2	Fri Feb 24
Web add/drop closes	Sun Jan 8	Sun Jan 8	Sun Jan 8	Sat Feb 25
Last day for adding to waitlist	Sun Jan 8	Sun Jan 8	Sun Jan 8	Sun Mar 4
Classes begin	Mon Jan 9	Mon Jan 9	Mon Jan 9	Mon Mar 5
Last day for drop/add and late payments	Fri Jan 13	Add Mon Jan 9 Drop Fri Jan 13	Add Mon Jan 9 Drop Fri Jan 13	Add Mon Mar 5 Drop Fri Mar 9
Last day to use book vouchers/1st Census	Fri Jan 13	Fri Jan 13	Fri Jan 13	Fri Mar 9
Last day to withdraw with “W” grade	Fri Apr 6	Fri Feb 24	Fri Feb 10	Fri Apr 6
Spring break	Sun Feb 26 - Sat Mar 3	Sun Feb 26 - Sat Mar 3	NA	NA
Classes end	Sat Apr 28	Sat Mar 24	Sat Feb 25	Sat Apr 21
Final grades due	Tues May 1	Tues Mar 27	Tues Feb 28	Tues Apr 24
2012 Commencement Ceremony (*Proposed*)	Sun Apr 29			

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SPRING/SUMMER 2012 (201230)	12-week semester	10-week session	7-week session 1	7-week session 2
Last day to make payment arrangements without late fee	Fri May 4	Fri May 4	Fri May 4	Fri Jun 22
Web add/drop closes	Sun May 13	Sun May 13	Sun May 13	Sat Jun 30
Last day adding to waitlist	Sun May 13	Sun May 13	Sun May 13	Sun Jul 1
Classes begin	Mon May 14	Mon May 14	Mon May 14	Mon Jul 2
Last day for drop/add and late payments	Fri May 18	Add Mon May 14 Drop Fri May 18	Add Mon May 14 Drop Fri May 18	Add Mon Jul 2 Drop Fri Jul 6
Last day to use book vouchers/1st Census	Fri May 18	Fri May 18	Fri May 18	Fri Jul 6
Last day to withdraw with “W” grade	Fri Jul 13	Fri Jun 29	Fri Jun 18	Fri Aug 3
Memorial Day	Sat May 26 - Mon May 28	Sat May 26 - Mon May 28	Sat May 26 - Mon May 28	NA
Independence Day	Wed Jul 4	Wed Jul 4	NA	Wed Jul 4
Classes end	Mon Aug 6	Thur Jul 26	Sat Jun 30	Sat Aug 18
Final grades due	Thur Aug 9	Tues Jul 31	Tues Jul 3	Tues Aug 21
	11 Wed & Sat class meetings		*6 Mon & Sat class meetings*	*6 Wed class meetings*
201310				
Fall Semester 2012 classes begin	Wed Sept 5	Wed Sept 5	Wed Sept 5	Wed Oct 31

BACK

Davenport University Excellence System

The mission of Davenport University is to "prepare(s) individuals and organizations to excel in the knowledge-driven environment of the 21st century." To that end, the Davenport University Excellence System was created. The Excellence System consists of nine student learning outcomes that demonstrate professional competencies necessary for graduates to engage in life-long learning and succeed in their chosen profession.

Outcomes

GLOBAL & INTERCULTURAL COMPETENCE

Graduates understand that working and succeeding in an inclusive, international world involves complex issues present in diverse environments.

CIVIC & SOCIAL RESPONSIBILITY

Graduates recognize the value of civic and social responsibility to empower themselves to make informed decisions and participate in the communities in which they live.

ETHICAL REASONING & ACTION

Graduates recognize that integrity is an essential component of accountability and is required in the evaluation of differing value systems to determine appropriate courses of action.

CRITICAL & CREATIVE THINKING

Graduates develop an appreciation of the importance of context and perspective when identifying and challenging assumptions, ideas, processes, and experiences.

ANALYSIS & PROBLEM SOLVING

Graduates use quantitative and qualitative methods of inquiry to assess and evaluate complex problems.

LEADERSHIP & TEAMWORK

Graduates understand how to build, direct and facilitate groups in order to utilize members' talents to meet attainable goals.

INFORMATION & TECHNOLOGY PROFICIENCY

Graduates identify, access and manage information and technology resources effectively in interpersonal, social, and professional settings.

WRITTEN COMMUNICATION

Graduates recognize the potential impact of written documents and effectively adapt the necessary skills to produce appropriate documents in a variety of interpersonal, social and professional settings.

PROFESSIONAL COMMUNICATION

Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.

D.W. MAINE COLLEGE OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

EXECUTIVE MBA

MASTER OF BUSINESS ADMINISTRATION • 36 CREDITS • EXECUTV MBA

The Davenport Executive Master of Business Administration program is designed for experienced, mid-to-upper level business professionals who want to engage in a comprehensive graduate business program. The Executive MBA program takes executives to the next level with a curriculum that develops a stronger set of decision making capabilities, leadership skills, and values perspective, along with the knowledge needed to lead their organizations.

Admission to the Executive MBA program is competitive. We seek highly-motivated individuals wishing to accelerate their career growth. Once students are admitted into the program, they become part of a cohort. This means the same group of students goes through the program together. The cohort experience allows for a sense of community among classmates as they study, network, and support each other.

The Executive MBA is a 21-month program that begins once a year. The program meets for three weekends in each seven-week session. Classes are held on Friday nights and Saturdays. This unique schedule accommodates the busy schedule of executives who want to maintain career momentum while balancing professional and personal responsibilities.

Core Courses		**12 credits**
ECON620	Operating in the International Economy	3
FINC660	Finance for Executives	3
MGMT655	Organizational Behavior and Development	3
MGMT680	Leading Change	3
Executive Courses		**21 credits**
ACCT745	International Accounting	3
HRMG775	Advanced Human Resource Management	3
MGMT685	Advanced Topics: Think Like a CEO	3
MGMT710	Critical Thinking for Today's Leader	3
MGMT727	Contemporary Leadership Challenges	3
MGMT750	Global Operations Management	3
MKTG740	Competitive Marketing Advantage	3
Capstone		**3 credits**
MGMT799	Strategic Global Business Simulation	3

MASTER OF BUSINESS ADMINISTRATION WITH CONCENTRATIONS

MBA CURRICULUM

Davenport's Master of Business Administration with concentrations requires a minimum of 39 credit hours leading to an MBA. The student should complete the core requirements prior to proceeding to concentration courses.

The following MBA concentrations are available for graduate students:

- Accounting
- Finance
- Health Care Management
- Human Resource Management
- Strategic Management

Prerequisite Requirements

All students admitted into the Davenport University MBA are expected to have the necessary business foundations prior to entering the 600-level courses. Students without an earned grade of C or better within the last eight years in undergraduate course work in the areas of accounting, finance, management, marketing and statistics will be required to take prerequisite courses (500-level). Students who score below 4.0 on the analytical writing section of the GMAT will be required to take MGMT535 Managerial Communications.

ACCT510	Fundamentals of Accounting Principles and Concepts
BUSN520	Marketing and Management
FINC510	Foundations of Financial Management
MGMT535	Managerial Communications
STAT500	Statistics for Business

ACCOUNTING CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS • ACC CON MBA

Recognizing accounting as a dynamic profession, the Accounting Concentration offers advanced studies in financial accounting, auditing, and taxation. As the business environment changes, accounting professionals will need to be more aware of international accounting standards and the ethical environment and also be adept in technological, legal, and managerial issues. This program offers MBA students flexibility through specialized courses that tailor the program to individual professional needs.

This program is designed for students with accounting undergraduate degrees, business and non-business undergraduates making a career change to accounting, and accounting professionals who desire to upgrade their skills and keep current on issues surrounding the profession. As the accounting profession continues to evolve with the dramatic changes in the business environment, this program prepares graduates with the technological expertise, global perspectives, and interpersonal skills necessary to compete successfully in the accounting field.

Please note: students who want to sit for the CPA examination may complete the courses required for CPA preparation as part of DU's MBA Accounting concentration. The required courses are ACCT715, ACCT732, and ACCT742. Students that have completed similar courses as part of their undergraduate degree should discuss this option with their advisor.

Core Courses		**18 credits**
ACCT640	Managerial Accounting	3
BUSN650	Business Analysis	3
ECON625	Managerial Economics	3
FINC620	Financial Management	3
MGMT645	Organizational Development and Culture	3
MKTG610	Marketing Strategies	3

Concentration Courses		**18 credits**
Select any six of the following courses (which could include an area of emphasis):		
ACCT730	Taxation of Corporations and Trust	3
ACCT750	Information Systems Auditing	3
ACCT760	Internal Controls and Legal Issues	3
ACCT795	Accounting Research	3
MISG620	Accounting Information Systems	3
MGMT780	Global Business Strategies	3
CPA emphasis:		
ACCT715+	Federal Taxation I	3
ACCT732+	Auditing and Assurance Services	3
ACCT742+	Government and Not for Profit Accounting	3
Forensic Accounting emphasis:		
ACCT780*	Forensic Accounting	3
ACCT781*	Asset Recovery and Legal Environment	3
ACCT782*	Conducting Accounting Fraud Exams	3
ACCT783*	Forensic Accounting Data Analysis	3

Capstone		**3 credits**
CAPS790	MBA Capstone Internship **Or**	
CAPS799	MBA Capstone Experience **Or**	
SABR781	Study Abroad Experience	3

**A maximum of three (3) of these courses may be used to fulfill the concentration requirements within the MBA if the Forensic Accounting Post-Baccalaureate Certificate was previously completed. A Post-Baccalaureate Certificate in Forensic Accounting cannot be issued if ACCT780, ACCT781, ACCT782 and/or ACCT783 are used to fulfill the Accounting Concentration.*

+Students that completed ACCT315, ACCT320 and/or ACCT420 or equivalent courses at the undergraduate level are not eligible to complete these courses at graduate level.

FINANCE CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •

FIN CON MBA

In today's marketplace, financial management of an organization has evolved from a functional responsibility role to one that requires the expertise to develop key business strategies based on understanding business issues and implications. The Finance Concentration prepares business leaders to analyze the organization's operating and financial environment and recommend strategies to enhance profitability while helping the organization mitigate potential risks. Key to this concentration is the knowledge of strategic planning, financial analysis, investment planning, internal controls, legal issues, risk mitigation and evaluation of both domestic and international financial strategies.

Core Courses		**18 credits**
ACCT640	Managerial Accounting	3
BUSN650	Business Analysis	3
ECON625	Managerial Economics	3
FINC620	Financial Management	3
MGMT645	Organizational Development and Culture	3
MKTG610	Marketing Strategies	3

Concentration Courses		**18 credits**
Select six of the following courses:		
FINC675	Derivatives and Risk Management	3
FINC680	Corporate and Shareholder Taxation	3
FINC750	Advanced Financial Management	3
FINC760	Investment Management	3
FINC765	Money and Capital Markets	3
FINC770	International Financial Strategies	3
HCMG750	Financial Management for Health Care	3
HRMG725	Finance of Compensation and Benefits	3
MGMT780	Global Business Strategies	3

Capstone		**3 credits**
CAPS790	MBA Capstone Internship **Or**	
CAPS799	MBA Capstone Experience **Or**	
SABR781	Study Abroad Experience	3

HEALTH CARE MANAGEMENT CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •

HLTH CON MBA

The Health Care Management Concentration focuses on strategic, financial, and ethical decision-making skills in an evolving health care environment. The program is designed to advance students' practical expertise in managing diverse health care processes necessary for individual and corporate growth and development. These skills are integrated through interdisciplinary approaches of health care organizations, ethical and legal issues, financial management, managing projects, information management, and strategic management using case analysis and interactive technologies.

The Health Care Management Concentration serves health care providers as well as individuals who are involved in the management and reimbursement of health care services. Individuals who desire to enter the health care management field will also benefit from this program.

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Students who want to take the Certified Professional Manager (CM) exam from the Institute of Certified Professional Managers (ICPM) should complete MGMT699 as one of their course options in the Health Care Management Concentration.

Core Courses		**18 credits**
ACCT640	Managerial Accounting	3
BUSN650	Business Analysis	3
ECON625	Managerial Economics	3
FINC620	Financial Management	3
MGMT645	Organizational Development and Culture	3
MKTG610	Marketing Strategies	3

Concentration Courses		**18 credits**
Select six of the following courses:		
HCMG630	Health Care Organizations	3
HCMG730	Ethical and Legal Perspectives of Health Care	3
HCMG745	Medical Practice Management	3
HCMG750	Financial Management for Health Care	3
HCMG770	Strategic Management in Health Care	3
HRMG700	Managing Human Resources **Or**	
MGMT699*	Certified Manager Preparation **Or**	
MGMT735	Managing Projects	3
MGMT780	Global Business Strategies	3
MISG730	Information Management in Health Care	3

Capstone		**3 credits**
CAPS790	MBA Capstone Internship **Or**	
CAPS799	MBA Capstone Experience **Or**	
SABR781	Study Abroad Experience	3

**Students who completed MGMT399 are not eligible to complete MGMT699 and may not use the undergraduate class as a substitute for MGMT699.*

HUMAN RESOURCE MANAGEMENT CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •

HRM CON MBA

Recent developments such as demographic changes in the labor force, increased global competition, changes in laws and public policy, and new theories of organizational behavior have made human resource management especially important for all organizations. Workplace needs will be challenging in the twenty-first century, and the human resource manager will need to be informed and able to adapt to the changes. In addition, leaders in this area need to think systematically and strategically about managing the firm's human capital.

The Human Resource Management Concentration is designed for individuals who are currently employed in human resources or who are considering seeking employment in this area. This concentration provides the information and tools necessary for the development of successful human resource management strategies in a complex global environment.

Students who want to take the PHR or SPHR certification exams developed and conducted by the Human Resource Certification Institute (HSCI) in collaboration with the Society of Human Resource Management (SHRM) should enroll in HRMG699 as part of DU's MBA Human Resource Management Concentration.

In addition, students who want to sit for the Certified Professional Manager (CM) exam from the Institute of Certified Professional Managers (ICPM) should complete MGMT699 as one of their course options in this concentration.

Core Courses		**18 credits**
ACCT640	Managerial Accounting	3
BUSN650	Business Analysis	3
ECON625	Managerial Economics	3
FINC620	Financial Management	3
MGMT645	Organizational Development and Culture	3
MKTG610	Marketing Strategies	3

Concentration Courses		**18 credits**
Select six of the following courses:		
HRMG699*	Certified Professional Human Resources Preparation	3
HRMG700	Managing Human Resources	3
HRMG715	International Human Resources	3
HRMG720	Employment Law and Labor Relations	3
HRMG725	Finance of Compensation and Benefits	3
HRMG730	Public Policy and Administrative Law	3
HRMG750	Organizational Development and Training	3
HRMG770	Advanced Problem Solving in HR Management	3
MGMT699*	Certified Manager Preparation	3
MGMT780	Global Business Strategies	3

Capstone		**3 credits**
CAPS790	MBA Capstone Internship **Or**	
CAPS799	MBA Capstone Experience **Or**	
SABR781	Study Abroad Experience	3

**Students who completed HRMG499 and/or MGMT399 are not eligible to complete HRMG699 and/or MGMT699 and may not use either undergraduate class as a substitute for HRMG699 or MGMT699.*

STRATEGIC MANAGEMENT CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •

MGT CON MBA

The Strategic Management Concentration focuses on strategic decision-making skills essential to corporate success in both the private and public sectors. Students examine the analysis and implementation of strategy while integrating key leadership characteristics necessary for success as business leaders.

This program targets individuals who desire an advanced understanding of and expertise in managing strategic processes while integrating the key leadership strategies necessary for individual and corporate growth and development. These skills are integrated through four interdisciplinary approaches — global, ethical, quality, and humanistic — using case analysis and interactive technologies.

Students who want to take the Certified Professional Manager (CM) exams from the Institute of Certified Professional Managers (ICPM) should enroll in MGMT699 as part of DU's MBA Strategic Management Concentration.

In addition, students who want to sit for the Certified Project Management Professional (PMP) certification exam developed and conducted by the Project Management Institute (PMI) should complete GPMT699 as one of their course options in this concentration.

Core Courses		18 credits
ACCT640	Managerial Accounting	3
BUSN650	Business Analysis	3
ECON625	Managerial Economics	3
FINC620	Financial Management	3
MGMT645	Organizational Development and Culture	3
MKTG610	Marketing Strategies	3

Concentration Courses		18 credits
Select six of the following courses:		
HRMG700	Managing Human Resources	3
GPMT699 *	Certified Project Management (PMP) Preparation **Or**	
MGMT735	Managing Projects	3
MGMT699 *	Certified Manager Preparation **Or**	
MGMT725	Effective Leadership	3
MGMT745	Operations and Quality Management	3
MGMT747	Sustainable Business Strategies	3
MGMT755	Strategic Planning and Management	3
MGMT780	Global Business Strategies	3

Capstone		3 credits
CAPS790	MBA Capstone Internship **Or**	
CAPS799	MBA Capstone Experience **Or**	
SABR781	Study Abroad Experience	3

**Students who completed GPMT499 and/or MGMT399 are not eligible to complete GPMT699 and/or MGMT699 and may not use either undergraduate class as a substitute for GPMT699 or MGMT699.*

POST-GRADUATE CERTIFICATES

Post-Graduate Certificates may be awarded in any concentration area available in the MBA Program. These certificate programs provide an opportunity for recent MBA graduates to gain new knowledge and skills through concentrated programs of study by targeting specific areas of interest.

The Post-Graduate Certificate is designed for those who need to update their skills or who are considering a new career path.

ACCOUNTING POST-GRADUATE CERTIFICATE – ACCT PGCERT

Concentration Courses		18 credits
Select six of the following courses:		
ACCT715+	Federal Taxation I	3
ACCT730	Taxation of Corporations and Trust	3
ACCT732+	Auditing and Assurance	3
ACCT742+	Government and Not for Profit Accounting	3
ACCT750	Information Systems Auditing	3
ACCT760	Internal Controls and Legal Issues	3
ACCT780*	Forensic Accounting	3
ACCT781*	Asset Recovery and Legal Environment	3
ACCT782*	Conducting Accounting Fraud Exams	3
ACCT783*	Forensic Accounting Data Analysis	3
ACCT795	Accounting Research	3
MISG620	Accounting Information Systems	3
MGMT780	Global Business Strategies	3

It is recommended that students enroll in ACCT640 Managerial Accounting prior to beginning the requirements for the Accounting Post-Graduate Certificate if they have not previously completed an Accounting course. Please note that ACCT640 would be in addition to the required 18 credit hours.

**Students that have previously completed the Post-Baccalaureate in Forensic Accounting may not utilize these course options.*

+ Students that completed ACCT315, ACCT320, ACCT420 or equivalent courses at the undergraduate level are not eligible to utilize these courses for completion of this post-graduate certification.

FINANCE POST-GRADUATE CERTIFICATE – FIN PGCERT

Concentration Courses		18 credits
Select six of the following courses:		
FINC675	Derivatives and Risk Management	3
FINC680	Corporate and Shareholder Taxation	3
FINC750	Advanced Financial Management	3
FINC760	Investment Management	3
FINC765	Money and Capital Markets	3
FINC770	International Financial Strategies	3
HCMG750	Financial Management for Health Care	3
HRMG725	Finance of Compensation and Benefits	3
MGMT780	Global Business Strategies	3

It is recommended that students enroll in FINC620 Financial Management prior to beginning the requirements for the Finance Post-Graduate Certificate if they have not previously completed a Finance course. Please note that FINC620 would be in addition to the required 18 credit hours.

HEALTH CARE MANAGEMENT POST-GRADUATE CERTIFICATE – HLT MGT PGC

Concentration Courses		18 credits
Select six of the following courses:		
HCMG630	Health Care Organizations	3
HCMG730	Ethical and Legal Perspectives of Health Care	3
HCMG745	Medical Practice Management	3
HCMG750	Financial Management for Health Care	3
HCMG770	Strategic Management in Health Care	3
HRMG700	Managing Human Resources **Or**	
MGMT699*	Certified Manager Preparation **Or**	
MGMT735	Managing Projects	3
MGMT780	Global Business Strategies	3
MISG730	Information Management in Health Care	3

**Students who completed MGMT399 are not eligible to complete MGMT699 and may not use the undergraduate class as a substitute for MGMT699.*

BACK

HUMAN RESOURCE MANAGEMENT POST-GRADUATE CERTIFICATE – HRMG PGC

Concentration Courses		18 credits
Select six of the following courses:		
HRMG699*	Certified Professional Human Resources Preparation	3
HRMG700	Managing Human Resources	3
HRMG715	International Human Resources	3
HRMG720	Employment Law and Labor Relations	3
HRMG725	Finance of Compensation and Benefits	3
HRMG730	Public Policy/Administrative Law	3
HRMG750	Organizational Development and Training	3
HRMG770	Advanced Problem Solving in HR Management	3
MGMT699*	Certified Manager Preparation	3
MGMT780	Global Business Strategies	3

**Students who completed HRMG499 and/or MGMT399 are not eligible to complete HRMG699 and/or MGMT699 and may not use either undergraduate class as a substitute for HRMG699 or MGMT699.*

STRATEGIC MANAGEMENT POST-GRADUATE CERTIFICATE - ST MGT PGC

Concentration Courses		18 credits
Select six of the following courses:		
HRMG700	Managing Human Resources	3
GPMT699*	Certified Project Management (PMP) Preparation **Or**	
MGMT735	Managing Projects	3
MGMT699*	Certified Manager Preparation **Or**	
MGMT725	Effective Leadership	3
MGMT745	Operations and Quality Management	3
MGMT747	Sustainable Business Strategies	3
MGMT755	Strategic Planning and Management	3
MGMT780	Global Business Strategies	3

**Students who completed GPMT499 and/or MGMT399 are not eligible to complete GPMT699 and/or MGMT699 and may not use either undergraduate class as a substitute for HRMG699 or MGMT699.*

COLLEGE OF TECHNOLOGY

MASTER OF SCIENCE IN INFORMATION ASSURANCE

(MSIA) CURRICULUM

PROGRAM OUTCOME

The term Information Assurance has been defined as "conducting those operations that protect and defend information and information systems by ensuring availability, integrity, authentication, confidentiality and non-repudiation." This includes providing for restoration of information systems by incorporating protection, detection and reaction capabilities. The 31-semester credit hour Master of Science in Information Assurance (MSIA) includes seven core courses, two upper-level electives, and a thesis focused on Information Assurance and Computer Security.

PREREQUISITE REQUIREMENTS

All students admitted into the Davenport University Master of Science Information Assurance are expected to have the necessary computer, networking, and security foundations prior to entering the 600-level courses. Students that have not successfully completed equivalent undergraduate courses or do not have any of the following Security Certifications: Security +, CISSP, GSE, CCSP, SSCP, CIW or RSA will be required to complete the following graduate level prerequisites or the undergraduate level equivalent course(s). A grade of "B" or better must be earned in each course to show proficiency.

Graduate level Prerequisites:

CISP520	Distributed Architectures
CISP547	Database Design
IAAS521	Security Foundations
IAAS581	Information Security and Assurance
IAAS591	Cryptography
NETW501	PC Operating Systems

CURRICULUM

The 31-semester-credit Master of Science in Information Assurance (MSIA) includes seven core courses, two upper-level electives, and a thesis focused on the Information Assurance and Computer Security — all of which directly map to the Information Assurance topics identified by the National Security Agency (NSA). Topics will include: information security planning, cryptography, project management and risk mitigation, application security, network security, forensics, and legal and ethical roles and topics specific to security. Students will also choose electives within their concentration and complete a thesis under the direct guidance of a faculty member.

These elective courses will provide an introduction to the different technical and administrative aspects of Information Security and Assurance. Topics will include: wireless and mobile security, banking and financial security, securing resource transfer, and health care security. The elective courses will also include methodologies for prioritizing information assets and threats to information assets, including risk analysis, architecture components of an incident response plan, legal and public relations implications of security and privacy issues, and the framework of a disaster recovery plan.

MASTER OF SCIENCE INFORMATION ASSURANCE • 31 CREDITS • INFO ASR MS

Core Courses		**21 credits**
IAAS600	Information Security Planning	3
IAAS651	Applied Cryptography	3
IAAS660	Project Management/Risk Mitigation	3
IAAS667	Legal and Ethical Security Topics	3
IAAS710	Application Security	3
IAAS715	Network Security	3
IAAS735	Advanced Computer Forensics	3
Elective Courses		**6 credits**
Select two of the following:		
IAAS670	Wireless and Mobile Security	3
IAAS672	Banking and Financial Security	3
IAAS675	Health Care Security	3
IAAS680	Securing Resource Transfer	3
IAAS740	Comprehensive Issues	3
Capstone		**4 credits**
CAPS795	Info Assurance/Comp Security Thesis	4

*Note: A program of study must be designed with the graduate coordinator.

MASTER'S THESIS

A thesis paper forms the Capstone of this Master of Science in Information Assurance program. The Capstone is a comprehensive research paper encompassing the learning from the students' coursework in the program. Prior to enrolling in the CAPS795 capstone course, students must have both an approved Capstone Intent Form and an approved Research Proposal on file with the MSIA program office. A research seminar (or pre-capstone seminar) is available to students to provide guidance on developing the research proposal. The final thesis paper is to be completed under the guidance of your faculty advisor and/or university designated faculty member during the CAPS795 course. More details on the master's thesis and capstone process may be found in the Capstone Guidebook, available on the Center of Academic Excellence (ISaAC) site or from your faculty advisor.

BACK

COLLEGES AND FACULTY

Donald W. Maine College of Business

The MBA prepares individuals for leadership roles to meet tomorrow's business challenges and opportunities. The MBA faculty members provide insight and expertise through teaching, research, and facilitation of class discussion. They know what the real business world is all about. The result? You will be keeping pace with the latest industry trends, management techniques, and technology while still learning important theory.

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B.B.A., Florida Atlantic University

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B.S., United States Naval Academy

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MS., B.S., Wayne State University

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B.A., Brooklyn College

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B.B.A., Rochester College

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M.B.A., B.S., University of Nevada Las Vegas

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B.S., Michigan State University

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M.S., Walsh College of Accountancy and Business Administration
B.S., University of Louisiana at Lafayette

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Ph.D., University of Colorado
B.A., University of Costa Rica

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B.S., Illinios State University

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B.A., Michigan State University

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B.A., Wilfrid Laurier University

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B.S., Purdue University

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M.B.A., University of Northern Colorado
B.S., Case Western Reserve

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B.S.H.A., University of Phoenix

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B.S.N., Grand Valley State University

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B.A., University of Alabama

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D.H.A., University of Phoenix
M.P.A., Eastern Washington University

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B.S., Guilford College

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B.S., Indian Institute of Technology

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Ph.D., University of Kansas
D.B.A., University of South Africa
M.A., Western Kentucky University

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M.Phil., The RAND Graduate School
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B.S., United States Air Force Academy
B.S., The Ohio State University

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B.B.A., University of Michigan

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B.A., University of Richmond

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M.A., Carleton University
M.Sc., Moratuwa, Vidyodaya University

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COLLEGE OF TECHNOLOGY

The criticality and potential harm connected to the confidentiality, accessibility, and integrity of data affect every organization and individual in today's global environment. Practitioners and users need to recognize the importance of building secure systems and relationships that preserve trust as the foundation to information exchange and commerce. The Master of Science in Information Assurance (MSIA) addresses these concerns and was developed in cooperation with industry leaders from new and emerging fields, including robotics, software engineering, health care, medical providers, government, bioinformatics, and global service providers. This degree has been certified by the National Security Agency (NSA) as mapping directly to the key elements of Information Assurance.

DEAN

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B.S., Kean University

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B.S., Wayne State University

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B.S., Universidad Católica Andrés Bello, Venezuela

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M.A., B.B.A., Western Michigan University

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M.A., University of Leicester
B.S., The American College University

College of Arts and Sciences

The purpose of the College of Arts and Sciences is to provide students with the foundational skills and abilities needed for academic and professional excellence. These skills encompass analytical and critical thinking, written and oral communication, mathematical literacy, professional excellence and integrity, as well as background in the humanities and social, behavioral, and sciences, fundamental to global citizenship. In addition, the College of Arts and Sciences helps students develop a greater appreciation of artistic, literary, cultural and historical themes, trends and movements.

DEAN
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B.S., State University of New York at Albany

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Program Director – Experiential Learning
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M. A., Miami University
B.A., Saint John Fisher College

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Ph.D., Western Michigan University
M.S., B.S., Western Michigan University
B.S., Texas Technological University

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CAMPUS LEADERSHIP

CAMPUS DIRECTORS

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Executive Campus Director - Warren Campus
B.B.A., Davenport University

Danielle DeLonge
Executive Campus Director – Lansing Campus
M.B.A., Davenport University
B.A., University of Michigan

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Executive Campus Director – Livonia Campus
Ph.D., Capella University
M.S.A., Central Michigan University
B.B.A., Eastern Michigan University

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Campus Director – Midland Campus
M.B.A., Central Michigan University
B.B.A., Davenport University

Denise Sherman
Campus Director – Saginaw Campus
B.A.S., University of Michigan

Linda Sievert
Campus Director – Holland Campus
M.A., Western Michigan University
B.S., Iowa State University

Kathy Stewart
Campus Director – Kalamazoo Campus
M.B.A., B.B.A., Davenport University

Susan Wisniewski
Campus Director – Flint Campus
M.B.A., Davenport University
B.G.S., University of Michigan-Dearborn

DIRECTORS OF ACADEMIC SERVICES

Patty Brechbiel
Director of Academic Services - Grand Rapids Campus
M.A., Western Michigan University
B.A., Aquinas College

Betsy Diegel
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M.A., Wayne State University
B.S., Saginaw Valley State University

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B.A., William Jewel College

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M.A., Michigan State University
B.S., Eastern Michigan University

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Notes

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ADMISSIONS REQUIREMENTS

Master of Business Administration

Applicants are eligible for admission to the MBA programs at Davenport University if they meet the following minimum requirements:

- A bachelor's degree from a regionally accredited institution or approved international institution with an overall grade point average (GPA) of 2.75 or better (on a 4.00 scale) is required.
- GMAT scores taken within the last five years must be submitted. Information regarding the GMAT testing process can be found at http://www.gmat.org/. (Exceptions may also be made for qualified students applying to the Executive MBA program.)
- Proof of successful completion of undergraduate courses in accounting, finance, management, marketing, and statistics must be provided. Applicants who are not prepared in these areas are required to take appropriate undergraduate equivalent courses or graduate level prerequisite (500-level) courses.
- Two professional letters of recommendation on the Davenport approved forms must be provided. Application to the Executive MBA program requires that these recommendations be from colleagues or supervisors who have experienced the applicant's work capabilities in a business setting.
- A current resume inclusive of education, work experience, and community service must be prepared.
- The Admissions Committee may request a candidate interview before a final admissions decision.

Master of Science Information Assurance

Applicants are eligible for admission to the MSIA program at Davenport University if they meet the following minimum requirements:

- A bachelor's degree from a regionally accredited institution or approved international institution with an overall grade point average (GPA) of 2.75 or better (on a 4.00 scale) is required.
- GMAT or GRE taken within the last five years or one of the following specific certifications (Security +, CISSP, GSE, CCSP, SSCP, CIW, or RSA) scores must be submitted. (Information regarding the GMAT testing process can be found at http://www.gmat.org/. Information regarding the GRE testing process can be found at: http://www.gre.org/). It is expected that applicants will achieve the minimum passing score as established by the vendor of the specific Security certification and that the certification exam was passed within the last two years.
- Proof of successful completion of undergraduate courses in technology, information assurance, network security, or computer science must be provided. Applicants who are not prepared in these areas are required to take appropriate prerequisite courses. Students who do not have a baccalaureate degree in technology and do not provide proof of proficiency in the form of a passing GRE or GMAT score or specified Security certification will need to complete undergraduate equivalents or graduate level prerequisite courses with a grade of at least "B."
- A three- to five-page comprehensive letter of application. This letter must focus on the purpose of pursuing this degree, past experiences, and future expectations.
- Two professional letters of recommendation on Davenport approved forms must be provided.
- The Admissions Committee may request a candidate interview before a final admissions decision is made.

Admissions Procedure

Only a completed file is considered for admission. The completed file should be submitted no later than two weeks before the start of the requested session. A completed file submitted less than two weeks in advance will not be guaranteed to be reviewed before the start of that session.

1. Submit a complete graduate application plus the nonrefundable application fee. Apply online at www.davenport.edu
2. Request official transcripts from all accredited institutions attended.
3. Submit official proof of appropriate Security certifications.
4. Request the appropriate test results (GMAT/GRE) be sent by Pearson VUE to Davenport University (Code 1183).
5. Submit all required items for the program you are seeking (except items 2, 3, and 4 above) to the admissions office at the campus nearest you. Visit the graduate admissions section of our website for forms.

Items 2, 3, and 4 above are to be sent to:
Davenport University
Attn: Registrar's Office
6191 Kraft Ave SE
Grand Rapids, MI 49512

Students new to Davenport who wish to complete a Post-Graduate Certificate must submit a complete graduate application, plus the application fee, and submit an official transcript showing successful completion of a master's degree to the address above.

Transfer Applications

Prospective students who have studied at the graduate level previously may submit credits to be evaluated and possibly applied toward the Davenport degree program. To apply for transfer credit, students must send official transcripts to:

Davenport University
Attn: Registrar's Office
6191 Kraft Ave SE
Grand Rapids, MI 49512

Transfer credits must have been earned within ten years of the date of application.

The following criteria apply to transfer credits:

- Credit is granted for courses passed with the equivalent of a Davenport University grade of "B" or better at an institution accredited by an association recognized by Council for Higher Education Accreditation (CHEA). The courses must be substantially equivalent in content and contact time to the courses offered at Davenport University. Courses must also fit appropriately into the student's chosen curriculum.
- Credit may also be granted based on proof of successful completion of the Noncollegiate Credit Options detailed below.
- The grades and grade point average earned at other institutions are not transferable. Only grades earned at Davenport University are used in computing the student's grade point average.
- A maximum of nine semester hours (twelve quarter hours) of transfer credit can be accepted, only at the time of admission for the Master of Business Administration with concentrations. No transfer credit is accepted for the Executive MBA program.
- For the Master of Science Information Assurance program, a maximum of six semester hours (nine quarter hours) of transfer credit can be accepted, only at the time of admission.

Noncollegiate Credit Options

HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI)
(FOUNDED BY SHRM)
Professional in HR (PHR)
or Senior Professional in HR (SPHR)
or Global Professional in HR (GPHR) =
HRMG700 Managing Human Resources

PROJECT MANAGEMENT INSTITUTE (PMI)
Project Management Professional Certification =
MGMT735 Managing Projects

INSTITUTE OF CERTIFIED PROFESIONAL MANAGERS
(JAMES MADISON UNIV.)
Certified Manager Certification (CM) = no credit awarded

International Applications

International Applications deadlines:

Fall semester applicants:

1. New students, outside the US, June 15
2. New transfer students, already in the US, July 30

Winter semester applicants:

1. New students, outside US, October 15
2. New transfer students, already in the US, November 1

Only a completed file is considered for admission.

- Documentation of the completion of a bachelor's degree with a minimum of 2.75 cumulative GPA from a regionally accredited U.S. institution or an equivalent degree from an accredited international institution is required for the MBA and the MSIA. Transcripts must be submitted in English. Transcripts from international institutions must be submitted directly to an independent evaluation center for review. Details are included in the graduate application packet.
  - For application to the MBA program, proof of successful completion of undergraduate course work in accounting, finance, management, marketing, and statistics and GMAT taken within the last five years.
  - For application to the MSIA program, proof of successful completion of undergraduate courses in technology, information assurance, network security, or computer science and GMAT or GRE taken within the last five years or one of the specific certifications mentioned previously.
- Applicants who are not prepared in these specific course disciplines are required to take appropriate undergraduate equivalent courses or graduate level prerequisite courses.

In addition to the specific admissions requirements for each degree program detailed previously, the following apply:

- Submission of official TOEFL (Test of English as a Foreign Language) results is required for admission to all Davenport University graduate-level programs by all applicable students. A minimum score of 550 (Paper-Based) and 79 (Internet-Based) is required for the Master of Business Administration programs. A score of 7.0 on the IELTS (International English Language Testing System) will also be accepted. A student who earns a score of 75-78 on the Internet-Based or 537-549 on the Paper-Based would be required to register for ESLP124 Enhanced Writing and ESLP134 ESL Integrated Skills/TOEFL Prep. Student must retake the Internet-Based TOEFL and earn a score of 79 or higher.
- International students are required to submit additional documents, including financial statements, before a Certificate of Eligibility (Form I-20) can be issued. For further information, visit our website or contact Admissions at 1-800-686-1600.

Once admitted, international students will be issued an acceptance letter and Form I-20 (Certificate of Eligibility), which they must submit to the U.S. embassy (or consulate) in their home country (if visa is required) to apply for an F1 (student) visa. To maintain their F1 status, students must be enrolled full-time, in accordance with USCIS requirements. The International Office provides students specific guidelines regarding USCIS (United States Citizenship and Immigration Services) requirements.

Davenport University also offers complete degree programs online. International students wishing to pursue their education in this way do not need USCIS documents or student visas since students can take all classes without physically entering the United States. Information about becoming a Davenport University online student can be found at www.online.davenport.edu.

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Admission File Reactivation

Once admitted to a Davenport University graduate program, the student has one year to begin the program before the file is inactive. After one year, the application materials may be destroyed or no longer be valid. The student will be notified if admission requirements still need to be met for reactivation of status.

Guest Permission to Take Graduate Courses

A student in good standing at another college or university may be admitted to DU's graduate programs as a guest student. Under this status, the student:

- Assumes the responsibility for determining whether or not the course taken at Davenport University applies to the student's program of study.
- Is not required to pay an application fee.
- May be required to submit transcripts to verify prerequisites.

There is a limit of three courses a guest student can take and a separate guest application must be submitted for each session that the guest student attends Davenport University. This guest application must be obtained from the institution awarding his or her degree. The completed file should be submitted no later than two weeks before the start of the requested session.

Special Student Status

Special Student Status may be granted to students who wish to obtain Continuing Professional Education (CPE) credits or are uncertain whether to pursue a graduate degree. To be granted Special Student Status, the student must meet minimal admission requirements: submission of an application with an application fee and an official transcript showing a completed bachelor's degree from an accredited institution with a 2.75 GPA. Those with Special Student Status are allowed to enroll in no more than three graduate courses before making formal application for regular admittance. Awarding of Special Student Status does not signify full acceptance into the graduate program, and not all credits earned will be transferred automatically into the program of choice. Students admitted under Special Student Status for the MBA programs are required to enroll in MGMT535, Managerial Communications during the first semester of attendance.

Students will be required to have the necessary foundational requirements for course(s) they wish to take. Prerequisite courses may be required if students are not adequately prepared for the graduate course(s) as determined by the associate dean of the program. The completed application file should be submitted no later than two weeks before the start of the requested session.

Military/Veterans Information

Davenport University recognizes the extraordinary contributions of the members of our armed services. We also understand the unique challenges faced by active or reserve service members and veterans in transitioning to the college environment. Davenport University is committed to providing an environment that provides service members and veterans flexible learning experiences and a professional setting to pursue their academic and personal goals.

Your service may entitle you to several education benefits. Students who are currently serving, veterans, or dependents of such are encouraged to communicate their status during the admissions process and/or to their advisor or military support team member on their campus. Military and veteran students are eligible for a discounted tuition rate and are eligible to receive textbooks in electronic format with proof of purchase among other support services. The student's respective advisor or military support team member should be contacted to request etext.

Davenport University is committed to ensuring a continuity of study for every active service member who cannot complete a semester as planned due to a reassignment or deployment. Where possible, the student's faculty member along with the respective Associate Departmant Chair and other appropriate academic administrator(s) will create alternative completion plans for any active semester credits that cannot be fulfilled as designed on the original course syllabus. These plans are developed while ensuring the quality and content of course material and the integrity of the student's degree is maintained. A student must provide documentation regarding any such orders and contact his/her advisor or a military support team member to begin the process.

To receive military and veteran's education benefits, a student must maintain satisfactory academic progress (SAP) and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University. Only degree programs may be certified for benefits.

Those eligible to receive educational benefits through the U.S. Department of Veterans Affairs must complete the appropriate application form. These forms are available at the GI Bill Web site, www.gibill.va.gov. Applicants who are unsure of eligibility for benefits should contact VA Education Benefits at 1-888-GIBILL-1 (1-888-442-4551).

Those using Veterans Benefits are also strongly encouraged to contact Davenport's VA certifying official for help with questions regarding the application form. Speaking with the VA Certifying Official is especially important for those who will be using benefits under Chapter 31–Vocational Rehabilitation program. Veterans should submit documentation of all prior military training and experience for evaluation and possible awarding of University credit. For submission of documents or for questions, contact:

Davenport University
Attn: Registrar's Office
6191 Kraft Ave SE
Grand Rapids, MI 49512
1-866-925-3884

Davenport University complies in full with all reporting requirements outlined by the U.S. Department of Veterans Affairs. Enrollment, academic status, progress toward degree, conduct, attendance, and graduation requirements are monitored and reported for all benefit recipient students.

Tuition

Graduate courses are either three or four semester hours of credit. Graduate tuition is assessed as a per-credit hour charge. Current tuition rates are available on the Davenport website at

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www.davenport.edu. Please ask an admissions representative for tuition rates for the Executive MBA.

Automatic Tuition Payment

Students may elect to use the deferred payment plan. This plan allows students to pay half of their tuition (balance after financial aid) during registration. The remaining balance and the deferred payment fee will be assessed monthly by electronic transaction. For more details, please access the Davenport web site or contact the Bursar's Office.

Note: All past-due balances must be paid in full in order to register for future classes and qualify for the deferred payment plan.

Returned Checks

Returned checks are subject to a $30.00 penalty fee. The fee is automatically applied to the student account.

Refund of Credit Balance

Tuition refunds for students who officially withdraw from the University are applied to student accounts and will be based on total tuition charged. Credit balances for students who have paid by cash or check shall be refunded within 30 days from the date that the University receives written notification of the withdrawal from the student.

Tuition Charges and Refund Policy

Official notice of all withdrawals, failures to attend, or schedule changes outside the normal drop/add processing must be made by contacting the student's advisor. See the Financial Aid section for further details.

Note: Failure to notify the proper office in writing will result in full charges. The date of official notice is used to calculate all adjustments to charges. If applicable, refunds will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course. Specific dates are published by the Bursar's Office each session.

Fees and Other Expenses

Application Fee

An application processing fee must be paid at the time the graduate admissions application is submitted. The fee is not refundable and does not apply toward tuition.

Transcript Fee and Request Procedure

Transcript Request Procedure

Academic transcripts may be requested by fax (616) 732-1150 or by mail from Davenport University Registrar's Office, 6191 Kraft Ave, Grand Rapids, MI 49512. The current fee is $10.00 per transcript and is subject to change by action of the Board of Trustees. Transcripts given or mailed to students will be stamped "ISSUED TO STUDENT" and may not be accepted by another college/university or employer as official. Davenport University strongly recommends that transcripts be sent directly from the University to their final destination. Include the following information when submitting a transcript request: printed name, written signature, current address and phone number, student identification number, and approximate dates and campus attended. Transcripts cannot be released for any student with a financial obligation to the University.

Davenport University antecedents:
- Davenport College
- Detroit College of Business
- Great Lakes Junior College (formerly: Saginaw Business Institute)
- Lansing Business Institute
- Parsons Business College
- Patricia Stevens Career College (Owned by DU Oct 1988 – July 1991 ACICS Accredited)

Davenport University is designated as the "keeper of records" for the following institutions:
- Argubright College
- Borgess School of Nursing
- Institute of Merchandise and Design
- Jordan College
- Nazareth College

Transcripts from those institutions are requested through the Registrar's Office using the same process detailed above. Transcripts (or copies) sent to DU from other institutions cannot be released.

Textbooks

It is the student's responsibility to obtain a copy of the course textbook and supplemental materials required for the class at least one week before the start of the class. The purchase of supplemental materials is the responsibility of the student, and associated fees are not included in tuition.

Late Registration Fee

Students who register and make tuition payment arrangements after the designated registration period will be assessed a $50 late fee in addition to tuition costs.

University Fees and Expenses 2011-2012

Admissions Fees:

Application Fee (undergraduate and graduate), non-refundable	25.00
Application Fee (international undergraduate and graduate), non-refundable	50.00
I-20 Processing Fee	50.00

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Application Fee (international partnership school), non-refundable	25.00
Counseling No Show Fee	20.00
Deferred Payment Fee	30.00
ID Card Replacement Fee	35.00
Late Registration Fee	50.00
Registration Fee (per semester) 110.00	
Returned Check Fee	30.00
Student Activity Fee (W.A. Lettinga Campus only)	75.00
Technology Fee	35.00
Transcript Fee (per copy)	10.00

Residence Hall Fees:

Residence Hall Application Fee (non-refundable)	60.00
Residence Hall Security Deposit	100.00

See details on fees for Residential Life at: http://housing.davenport.edu

Student Insurance

Domestic Accident and Sickness Plan	975.00
International Accident and Sickness Plan	660.00

Note: All fees and rates are subject to change. Specific fees related to courses can be found in the Course Descriptions section.

Students should contact the campus they will be attending for specific tuition rates. Tuition must be paid before the start of each semester via the Student Payment Center or by mail with a money order or personal check. Payment Plan details are available on the Davenport web site or can be obtained from your campus advisor. Because Davenport University is an independent, nonprofit university, students may be eligible for certain financial aid programs that are not available at public institutions. It is important that students complete a Free Application for Federal Student Aid (FAFSA) to be considered for these programs. These forms are available online at www.fafsa.ed.gov. The majority of students attending halftime or more receive financial assistance for educational expenses at Davenport University. Official notice of all withdrawal, failure to attend, or schedule changes (including no attendance in any courses) must be made in writing, or verbally to the student's Advisor. Failure to do so will result in full charges. The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course; fees, room, board, and books are non-refundable. For more specific information about refunds, repayment, and withdrawals reference the Refund, Repayment, and Withdrawal Policy section of this catalog. Students may not re-enroll for a subsequent semester or receive official transcripts or a diploma unless all balances owed have been paid in full.

Online Graduate Programs

Admission to Online Programs

All students admitted to the Master of Business Administration programs and the Master of Science Information Assurance are eligible for online courses. Davenport University's online course offerings provide an innovative, interactive, distance-learning environment as another educational option to meet students' unique learning and lifestyle needs.

Students use the power of the Internet to accelerate their pace of learning. Online courses provide an excellent solution to round out student schedules and allow learning and knowledge sharing from a distance.

All Davenport University online courses are of the same high quality as in-seat courses.

Students may earn their entire graduate or undergraduate degree online, or they can pursue a few courses to update their skills and become more marketable.

What to Expect

Online learning uses technology to bring quality education to students needing a high degree of flexibility in their schedules or to those who have limited access to higher education in their communities. State-of-the-art technology links faculty members to students, and students to their classmates. Here is an idea of what to expect:

Assignments

From the first day of class, students will have a detailed learning plan to follow. This outlines assignments, deadlines, and course outcomes.

Discussions

Any time day or night, students can go online to see what has been discussed in class since they last logged on. Students can then offer input into the course or invite others to a chat room for real-time conversation.

Students receive frequent feedback through the course software platform and/or email.

Academic Expectations

Online course work at Davenport University relies heavily on written communication and problem-solving skills. In addition, minimum computer skills such as email functions, word processing, cutting and pasting, etc., are necessary. Because Davenport wants students to have a successful online learning experience, they are expected to have these skills before taking online courses.

Students are strongly encouraged to actively participate in the virtual classroom a minimum of five days a week. Students determine which days and times of day they attend their course(s). However, students are expected to meet assignment deadlines established in advance by the instructor.

Getting Started

Applying

Students who have never attended Davenport University may apply for admission by completing the University application at any Davenport University campus or by applying online at www.davenport.edu.

Only a completed file is considered for admission. The completed file should be submitted no later than two weeks before the start of the requested session. A completed file submitted less than two weeks in advance will not be guaranteed to be reviewed before the start of that session.

Scheduling Courses

Once admitted to Davenport University (or if already a Davenport University student), students may schedule online courses either at a campus with an academic advisor or online.

Students must pay tuition in full or make payment arrangements no later than the first day of the session in order to begin an online course.

Preparing for Class

Online Course Orientation

Students should prepare for online courses by viewing the online tutorial at www.davenport.edu.

Purchasing Textbooks/Course Material

Students should purchase all online course materials through the online bookstore service, MBS Direct. Materials are available approximately 30 to 45 days before the start of courses, and will be delivered directly to the student.

Students can order books online, by mail, or by toll-free fax or phone. Visit http://direct.mbsbooks.com/davenport.htm or call MBS Direct at (800) 325-3252 for more information.

Students should order their books at least one week before the start of the course.

Students who have financial aid and have excess funds allowing them to purchase textbooks should allow 24 hours for the textbook voucher to appear in the MBS system.

Course Access

The earliest time that students can access online course(s) is two days before the start of the course.

Technical Support

Technical Support is available seven days a week, 24 hours a day at (877) 899-1499 ext. 1200.

For additional information, visit the Davenport University website at www.davenport.edu or call (800) 322-3984 ext. 1212.

Davenport University Online Technology Requirements

If students plan to take online courses, they should make sure that they meet the following technology requirements:

Use Your Own Computer

Davenport University strongly suggests that students use their own computers, but have a backup in case their primary computer cannot be accessed. Alternate sources can include Davenport University Libraries, friends, family, the public library, or any other reliable source of access to the Internet. Students should be able to participate in the virtual classroom at least five days a week.

Maintain Minimum Skills Set

Also, students should be able to perform at least the following skills:

- Send and receive email
- Work with word processing programs
- Work with files and folders
- Copy and paste items
- Use and navigate Internet sites

Meet Hardware and Software Specs

To work most effectively with online courses, students' computer systems must meet certain hardware and software specifications. To see the most up-to-date online requirements visit www.davenport.edu. Please note that certain courses will require students to have additional software.

Use an Anti-virus Program

Davenport University Online highly recommends that the student's computer have—and constantly run—an effective anti-virus program. Recommendations are found at www.davenport.edu.

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FINANCIAL AID

FAFSA: An Important First Step

To determine most equitably the distribution of funds for financial aid, Davenport University requires all students applying for assistance to complete a Free Application for Federal Student Aid (FAFSA). This is a federal government form, and it establishes eligibility for assistance from federal and state governments as well as from Davenport University. To be eligible for financial aid, students must be citizens of the United States or eligible non-citizens and must be seeking a degree or certificate in a program that is at least 24 semester credits and 30 weeks (two semesters) in length. Students enrolled in shorter programs, in programs leading to specialty certificates, or in other specially designed series or groups of courses are generally not eligible for governmental financial aid. Students must also meet standards of satisfactory academic progress in their courses of study to maintain eligibility. Students must reapply each academic year to determine continued eligibility for most programs. Audited classes cannot be used to determine eligibility for financial aid.

Determination of Awards

Most aid dollars are awarded on the basis of a congressional formula that measures each family's ability to pay college expenses. The formula takes into account factors such as family income and assets, family size, retirement needs of parents, student's earnings and savings, and number of children in college. The "fairness" of the formula is continually reviewed, and alterations frequently occur to ensure that the results represent a realistic measurement of each family's ability to make college expense payments.

The financial need equation is as follows:

Total College Expenses	-	Expected Family Contribution	=	Financial Need
(Direct and Indirect Costs)		*(Formula Mandated by Congress Called Federal Methodology)*		*(Aid Eligibility Maximum)*

(See Website for current tuition, fees and Financial Aid information. Go to www.davenport.edu.)

The expense budget is set by the University and reflects modest indirect costs (books, travel, and personal expenses) beyond the standard tuition, fees, room, and board charges. The family contribution is a congressionally developed measurement of a family's capacity to cover a student's college expenses. A student's financial need figure results from the difference between "Total College Expenses" and the "Expected Family Contribution."

Student Financial Aid Rights and Responsibilities

The Financial Aid Office staff is committed to assisting students in understanding the student financial aid programs and policies. Knowing these rights and responsibilities puts students in a better position to make decisions about educational goals and how to achieve them.

Students have the responsibility to know about and do the following:

- Be enrolled in an eligible program leading to a degree or diploma before receiving federal aid
- Complete all applications accurately and submit them on time to the correct place
- Be aware of and comply with the deadlines for application or reapplication for financial aid
- Return, in a timely manner, all additional documentation, verification information, corrections, and/or new information requested by either the Financial Aid Office, the agency to which the application was submitted
- Be aware of the school refund, satisfactory academic progress, and withdrawal procedures as found in this school catalog, schedules, and financial aid notifications
- Be aware that no adjustments to charges—tuition, fees, books, etc.—are made for students who stop attending without official notice of withdrawal made to Advising (see specific refund grids published each semester)
- Be aware that withdrawal from all classes before the 60% point in time of the semester requires the University to calculate an amount to be returned to the federal aid programs
- Be aware that if the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University, or the student, or both are required to return some portion of federal aid
- Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester
- Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)

- Read, understand, and keep copies of all forms for which the student supplies a signature
- Comply with the terms of all agreements that are signed
- Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines satisfactory academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin

Contact the Financial Aid Office for additional information.

Description of Financial Aid Programs and Services

Student Employment

During the academic year, Davenport University students may hold part-time jobs on campus, funded by institutional monies and the Federal Work-Study Program. Open work-study positions will be posted on DUCareerNET. The average workload varies by position. Students are paid on a biweekly basis as wages are earned. Students eligible to receive an offer of awarded employment, based on demonstrated financial need through the FAFSA, can apply for a student employment position on DUCareerNET. If you are unsure of your eligibility for work-study funds, you will be advised of such eligibility during the hiring process. Students may also contact the Financial Aid Office or visit Career Services to request an eligibility check and start the employment process. Off-campus employment may be non-need based and is coordinated through the Career Services office at your campus.

Educational Loan Programs

Davenport University participates in the Federal Government's Direct Lending program for Direct Loans.

Most educational loans are awarded on the basis of financial need and repayment does not begin until six months after graduation, withdrawal from the University, or dropping below three credit hours of enrollment, whichever comes first. Before deciding whether to accept a loan, students should carefully read the section below, which describes the loan that may be offered. Davenport University urges students not to accept a loan for an amount larger than absolutely necessary and encourages them to consider both part-time employment and reducing personal expenses as a means of keeping aggregate loan debt to a minimum. The University requires online entrance interviews for all first-time Davenport University borrowers. The University will provide exit counseling materials to all federal loan borrowers, dropping below half-time attendance, to explain their repayment options and responsibilities.

The maximum aggregate Stafford loan debt for a graduate student is $138,500, including all debt from both undergraduate and graduate level schooling. This amount is a combination of subsidized and unsubsidized loans. The subsidized amount by itself cannot exceed $65,500.

PROGRAMS LESS THAN ONE YEAR IN LENGTH
For post-baccalaureate and post-graduate certificate programs that are less than one academic year in length (12 semester credits), loan eligibility is reduced. Please contact your financial aid counselor for more information about your specific program of interest.

TRANSFER STUDENTS/PRIOR ATTENDANCE
When a student begins attendance at Davenport University after having attended another postsecondary institution within the last calendar year, his or her student loan eligibility may need to be reduced, based on the amount borrowed at the prior institution(s). Please contact your financial aid counselor for more information.

Subsidized Direct Stafford Loan

The Subsidized Direct Loan is an educational loan for students enrolled at least half-time. Financial need is a requirement. The maximum loan amount for graduate students $8,500; For loans disbursed on or after July 1, 2010, the interest rate is fixed at 6.8% for those in graduate programs. Repayment normally begins six months after half-time enrollment ceases. The length of the repayment period is 10 years; this can be extended to 25 years for qualifying students. If students do not complete the loan period, they may no longer be eligible for the entire loan amount.

Unsubsidized Direct Stafford Loan

Students who may not qualify for a Subsidized Direct Loan or who qualify for only a partial Subsidized Direct Loan may qualify for educational loans not based on financial need, such as the Unsubsidized Direct Loan. The same terms and conditions as for the Subsidized Direct Loan apply, except the borrower is responsible for the fixed 6.8% interest that accrues while in school. Depending upon their eligibility, students might receive both Subsidized and Unsubsidized Direct loans totaling up to the applicable loan limit. Once a student enters a graduate program, the federal government deems that student to be independent, and the student is then eligi-

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ble for graduate-level loan limits. Students in combined BBA/MBA programs will be switched from undergraduate to graduate level once they have met their undergraduate requirements.

Other Loan Programs

Alternative Loans

Many alternative educational loans are available. Students at Davenport have participated in the Sallie Mae and 5/3 Smart Option Loan, Charter One (TruFit Student Loan), Citiassist, and Chase Select. These are consumer loans, not federal aid, and may have income requirements and credit checks. Contact the Financial aid Office for more information on alternative loans.

Default and Overpayments

Students who owe an overpayment or are in default on any Title IV Loan, which includes Guaranteed Student, Direct, SLS, PLUS, NDSL, or Perkins loans, will be denied financial aid. The University also has the right to deny admission to any student who is in default on any Title IV Loan.

Financial Aid Services

Many scholarship search services are available online. Davenport has compiled a number of web links and information about agencies that provide information about financial aid. This information is under the "Other Resources" heading in the financial aid section of the Davenport web site. Students may link to this page through the University's website (www.davenport.edu). Students should be very careful using online search engines and perform due diligence whenever using online searches so as to protect their identify. There are many free search options, so students should never pay for scholarship searches or applications. Students should also thoroughly research any scholarship agency to judge its legitimacy.

Graduate Standards of Satisfactory Academic Progress (SAP)

Graduate students are required to make satisfactory progress toward their degree or certificate. All withdrawals, incompletes, and repetitions are taken into consideration when determining SAP (Satisfactory Academic Progress). Incompletes and withdrawals are not considered as credits completed. Transfer credits are counted as both credits attempted and credits earned, but do not affect the CGPA. Nontraditional awarding of credit, including credit by exam and credit for life experience, is counted as both credits attempted and credits earned, but does not affect the CGPA. Satisfactory progress standards apply to all students, regardless of enrollment status (full-time or 1/2 time). All credit hours for which a student has incurred a financial obligation are considered.

Students are considered in good standing if they have at least a 3.0 cumulative grade point average (CGPA) and/or a 3.0 semester GPA when required. The percentage of credit hours successfully completed versus the hours attempted must be at least at 67%. Accountability starts with the student's entry date at the University.

Students who do not meet the required standards of SAP will receive a **Warning** notice. While on a Warning status, students are eligible to receive financial aid. Students that are still below standards for a second semester will have their aid cancelled. Students may appeal the loss of financial aid under the appeal policy outlined below.

Students are also reviewed each semester for compliance with the Academic Standards. If they are suspended from school under the academic standards policy, they will lose financial aid eligibility for that time period. If readmitted to the University, they may appeal for reinstatement of financial aid.

Maximum Timeframe

All students who receive financial aid must complete their program within 150 percent of the normal program length, as measured in semester credit hours. If they exceed the maximum timeframe, they are subject to the loss of financial aid, which can be appealed following the procedure outlined below.

Appeal and Reinstatement

Students who have lost financial aid eligibility for failure to maintain satisfactory progress will be notified in writing of the cancellation of financial aid and are urged to contact the Financial Aid Office. Students with mitigating circumstances wishing to appeal the financial aid cancellation may do so, in writing, to the Financial Aid Office. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. The committee will evaluate the appeal and determine whether the student may be allowed to continue to receive financial aid on either a **Probation** or **Academic Plan** status.

The student's appeal must include the following:

1. The reason why the student failed to meet the SAP standard(s) AND
2. What has changed in the student's situation so that he or she will now be able meet the SAP standards AND
3. Supporting documentation.

If an appeal is granted and financial aid is reinstated, the student will receive aid on either a Probation or Academic Plan status. A student on Probation is required to regain SAP standing by the end of the probationary semester; the terms of the probation will be included in the notice forwarded to the student when the appeal is granted.

If a student cannot regain SAP standing by the end of one semester, the student will be placed on Academic Plan status. The terms of the Academic Plan will be included in the notice sent to the student when the appeal is granted, and will generally include 100% completion (no Ws or Fs) and a specified minimum semester GPA. The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe.

Student progress will be reviewed every semester while on the Academic Plan status; if a student fails to meet the requirements of the Academic Plan, he or she will become ineligible for financial aid.

Students will generally be limited to two appeals during the course of their education at Davenport, regardless of the reason or other circumstance. If a student regains SAP status, he or she regains the ability to submit up to two appeals. A third appeal may be permitted for students who have stopped out for a minimum of three years.

SAP: Progress is Everything

As a graduate student, you are required to make Satisfactory Academic Progress (SAP) in order to earn your degree or certificate and to receive financial aid (if eligible). SAP is determined by considering:

- Accountability starts with your entry date at DU for your graduate program.
- You are considered in good standing if you have at least a 3.0 cumulative grade point average (CGPA) and/or a 3.0 semester GPA when required.
- All withdrawals, incompletes, and repetitions. Incompletes and withdrawals are not considered as credits completed.
- The percentage of credit hours successfully completed versus the hours attempted must be at least at 67%.
- SAP standards apply to all students, regardless of enrollment status (full-time or 1/2 time).
- All credit hours for which you have been charged tuition (regardless of how they are paid) are considered.

What is NOT Part of SAP

Nontraditional awarding of credit, such as credit by exam, credit for life experience, transfer credits, is not considered when determining your SAP.

Nontraditional credit DOES reduce the maximum time frame you have to complete your program.

Financial Aid Verification Policy and Procedures

The U.S. Department of Education defines "verification" as a process where your school confirms the data reported on your FAFSA. According to the DOE, Davenport has the authority to contact you for documentation that supports income and other information that you reported. Schools are required to verify students that have been selected prior to disbursing aid.

Students are expected to provide required documentation of certain items at the time of application. Normally this documentation should be submitted within one to two weeks of the request. However, sometimes it is necessary to contact outside sources, which could result in additional delays. Because of federal law, financial aid cannot be awarded until all of the required documentation is reviewed by the Financial Aid Office. Since funds are limited, students may stand to lose access to some funds, such as institutional scholarships and some federal programs, if documentation is not submitted promptly. It is Davenport University's policy to provide students (either in person, by mail, online, or by email) with a clear understanding of the forms and other documentation needed to verify their applications. This documentation may include, but is not limited to, federal income tax forms and other nontaxable income source documents. If students are unsure of what is needed, they should contact their financial aid counselor for further explanation until all matters are clarified. If students' submitted data fails to meet requirements, the Financial Aid Office staff and Advising staff will contact the students, either through a letter to the address on record or by telephone or email asking them to contact the University. Students can also review account information through Self-Service Banner by logging into Student Connection. (If corrections must be made to the application, it is necessary for the student and his or her parents [if applicable] to sign the appropriate documents and resubmit them for correction and/or evaluation.) After the verification procedures are complete, students will receive notification that will confirm that the file meets federal, state, and institutional standards of accuracy. Final awards are not made until the verification process is complete.

Davenport University is required by federal regulation to make referrals to the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. This institution takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the prosecution of students who were found to have provided falsified data. If during verification an overpayment situation does occur, the University will make every effort to collect the overpayment. However if it is not collected, the University may refer the case to the Department of Education if more than $25 is involved.

Note: Income documentation may be required before students receive financial aid at Davenport University.

Academic Year

Davenport University defines the academic year as two semesters, generally fall and winter. The spring/summer semester is optional for students and will be added to the end of an academic year.

Disbursement of Financial Aid

Most financial aid is directly credited to the student's account each semester. The credit will appear when aid is disbursed to the student account at the beginning of the second week of each semester/session. Funds will not be credited until all requested documentation is received and verified. Stafford Loan disbursements are sent directly to the University through electronic fund transfers or co-payable checks at the borrower's request. If the disbursement is by check, prompt endorsement of the loan check is necessary.

Campus employment earnings are paid directly to the student and not credited to the student's account. Any financial aid monies credited to the student's account not needed for direct institutional charges will be refunded to the student, according to federal regulations. Any credit balances remaining on the account at the end of a semester will be refunded, provided that the student has successfully completed the semester (i.e., not completely withdrawn from the University or dropped to less than half-time status during the semester).

Financial aid and outside awards are applied to the student's account in the following order:

1. Government grant aid is applied first.
2. Other outside funds, such as Vocational Rehabilitation, agency funding, or BIA awards, are applied after other grant aid. Generally such agencies are billed for the tuition due after all other grant aid has been applied to the student's account. (Some outside awards may have restrictions, such as covering only tuition and books.)
3. Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and

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are applied to a student's account to cover any balance due only after all government aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. External scholarships (e.g. Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

4. Tuition discounts given by the University are applied after all other grants and scholarships are applied to charges. A student may receive a discount or an institutional scholarship, not both. The student will be awarded a discount or the scholarship, whichever is most beneficial to the student.
5. Student loans are applied to cover any remaining balance on the student's account as they are received and properly endorsed, if applicable.

Note: If an outside funding agency specifically requests a different order of application, the Bursar's Office must receive written confirmation from the agency before authorizing an exception.

Required Annual Notification of Authorization Provisions

If you give Davenport University written authorization (1.) to credit loan funds to your account by means of Electronic Funds Transfer (EFT), (2.) to use Title IV federal student aid funds to pay for charges other than tuition and fees, such as books, and/or (3.) to hold any financial aid funds in excess of the current semester charges on account to be applied to subsequent semester charges, that authorization will be valid during your enrollment at Davenport University. Authorization can be cancelled or modified at anytime.

Davenport University will automatically credit the amount of a refund due the student against the amount of unpaid charges or non-institutional charges owed to the University.

Any interest earned on funds held on account is retained by the University. For further information, contact the Bursar's Office at 6191 Kraft Ave, Grand Rapids, MI 49512.

Repeat of Courses

Student status for financial aid eligibility is determined by including all credits for which the student has not already earned credit and that the University considers successfully completed toward further sequential coursework. If students repeat a course for which credit has already been earned, this credit may not be used for determining federal financial aid eligibility. Changes in federal law as of July 1, 2011, allow financial aid to be used for repeats of courses if needed for a student's academic program. A financial aid counselor can assist students with determining if a repeated course is eligible for aid. Free repeats may affect financial aid eligibility.

Financial Aid History

Davenport University may need to obtain financial aid history information for any college(s) attended during the current award year, before disbursing financial aid. This information is obtained from the NSLDS (National Student Loan Data System) and can also be viewed by the student at http://www.nslds.ed.gov/nslds_SA/.

Refund, Repayment, and Withdrawal Policy

Official notice of all withdrawals, failure to attend or schedule changes (including no attendance in any class[es]), must be made in writing or in person to Advising. If you do not submit formal schedule changes, withdrawals, etc. in person or in writing to your advisor, you will be fully charged and not eligible for any refund.

How Are Refunds Calculated?

Refunds are calculated based on the day you submit written or in-person notice to your DU advisor. The date of official notice is used to calculate your refund amount, which is pro-rated. No refunds will be given without submitting written or in-person notice.

When will I Receive My Refund?

Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course only. Fees, room, board, and books are nonrefundable.

Can Refunds be Applied to New Classes?

If you are eligible for a refund and are not withdrawing from DU, you may want to have the full tuition amount (that was paid with personal funds) credited against tuition charges for future semesters. If you choose the credit, you will not receive a refund check, but your full tuition credit as described will apply toward another DU class(es).

How Do I Request the Future Tuition Credit?

This request must be made in writing to the Bursars office within 30 days of the date of withdrawal.

What if I Disagree with a Refund Denial?

If you believe you are entitled to an exception to the refund policy:

- Submit a written appeal to the Bursar at 6191 Kraft Ave SE, Grand Rapids, MI 49512
- Provide supporting documentation explaining any extenuating circumstances on which the appeal is based. Submit the written appeal within 30 calendar days of the withdrawal day You will receive a written response within 10 business days of the University's receipt of the appeal.

If You Withdraw and are a Financial Aid Recipient

When a financial aid recipient withdraws from all classes or does not complete all classes for which he or she is scheduled through the 60 percent point in time of the semester, the University calculates an amount to be returned based on the Refund, Repayment, and Withdrawal Schedule. The University calculates the amount to be returned in accordance with applicable federal and state regulations. The financial aid earned by the student before withdrawal is determined by calculating the amount of the semester completed as of the date of official notice of withdrawal. If the amount of

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federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University or the student, or both, are required to return some portion of federal aid. Late disbursements for which students are eligible are required to be included.

When a student withdraws from current classes but is scheduled in a later-starting class for the semester (usually a session 2 class), he or she will be required to complete an Intent to Attend (ITA) form within one week of withdrawal. If the student does not complete the form or submit it within the required timeframe, his or her later-starting classes will be dropped without charge to the student.

Exit loan counseling is required for all students who have received Federal loans and are no longer enrolled half time or have graduated.

Refund, Repayment, and Withdrawal Schedule

A new refund policy went into effect starting the Spring/Summer semester, 2011. The refund schedule is also available on the Davenport web site.

The amount of the semester students have completed as of the date of withdrawal is calculated by counting the number of calendar days that have elapsed in the semester and dividing that number by the total number of calendar days in the semester. Scheduled breaks of five days or longer are excluded from the calculation. Students who complete a session 1 and then withdraw from all 15 week, 12 week, 10 week, or session 2 classes will be considered a withdrawal for the term and a federal return calculation will be completed.

The unearned percentage of federal aid is multiplied by the charges for the semester and by the total amount of aid disbursed for the student; the University is responsible for returning the lesser of these two amounts. Students may be required to return any unearned aid less the amount returned by the University.

Federal funds are returned in the following order, both by the University and the student:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Pell Grants
- Federal SEOG
- Other federal aid programs

Students will receive a written notice of any federal funds returned by the University. Invoices for any balance owed to the University will be sent out according to Bursar Office policy. Any funds left on account at the University as a credit balance at the time of withdrawal will be used first to satisfy unpaid charges owed the University.

At the end of every semester, students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester) may be required to have a return of federal funds calculation performed if the documented last day of attendance, as reported by the faculty, was on or before the 60 percent point in time of the semester. The calculation procedures outlined above are then followed, and the student is notified of any federal funds returned on his or her behalf. If it is determined that a student never attended a class or classes, the financial aid will be reduced according to the students revised enrollment status.

No adjustments to charges, tuition, fees, etc. are made for students who stop attending without official notice of withdrawal. An invoice will be sent to students who owe a balance to the University according to Bursar Office policy. Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

Refund Schedule:

15 week and 12 week Semesters

When the semester starts on Monday:

- Prior to the first day of the semester – No Charge
- From the 1st through the 5th day of the semester – 10% Charge
- From the 6th through the 12th day of the semester – 50% Charge
- From the 13th through the 19th day the semester – 75% Charge
- After the 19th day of the semester – 100% Charge

10 week and 7 week Sessions

When the session starts on Monday:

- Prior to the first day of the session – No Charge
- From the 1st through the 5th day of the session – 10% Charge
- From the 6th through the 12th day of the session – 50% Charge
- After the 12th day of the session – 100% Charge

When the session starts on Wednesday:

- Prior to the first day of the start of the session – No Charge
- From the 1st through the 7th day of the session – 10% Charge
- From the 8th through the 14th day of the session – 50% Charge
- After the 14th day of the session – 100% Charge

Student Loan/PLUS Credit Balances

After student loans have been disbursed, money not needed for charges will be returned to an enrolled student within 14 calendar days of the date the funds are applied to the student's account.

Indebtedness

Students who are indebted to the University will not be permitted to reregister or to receive a transcript of record or a diploma until

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all financial obligations are settled. The University chooses not to release transcripts or diplomas to those students who are in default on student loans. However, a transcript will be released directly to an employer seeking information on a student who is a prospective employee upon written student request.

Davenport University Scholarships

To be eligible for institutional scholarships, applicants must not be in default on any education loan and must maintain financial aid standards of academic progress. In addition, students must file the FAFSA. International students are not required to complete the FAFSA. Upon applying for admission to the University, students will be reviewed to determine if they meet eligibility requirements for a DU scholarship. Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and are applied to a student's account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. External scholarships (e.g. Rotary Clubs, churches, etc.) can be used to cover university costs such as books or room and board but will not result in a refund to the student.

Scholarships do not apply to competency exams, CLEP/DSST, and other competency-granted credits. Campus-specific scholarships may carry additional criteria and policies outlined through individual applications and applicable policies.

Davenport University provides institutional funding for student scholarships based on several factors that include but are not limited to the following: merit, financial need, and/or other published scholarship criteria. All scholarships must meet the following criteria:

- The student must file the FAFSA (excluding international students).
- The student must meet specific criteria and deadline date as required for each scholarship.
- The student must provide the University with all requested information before the scholarship can be awarded.
- The student must maintain satisfactory academic progress.
- The student must demonstrate the academic excellence goals of Davenport University by meeting a minimum CGPA as specified by the criteria of the scholarships.
- A student who falls below a required CGPA to maintain a scholarship, but meets the requirements of a different scholarship, will receive that new scholarship. A student who has extenuating circumstances can appeal to the Financial Aid Office.
- The student must be enrolled at least half-time (min. 3 credit hours).
- The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used spring/summer (not to exceed the per semester maximum) or annual limit.
- The student must begin using the scholarship within the award year of selection.
- Continuous enrollment is required (excluding spring/summer). A student who does not maintain continuous enrollment and re-applies within three years of the last semester of attendance will receive 50% of the scholarship value the first semester he or she returns to Davenport University. If continuous enrollment (excluding spring/summer) is re-established, 100% of the scholarship value will be reinstated the second semester.
- International and online students are considered for all Davenport University institutional scholarships.
- A student can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship.
- Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and can be used to pay for tuition, fees, and books after all federal and state aid (excluding student loans and work-study) have been applied. External scholarships (e.g., Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

Institutional Scholarship Appeal Process

Students may appeal the loss of a renewable scholarship by following the process outlined below:

a. Students must submit a written appeal to the the Financial Aid Office within 14 days of the end of the semester.
b. Students submitting an appeal must have a CGPA of 3.0 or higher.
c. Students must submit their request in writing. The written request must include the following:
   i. An explanation of the mitigating circumstances
   ii. Documentation that supports the appeal
d. Two conditions that can lead to an appeal are as follows:
   i. The student's cumulative GPA falls below the minimum GPA required for the scholarship he or she had received.
   ii. The student failed to meet the continuous enrollment requirement of the scholarship by sitting out one semester.
e. Appeals may be granted based upon the special circumstance related to the lower GPA and/or the reason for sitting out a semester.
f. Students may appeal the loss of scholarship eligibility once during their enrollment at Davenport University.
g. If students are granted the appeal, they must maintain a semester GPA equal to or higher than the minimum GPA required by the particular scholarship they are receiving. (GPAs will be checked each semester.)
h. The final decision rests with the Financial Aid Office.
i. This policy applies to all institutional scholarship programs that are renewable.

The Financial Aid Office will notify students via email of the loss of a scholarship and opportunity for appeal. The Financial Aid Office will notify students of the granting or denial of the appeal. If the appeal is granted, an email will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Financial Aid Office will send an email explaining the final loss of the scholarship.

2011-2012 DAVENPORT UNIVERSITY SCHOLARSHIPS

STUDENT TYPE NAME AMOUNT	TO QUALIFY	RENEWABLE
Students – (*new to Davenport*) Graduate Program **Medallion** Up to $2,000 per year	New graduate degree students—Student must have a minimum CGPA of 3.80 from their bachelor's degree program AND be admitted without condition into a graduate degree program	Up to 4 years or master's degree completion (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.50 GPA
Students – (*new to Davenport*) Graduate Program **Scholars** Up to $1,500 per year	New graduate degree students—Student must have a minimum CGPA of 3.50 from their bachelor's degree program AND be admitted without condition into a graduate degree program	Up to 4 years or master's degree completion (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.20 GPA
Students – (*new to Davenport*) Graduate Program **Graduate** Up to $1,000 per year	New graduate degree students—Student must have a minimum CGPA of 3.0 from their bachelor's degree program AND be admitted without condition into a graduate degree program	Up to 4 years or master's degree completion (whichever is shorter) RENEWAL CGPA (end of winter semester) 3.00 GPA
Academic Excellence		
Current Graduate degree seeking student fully accepted into a master's program	Min. 3.80 CGPA AND min. 12 graduate-level credit hours earned at Davenport	Grad; up to $1,000 per year Not automatically renewable

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Foundation Scholarship List

The Davenport University Foundation also provides assistance for student scholarships. These scholarships were established through generous contributions from alumni, friends and companies. To apply, go to www.davenport.edu/foundationapp or call 1-866-248-0012 or any Davenport admissions office.

Endowed Scholarships

Carol J. Adams
Michael D. Allie Endowed
Alpha Iota of Grand Rapids
Alticor, Inc.
Alumni Legacy Endowed Scholarship
Bank of America
Batts Foundation
Michael Berry Endowed
Beta Scholarship
Bil Mar Foods, Inc.
Henry & Carolyn Bouma
Ronald D. Brady
Michael & Bunny Braughton
Wallace and Irene Bronner
Brooks Beverage Management
Thomas H. Brown, Ph.D.
John and Mildred Burt
Louis & Catherine Buzzitta
Linda R. Lindsay Byington
Jerry & Suzanne Callahan
Canteen Service Co.
Thomas A. Carey
Chemical Bank West
Rudolfo and Judith Cifolelli
Casey J. Cnossen, Jr.
Paul Collins
Comerica Bank Endowed
Community Choice Credit Union
Peter & Emajean Cook
Custer Office Environments
Ralph, Berniece & Ralph Damstra, Jr.
The Daoud Foundation Endowed
Helen & Dallas Darling
Davenport University Employees
John David Endowed
Michael D. Davis Endowed Scholarship
Dearborn Alumni Club
Dearborn Agency (R. Putnam & K. Cude)
Dearborn Exchange Club Endowed
Metropolitan Hospital Tribute to James N. DeBoer
Alfred & Eleanor Dinsmore Nursing
The Door Family
Droski, Lindsay, & Meyers
Dykhouse Construction
Emergency Medical Services
Jenny Engle Nursing
Engineered Comfort Systems, Inc.
Fairlane Car Wash Endowed
Ronald E. Falk
Ned Fawaz Expression of Gratitude
Fifth Third Bank
The Flechsig Family
Larry & Judith Fredricks
David & Judy Frey
Dr. Robert and Christine Funaro
Geerlings Development/Scott Geerlings
Daniel & Michelle Georgevich Endowed
G.M. Lansing Women's Club
Godwin Hardware & Plumbing
Grand Rapids Press Minority
GunnLevine Architects
Donald & Nancy Hamelink
Edward J. & Sandra Hanenburg
Charles & Helen Harrison
Art & Betsy Hasse
H. J. Heinz Company
Alan Hering
Lou Holtz
Robert Hooker Jr. & Michelle Harmody
Howard Miller Company
H.S. Die & Engineering
Huntington Bank
William & Beatrice Idema
Betty Igrisan Memorial
Islamic Institute Endowed
Johnson Controls
James & Ginger Jurries
Kalamazoo Employees
Gerrit & June Kamphouse
The Kane Group (Grand Rapids Area)
Kane Group (Dearborn Area)
Angeline Keller (Brad Keller)
Keith and Kathy Klingenberg
Knape & Vogt Manufacturing Co. (Ray Knape)
Robert & Ellie Kunkel
James & Clarine Lanting
Wilbur A. Lettinga
Sharon Lettinga
Michael & Connie Lettinga
William & Rochelle Lettinga
Les Lindsay
Lumbermen's Inc.
Marble and Tile (Dr. William Piersante)
Robert J. & Inez McBain
Emerson G. McCarty
McDonald Plumbing (Ed & Nancy McDonald)
M.E. Davenport Family
Meijer Inc.
Dr. James and Barbara Mendola
MI Food & Beverage Assoc. (Dr. Edward Deeb)
Midwest Health Center (Dr. Mark Saffer)
Barbara A. Mieras, Ph.D.
MJK Architects, Engineers & Planners
Martin Morales Minority
Alberta Muirhead
John & Elinore Mulder
Patrick & Katherine Mullen
John Myaard
Woldemar H. Nikkel
Kevin & Deborah O'Halla Scholarship Fund
Roger W. O'Halla
Chris & Joan Panopoulos
Perrigo Company
Powell Moving and Storage, Inc. Endowed
Rockford Construction
C. Dexter & Sandra Rohm
Charles & Stella Royce
Robert & Ellen Sadler
Robert & Helen Jean Schmiedicke
H. B. Shaine & Company Inc.
Smith Industries Aerospace (Robert Her)
Robert W. & Margaret D. Sneden Student Aid Fund
Spartan Stores
John & Judy Spoelhof
David J. Steenstra, Ph.D.
Senator Glenn D. Steil
Steil Fund for Creston High School
Steve & Ruth Stream
Carroll & Frances Streeter
Jerry & Judy Subar
Jacqueline D. Taylor Study Abroad
Gary J. & Mary A. Ten Harmsel
Aubrey J. Terbrack
Dave Thomas, Founder of Wendy's
Richard & Gretchen Tierney
TLC Group
Universal Forest Products (Ambassador Peter F. Secchia)
Fred & Gretchen Vandenberg
Roger and Clare VanderLaan (Holland)
Roger and Clare VanderLaan
P. Robert & Charlene Vanderson
Bernard & Jean VanderVeen
VanDyken Mechanical Scholarship
Varnum, Riddering, Schmidt & Howlett
Robert Voetberg Scholarship
The Volk Family
Elmer Vruggink, Ph.D.
Russel Warner
Mary Warner
Warren Alumni Club
Tyrus R. Wessell Student Aid Fund
West Side Beer Distributing (Donald Klopcic)
Irving & Birdella White
Hugh and Melbarose Wichert
Kathryn L. Wiese
Bruce & Lavina Wynalda
Marian Davenport Wynalda

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Yoshiko Yamagishi
Kenneth and Carole Yerrick Endowed
Max & Micki Young

Endowed Memorial Scholarships
Paul Ames
Charles "Andy" Anderson
Amy Barnaby
Dr. Ronald Bartson
Hy & Greta Berkowitz
Rosemary Braun (Fred Braun)
Frank Breukink
Paula Brown
Wilma Brudy
Marvin "Red" Brummel
Jason Bruso Memorial
Nilda Caceres
Mila Crkovski
Davenport University Memorial Fund
Robert J. DenHerder
E. Scott Derr
John Dishaw Memorial Scholarship
Thomas F. Dulude
Roger E. Erickson
James A. Farmer, Sr. (James & Ginny Farmer)
Matthew Brian Feko (Joseph & Marie Feko)
Helen Frays
Bruce W. Gilmore
William R. Heible
Rhonda Goodyke-Hoorn (Roger & Clare VanderLaan)
Betty Igrisan Scholarship
John P. Keller (Dr. Bradley & Nina Keller)
William Kingma (Betty Kingma)
Jean Kinsman
Mary Walsh Kole
Eugene & Josephine (Parbel) Kozak Memorial
Nichole Lake
Judith Lettinga Memorial
Mary Kay Lettinga
Jean E. Lindsey
Edna & Marilyn Losgar (Peter Wege)
Maine Family
Emerson G. McCarty Memorial
Anna B. McPherson, RN (H. William Moerdyk)
Blaise Newman
Felicia Jadesola Ojo
Josephine & John Oonk, Jr.
Robert T. Orlikowski
Gordon H. Poll
Thomas Fisher Reed
Pauline Roskam
Kevin L. Rotman
Bernice G. Rudzinski
Yvette Russel
Sandra Scoville
Robert W. Sneden
Eleanor Spidell
Janice Stauffer (Tom Stauffer)
Kristin Ten Harmsel-Anderson
Lisa Trombley
Elton Carl & Margaret E. Twork
Vander Wall Family
John S. VanderHeide, III (John & Jane VanderHeide)
Herman & Jennie VanderLaan (Roger and Clare VanderLaan)
Jane Wetherell (Al Wetherell)
Antoinette (Toni) Wykstra
George L. Young
Kathryn & Harold Zahm
Ronald Zoulek (Jim & Pat Zoulek)

Annual Scholarships
ABWA - Indinois Chapter
Accounting Annual Scholarship
Alma Campus Annual
Alpha Beta Gamma/Gamma Gamma
Alumni Ambassador Scholarship Fund
Alumni Assoc. for the Grad. Program
Alumni Association Unrestricted
Amical Foundation/Donald Phillips
Battle Creek Employees
The Besaw Family Scholarship
Beta Sigma Phi-Grand Rapids City Council
Caro Campus Annual Scholarship
C.F.M.A.
Bob Clarkson
Lynda Cribari
Louie and Susan Crkovski
Davenport University Online
Dearborn Federal Savings
Eileen DeVries
Distinguished Alum Mentor Scholarship
Dulcet College Annual Fund
Grand Rapids Campus General
Hammer Family Scholarship
Holland Campus Annual Fund
Honors Accounting Scholarship
Kalamazoo Campus Annual Fund
Kirco Construction Corp
Susan Margaret Kovach Cultural Diversity (L. Sharma)
Lacks Enterprises
Lansing Campus Annual Scholarship
Midland Campus Annual Scholarship
Northern Michigan Staff Annual
Donald Offermann Annual Scholarship
Peter Pratt and Linda Headley Annual Scholarship
Pyper Products/Doyle Hayes
David Rausch & Kristin Stehouwer – Traverse City
David Rausch & Kristin Stehouwer - TriCities
Saginaw Campus
The Saginaw Spirit Annual Scholarship
Signature Applications, LLC
Steelcase, Inc.
Steil Fund for Single Mothers
Ralph and Carolyn Stingel
Tim & Bob Sullivan
Traverse City Annual Scholarship
Dave Veneklase and Family
The Volk Family
Harold F. Williamson Memorial

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STUDENT SERVICES

Advising

Davenport offers students the support of an academic advisor to aid in their academic pursuits. Davenport strongly believes in a developmental advising model which guides students through their academic plans to support their career objectives. Academic advising is available at every campus and online to assist students in selecting courses, discussing curriculum change implications, answering questions related to academic programs and policies, or reviewing progress towards graduation. Students are responsible for being aware of and meeting all curriculum requirements, including any changes that may occur therein.

Course Scheduling

Graduate students should schedule courses in consultation with their advisor. It is also possible to schedule courses online through the Student Connection at www.davenport.edu. Tuition payments are handled through the Student Payment Center.

Course Cancellation

The University reserves the right to cancel a course due to low enrollment or for other administrative reasons. Students will be notified of course(s) being cancelled and graduate advisors will assist them in their scheduling needs.

Course Scheduling Changes

To officially change a schedule, students should drop/add classes online through the Student Connection on the Davenport web site or contact their advisor. Refer to the graduate academic calendar to ascertain the last day for schedule changes.

Adjusting Course Schedule (Add/Drop)

Students may add a course and/or drop a course prior to the first day of the session. Contact student services to obtain information about the required procedures. Follow all required steps to ensure a successful Add or Drop.

Withdrawal from Class

Contact your advisor in order to withdraw from one or more classes. Changes to an original schedule may result in an adjustment of financial aid. Therefore, every student who receives financial aid must contact their campus financial aid counselor or their advisor before a withdrawal from class is processed. Any charges not covered by financial aid are the responsibility of the student.

Withdrawal procedures must be followed whether or not the student has attended class. Please note the following:

- Last day to withdraw without failing the course is indicated on the Academic Calendar.
- Absence from a class is not considered a withdrawal, regardless of the number of absences.
- A student not attending a class at the University without following the proper withdrawal procedure will receive a grade of “NF” No Show or ‘F’ grade for the course.
- A student not attending class at the University who follows the proper withdrawal procedure by the last day to officially withdraw receives a grade of “W”.
- A student leaving a class or the University after the last day to officially withdraw receives a grade of “F”.

Enrollment Status

Full-time status requires six hours or more per semester (Fall I and II, Winter I and II, Spring/Summer I and II). Graduate students who carry fewer than six credit hours are considered half-time. Graduate students receiving financial aid must be aware of their full-time and half-time status in order to maintain their level of funding.

Counseling

Counseling services with a Licensed Social Worker are provided free of charge at the W.A. Lettinga Campus. Appointments can be scheduled by calling the Welcome Center at (616) 871-6166 or student.affairs@davenport.edu. Students who would like information about counseling services outside of the Lettinga Campus should contact their advisor or the Student Affairs Office for referral to a Community Mental Health agency in their area.

Housing

University-sponsored housing is available at the Grand Rapids Lettinga Campus for all students and required for traditionally aged freshmen who live outside of the 45 mile commuting radius. The purpose of Housing and Residence Life is to provide an environment that is comfortable, safe and conducive to academic success and community development. In addition, the housing program offers three living-learning communities for students majoring in business, health and technology. Research shows students who live on campus are more likely to be retained, post higher grades, and graduate. All students living on the Lettinga campus also enjoy the benefits of a university meal plan in our popular dining hall. Visit our website for more information: http://www.davenport.edu/housing-and-residence-life

Email

The University provides Panther Mail email accounts for students registered for the current semester. This will be the primary information medium by which students will learn of dates, deadlines, policies, and activities related to Davenport. These accounts are provided by the University to communicate with students and it is expect that all students will monitor email regularly. In addition, students will use this email account as the email address for all online and blended course(s).

Student Identification (ID) Cards-Panther One Card

Every student will be issued a Panther One Card at any campus. Pictures may be taken either during Orientation or through Student Services. Panther One Cards will be mailed to a student's permanent mailing address. Cards must be activated to ensure timely delivery of refunds. Panther One Cards must be used to check out library materials and utilize computers in the DU Libraries. Panther One Cards may also be used to obtain student discounts, where available.

Change of Name, Address, Phone Number, or Email

It is the student's responsibility to update through the Student Connection any changes to address, phone number, and/or email address. Students wishing to submit a change of name should contact their advisors for details.

Student Insurance

Health insurance coverage is required for student athletes, students enrolled in specific classes or specific majors within the College of Health Professions, and for all international students. Questions regarding the insurance requirements along with information for those students wishing to obtain insurance for themselves and/or spouses and dependents can be found at davenport.edu/risk-management/student-insurance.

Students with Disabilities

Accommodations for Students with Disabilities

It is the policy of Davenport University to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Davenport University will not discriminate against any otherwise qualified student or applicant with respect to any terms, privileges, or conditions of a student's admission, educational program, or activity because of a disability.

Information for Students with Disabilities

Students may request reasonable accommodation as a result of a qualifying disability as defined by the Americans with Disabilities Act (2008) or Section 504 of the Vocational Rehabilitation Act of 1973. It is the students' responsibility to contact a Disability Services Coordinator at their campus to initiate the accommodation process.

Davenport University will provide reasonable accommodations, as deemed appropriate and in accordance with state and federal guidelines, by providing access that allows participation in University programs and activities for otherwise qualified individuals when doing so does not pose a risk to the individual or other students.

Policies and Procedures for Students with Disabilities

The University's policy and state law each require that qualified students with disabilities be given reasonable academic accommodations and overall educational program accessibility.

The University seeks to accommodate students with disabilities on an individual basis, based on assessment data documented by a qualified professional. This process must be student-initiated and is not retroactive.

There will be no discrimination on the basis of disability.

Any information provided on a voluntary basis shall be used for the sole purpose of assessing accommodation requests, to minimize competitive disadvantages that are directly related to the student's documented disability. There are no limitations on the number of persons with disabilities who may be admitted or enrolled.

The University's policy of nondiscrimination based on disability provides reasonable accommodations to qualified students with disabilities in the most integrated, appropriate setting, and includes but is not limited to:

- Opportunities: Opportunities are provided to participate in academic programs and sanctioned co-curricular activities.
- Examinations: Examinations, written assignments, or other evaluation procedures may be accommodated to mitigate the effects of a disability and to more accurately measure student achievement, as long as such accommodation does not fundamentally alter the learning objectives of the course.
- Advising: Advising, support services, and employment assistance are provided without discrimination to any student with a documented disability.
- Location: Location of programs will provide equal access to mobility and visually impaired students to the extent reasonably possible.
- Physical Accessibility: Physical accessibility to instruction, academic support, student services, and technology are provided to the extent reasonably possible.

Davenport University is committed to providing opportunities, resources, and support to help students achieve their goals. This commitment includes providing assistance to students with disabilities. Early notification of any accommodation request increases the likelihood that special arrangements can be made prior to the start of classes.

Students who believe they have a disability as defined by the Americans with Disabilities Act and require accommodation to meet course or program requirements should contact a disability services coordinator at their campus to secure an Accommodation Request Form and the appropriate Verification of Disability Form.

These forms, contact information, and other disability services information is located on the Disability Services page Davenport website (www.davenport.edu/disabilityservices.) This information will help the University work with students to plan effective academic accommodations and auxiliary aids and services while they are attending Davenport University.

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Student Life

Davenport University offers students many opportunities to get involved. The Student Life Office supports student success and aims to foster student development by providing students with opportunities to get involved, build community, and learn outside of the classroom. There are a variety of registered student organizations (RSO's) for students to join. Some organizations are specific to individual majors and offer students an opportunity to interact with individuals within their chosen career. Other organizations focus on social and volunteer experiences and provide students the opportunity to get involved both on and off campus. The Student Life Office also sponsors a number of social, educational, and leadership events and programs. The Volunteer Center provides service opportunities for students who want to make a difference in the community. Students interested in involvement opportunities should contact the Student Life Office to determine which opportunities are available on their campus. Students can also find out what is going on by visiting the Student Life web site or by becoming a friend at www.facebook.com/dustudentlife.

Intercollegiate Sports

Davenport University's Intercollegiate Athletic Program is a member of the NAIA (National Association of Intercollegiate Athletics), ACHA (American Collegiate Hockey Association) at the Division I and Division III level, USBC Collegiate (U.S. Bowling Conference), U.S. Lacrosse Women's Division Intercollegiate Associate, MCLA (Men's Collegiate Lacrosse Association) and USA Rugby.

All participants must be 18 years of age or older and a fulltime student (i.e., 12 credits or more per semester or 6 credits or more per semester for graduate students). Eligibility rules are very detailed. Please contact the Athletic Department for more information.

If you are interested in competing at the intercollegiate level, complete and submit a participation form (found online at www.davenport.edu) or contact Athletic Director Paul Lowden at (616) 732-1194. All of Davenport University's intercollegiate programs are based out of the Grand Rapids campus.

The programs currently offered are:

- Men's Baseball
- Men's Basketball
- Men's Bowling
- Men's Cross-Country
- Men's Golf
- Men's Ice Hockey
- Men's Indoor Track & Field
- Men's Lacrosse
- Men's Outdoor Track & Field
- Men's Rugby
- Men's Soccer
- Men's Tennis
- Women's Basketball
- Women's Bowling
- Women's Competitive Cheer
- Women's Competitive Dance
- Women's Cross-Country
- Women's Golf
- Women's Indoor Track & Field
- Women's Lacrosse
- Women's Outdoor Track & Field
- Women's Soccer
- Women's Softball
- Women's Tennis
- Women's Volleyball

Please visit us at http://www.dupanthers.com/ or inquire about future athletic programs to be offered at Davenport University.

Career Services

Davenport University Career Services assists all students and alumni with every aspect of the career development and career success processes from aiding in career exploration and interest assessment, to ongoing support once in the field.

Classroom & DU Campus Events

A student's relationship with Career Services begins with the classroom presentations and events that are conducted at every campus throughout the year. Career Services encourages all students to take advantage of the many group networking and career development events, as well as the information provided during in-class presentations. All of the Career Services offerings are designed to improve a student's professional and soft skills for the purpose of achieving career success.

Career Search and Career Skills Development

Through career counseling, events and the resources provided by Career Services, students will learn a full range of professional and soft skills and receive on-going help and support for creating dynamic resumes, professional letters, learning interview skills, and how to conduct successful job searches. In addition, Career Services can assist students in learning networking strategies, portfolio creation, business etiquette and tips to dress for success on any budget.

Experiential Learning and Internship Opportunities

Career Services works with faculty, employers and human resources to provide DU students with the best possible work, career and program-related opportunities available. Students seeking opportunities to build their skill level, gain experience and grow their professional portfolio can work with Career Services to locate great opportunities.

Career Fairs and Events

To assure student success and exposure to employment opportunities, Career Services hosts several career fairs each year. These events may be broad and open to all students or focused on a specific program or degree. Career Services also promotes job expos and career fairs sponsored by other universities and professional organizations in order to bring the most relevant opportunities to our students and alumni.

Online Job Database

Students seeking work-study, internship, full or part-time positions can find great jobs on DU's online job posting system, DUCareerNET. Through the Student Connection, students and alumni can search for the opportunities that best suit their needs or work with their Career Services Coordinators to learn of other popular job search and career information sites. For lifelong support, communication is the key. Students should keep DU Career Services aware of any changes in address or employment while enrolled and after graduation, pursue leads in a professional manner, report interview outcomes and respond to survey inquiries to assure that the services provided meet our students' and alumni's ever changing needs.

Resources and Resource Materials

Career Services is constantly working to upgrade and improve the quality of resources available to students and alumni for professional and soft skill growth. Be it on the intranet, in DUCareerNET, through InterviewStream, in the DU Libraries, or in our offices, students can expect interactive support in the form of podcasts, quick and topical videos, interactive mock interviewing online and the most current advising techniques available through our career services advising team. All students and alumni have access to these resources while registered with DU as a student and after graduation.

Davenport University Alumni Association

The Davenport University Alumni Association helps graduates stay current with the friends, associations, and interests they developed as students.

Through many events, travel opportunities, programs, and as the record-keeper of names, addresses, and biographical information for more than 50,000 graduates, we can help you stay in touch with former classmates and the University. Be sure to contact us when you move, get married, or change jobs so we can keep your information up to date. Stay in touch with your alma mater via our alumni email address: alumni@davenport.edu.

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University automatically receives free membership in the Alumni Association. Your membership entitles you to the Davenport University Review magazine, access to the alumni online community, and many University services. You'll also receive:

- Lifetime employment assistance including DUCareerNET access.
- Free lifetime brush-up classes—Graduates of Davenport University are eligible for free brush-up classes on a space-available basis. This applies only to courses that students previously passed at DU and that were part of the student's graduation requirements. Free brush-up may not be used for laboratory courses, clinical and practicum experiences, and/or internships.
- Access to the Davenport library and computer labs at no charge (you must have an alumni membership card).

Listed below are some of the additional benefits that are offered to DU Alumni.

- Bank of America Credit Card
- Gordon Food Fun Funds Program
- Liberty Mutual Insurance Program

For more details on other benefits and programs that are offered to Davenport alumni, please go to http://www.dualum.com/

Davenport University Institute for Professional Excellence

Through its new Institute for Professional Excellence (IPEx), the University provides quality education and training services using nationally recognized resources to meet organizational, business leadership and management development needs. It also operates in close collaboration with the D.W. Maine College of Business and serves a unique role in that it may develop and customize educational programs and deliver them in a customer-focused manner that assists organizations succeed long term. These programs also include professional certification preparation courses for the PHR/SPHR, PMP, CM and CME.

If you are interested in learning more about or enrolling in the SHRM Learning System® Exam Prep Course, please visit our website at: http://webservices.davenport.edu/corppartners/shrm/

If you are interested in education and training programs that have the potential for academic course credit, please contact the IPEx staff or go to http://www.davenport.edu/ipex/service-offerings

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ACADEMIC POLICIES & PROCEDURES

Requirements and Limitations

Prerequisite (Foundation) Requirements

Prerequisite courses must be successfully completed before taking the subsequent course(s). These courses may be required even though they are not included in the credit hours required the chosen curriculum. A co-requisite may be completed before the course or taken concurrently. Graduate prerequisite courses at the 500 level or above are open only to students formally admitted into the Master of Business Administration (MBA), Master of Science Information Assurance (MSIA), or into a post-graduate certificate program; undergraduate students are not eligible to register.

Non-degree seeking students and students taking courses under a guest student status are not required to complete prerequisite or co-requisite courses.

Prerequisites for the MBA Programs

All students seeking admission to Davenport University's MBA programs are expected to have adequate business foundations as determined by the MBA program before entering the 600-level (or higher) classes. Students not properly prepared in the areas of accounting, finance, management, marketing, and statistics are required to take prerequisite (500-level) courses. Prerequisite course hours are not included in the credits required for graduation.

Prerequisites for the MSIA Program

All students applying to Davenport University's MSIA program are expected to have the necessary computer, networking, and security foundations before entering the 600-level courses. Students who have not successfully completed equivalent undergraduate courses or do not have any of the Security certifications (Security +, CISSP, GSE, CCSP, SSCP, CIW, or RSA) will be required to complete the 500-level prerequisites courses with a grade of "B" or better. These prerequisite courses are not included in the credits required for graduation.

Graduation Requirements

Students are responsible for completing the Plan of Work with their advisors within the chosen curriculum as outlined in the catalog during students' first session of attendance. If a modification occurs, the degree requirements will be adjusted at the time of the change. Students are encouraged to contact their advisors before students' last sessions to review eligibility requirements for graduation.

Graduation and Commencement

Students at Davenport University may graduate at the end of any semester in which they complete the course work required for the curriculum in which they are enrolled and meet all graduation requirements. All students are required to have a cumulative 3.0 GPA as well as a 3.0 GPA in their specialty or concentration and a minimum 3.0 in the Capstone Experience (CAPS) course, MGMT799 or SABR781.

Students planning on participating in the Commence Ceremony must attend a Grad Salute at a nearby campus. Online only students should contact their Advisor for assistance. The Grad Salute is held so that students can purchase their cap and gown (cost will be approximately $30 - $60 depending on degree level), order announcements, and meet with a Career Services Coordinator and a member of the DU Alumni Association. Formal graduation ceremonies are held at the end of winter semester for all graduates of the current academic year. The ceremony is open to students who have completed or will complete their course requirements by the end of the spring/summer semester and have met all relevant processing deadlines. Students are encouraged to take part in the ceremony.

Application for Graduation

Every candidate for graduation must submit an application for graduation. Students who elect not to participate in the commencement ceremony must still file a graduation application. Graduation applications are available at the Student Services Office or on the Davenport web site.

Diplomas are printed at the end of each semester for those students who have graduated and have submitted an application for graduation. The printed Diploma reflects the academic credential earned and will only show the degree level awarded. The specialty or concentration will be reflected on the transcript. Diplomas are mailed to the student's address 12–14 weeks after the final date of the semester in which all degree requirements are met. Diplomas cannot be released for any student with a financial obligation to the University.

Graduation Honors

Students with a cumulative GPA of 4.0 are recognized as graduating With Distinction. Only master's degree candidates are eligible for this honor recognition. Prospective winter or spring/summer semester graduates' cumulative grade point average at the end of the last completed session/semester will be used to determine honor eligibility for the graduation ceremonies. The appropriate designation will be indicated on the diploma and transcript of the master's degree graduate when the diploma and transcript are mailed to the students.

Time Limitation

Students admitted into a graduate program have a six-year time limit to complete all requirements for the master's degree. Students who do not complete their requirements for a degree within six years of the date of the end of the first session of atten-

dance are required to have all credits reevaluated. This time period begins at the completion of the first master's degree-relevant course.

Credit Designation

The graduate program credits at Davenport University are expressed in semester hours.

Course Limit Policy

Permission to take more than two graduate courses during one seven-week session requires the approval of the Department Chair for the program. Review of the courses being requested, past academic record, and work requirements will be taken into consideration in granting approval. During the last session of attendance prior to degree completion students will not be allowed to take more than one course in addition to the CAPS prefixed course (Capstone Experience), MGMT799, or SABR781.

Double Concentration

Students who wish to combine study in two areas of concentration in an MBA, such as the Accounting and Finance, will earn a double concentration. In order to earn a double concentration, a student must complete all of the courses required for each program and fulfill all residency requirements. No single course can be applied to more than one concentration; a course substitution must be approved by the Department Chair. Students pursuing a double concentration will not be awarded their degree until all requirements for both concentrations have been met. Students may not earn two of the same degrees (MBA) from Davenport University. The Executive MBA may not be used within a double concentration.

Residency Requirements

The University policy for residency is as follows:

Post-Graduate Certificate – Requires that all courses for the Post-Graduate Certificate be completed at Davenport Univerity.

Master of Business Administration Degree – A minimum of 30 semester credits for the MBA programs with concentrations; including the Capstone Experience must be completed at Davenport University; no transfer courses may be brought in after graduate credits have been earned at Davenport University. The Executive MBA requires that all credits be completed at the University.

Master of Science Information Assurance Degree – A minimum of 25 semester credits, including the Capstone Experience course, must be completed at Davenport University; no transfer courses may be brought in after Information Assurance and Security (IAAS) credits have been earned at the University.

Course Options

Auditing a Course

To audit a course, a student must indicate at the time of registration that the course is to be audited rather than taken for credit. To audit a course, the student pays the same graduate tuition as a course taken for credit but is not required to fulfill any class assignments or take any quizzes or examinations, receives no academic credit for such courses, and receives no grade other than AU, which indicates audit status. After the first class meeting, no change of status from audit to credit status or from credit to audit status will be allowed.

Online Courses

Students may choose a combination of online and in-seat courses, or complete the entire master's degree online. Students may enroll in online courses through their graduate advisor or schedule online through the Student Connection. For more information about online learning, see the Admissions section of this publication.

Minimum Grade Requirement

Graduate courses require a C or better for successful completion of the course. A grade of "B" or better is required for all CAPS Capstone Experience courses, MGMT799, and SABR781 and they may be repeated only once.

Capstone Experience

The CAPS Capstone Experience courses and MGMT799 are the summative courses for the graduate degree programs.

The Capstone Experience (CAPS courses) and MGMT799 should be taken only as the last course in the graduate program. Although one course may be taken concurrently with the Capstone, such action is not recommended.

For the MBA Capstone Experience (CAPS790 or CAP799), students are required to submit a Capstone Intent Form to their home campus Associate Department Chair/Online Department Coordinator and/or their instructor for review and approval. Students will not be allowed to register for the appropriate Capstone Experience class if the Intent Form has not been approved. See chart below for the submission and approval deadlines for CAPS790 MBA Capstone Internship and CAPS799 MBA Capstone Experience. The Intent Form can be submitted as early as halfway through the graduate program but no later than the session before taking the Capstone Experience. The Capstone Guidebook, which outlines the course requirements and contains necessary documents, will be provided.

CAPS790 MBA Capstone Internship

	Submission Deadline	Approval Deadline
Fall semester	July 15	August 15
Winter semester	December 1	December 15
Spring/Summer semester	April 1	April 15

CAPS799 MBA Capstone Experience

	Submission Deadline	Approval Deadline
Fall 1st session	July 1	August 1
Fall 2nd session	September 15	October 1
Winter 1st session	November 15	December 1
Winter 2nd session	January 15	February 1
Spring/Summer 1st session	March 15	April 1
Spring/Summer 2nd session	May 15	June 1

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For the Master of Science Information Assurance (MSIA) Capstone Experience (CAPS795), students are required to submit a Capstone Intent Form to their Faculty Advisor for review and approval. Students will not be allowed to register for the appropriate Capstone Experience class if the Intent Form has not been approved. The Intent Form can be submitted as early as halfway through the graduate program but no later than the beginning of session before taking the Capstone Experience. Students are expected to participate in a pre-capstone seminar once they have received approval on the Capstone Intent Form. This pre-capstone seminar will help to further develop the thesis topic and to write a proposal. For more details the MSIA Capstone Guidebook and the Capstone Intent Form are available at http://www.davenport.edu/college-technology/center-academic-excellence-isaac/links-resources

Post-Graduate Certificate Conditions

The following conditions apply to the Post-Graduate Certificate program:

- A graduate admission application and application fee is required to admit new students to the graduate programs. Transcripts indicating completion of a master's degree will be required before admission.
- Graduate tuition applies. Financial aid is generally not available.
- Courses taken through this program will be for credit. More than one certificate may be earned, but no single course can be applied to more than one certificate.
- Courses used to complete a concentration in a Master of Business Administration cannot also be used to fulfill requirements for a Post-Graduate Certificate.
- Records and transcripts will indicate certificates awarded. Students wishing to take one or two courses and not earn a certificate will apply under Special Student Status. Students entering the certificate program or having Special Student Status have all rights and privileges of Davenport University students, including use of DU Libraries, Career Services, and other services.
- All other policies and procedures of the graduate programs and Davenport University will apply.

Academic Integrity

Dishonesty

Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a vibrant academic community of faculty and students. All members of an academic community shall be confident that each person's work has been responsibly and honorably acquired, developed and presented. The work that a student submits shall be a fair representation of his/her ability, knowledge and skill. The University expects students to respect and exhibit these principles as they form the basis of the quality of the institution and the quality of Davenport's graduates.

As stated in the Student Code of Conduct the University may discipline a student for academic dishonesty. Academic Dishonesty is defined as any activity that tends to undermine the academic integrity of the institution.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating
2. Fabrication
3. Facilitating Academic Dishonesty
4. Interference
5. Plagiarism
6. Violation of Course Rules

Definitions of these violations can be found in the Student Code of Conduct (http://www.davenport.edu/student-affairs/student-conduct/policies)

Minor violation

A minor violation occurs the first time the student has a breach of academic integrity and typically involves an assignment or activity that does not represent a significant part of the course grade.

Major violation

A major violation can occur in one of two ways:

1. A major level violation occurs the second time a particular student has a breach of academic integrity involving an assignment or activity regardless of whether it represents a significant part of the course grade as described above.
2. A major level violation occurs when the infraction is a first violation that occurs on an assignment or activity that is a significant part of the course grade such as an exam or major paper.

Process for Violations

Once a faculty member (or Department Chair or Online Department Coordinator in the absence of the faculty member) believes a student has violated the Academic Dishonesty Policy either during the course or after the completion of the course, will notify the student via the University's student email system (Panthermail) within ten business days to request a meeting to discuss the incident. This meeting can be held in person, via phone, or virtually. As a result of this meeting, if the faculty member determines there is a violation, he/she will submit a University Incident Report along with any supporting documentation, and can assign a sanction for the incident. If the student does not respond to the faculty member's request for a meeting or if the student fails to meet with the faculty member, the faculty member can submit a University Incident Report along with any supporting documentation, and can assign an academic sanction for the incident. A student involved in the Academic Dishonesty Policy violation process may continue coursework until the matter is final unless due to the nature of the violation the Provost deems the student unfit to continue in the class, and/or participate in an internship/clinical.

Appeal

If the student does not admit responsibility for the violation, or does not accept the sanction by the faculty member, the student may appeal in writing to the faculty member's Department Chair or the Online Department Coordinator. The instructor and student will both present documentation to the Department Chair or Online Department Coordinator within ten business days from the initial meeting. The Department Chair, Online Department Coordinator or designee will review the documentation with the faculty member

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and student, either together or separately within ten business days of receiving documentation. This review can be held in person, via phone, or virtually.

The Department Coordinator, Online Department Coordinator or designee will make a decision within ten business days. Students may still be subject to further disciplinary action under of the Student Code of Conduct.

If the student does not accept the decision of the Department Chair or Online Department Coordinator, he/she can appeal in writing to the Dean of the College in which the course resides (or designee) within five business days of the decision of the Department Chair or Online Department Coordinator. The appeal is allowable only if there is new evidence not available at the time the student met with the Department Chair or Online Department Coordinator, or if the student believes the sanctions were disproportionate to the violation. The Dean will decide whether or not there is a basis for an appeal and, if there is, upon consideration of the appeal may, using his or her discretion, change any determination and any sanction levied within ten business days of the appeal. The decision of the Dean will be final. The student may still be subject to further disciplinary action under of the Student Code of Conduct.

Academic Sanctions

The academic sanction for a minor Academic Dishonesty violation will be left up to the discretion of the faculty member but generally will be a zero given on the assignment or activity. The sanction for a major academic integrity violation shall be an "F" in the course. When an academic integrity violation includes flagrant behavior or the student's overall behavior or performance record is substandard, the faculty member shall refer the incident to the Office of Student Affairs for disciplinary action pursuant to the Student Code of Conduct. The Office of Student Affairs may also initiate disciplinary procedures against students with repeated academic integrity violations.

Attendance Policy

Class attendance is vital in achieving learning outcomes and may be a valid consideration in determining a student's final grade. The dynamics of the classroom environment, level of interaction, and participation during a given class make attendance critical for achieving academic and professional excellence. Absence from class is not considered a withdrawal.

Course Syllabi

The purpose of the syllabus is to inform students of an instructor's expectations and the course's learning outcomes, methods, assignments, and evaluation procedures. Syllabi should be considered statements of intent and not contracts.

Academic Standards of Progress

Students in the Davenport University graduate programs are expected to maintain a high level of academic success in their course work. In order to ensure this academic expectation is met a minimum 3.0 or better cumulative grade point average (GPA) must be maintained or the student is placed on a probationary status. Once on a probationary status, the student must achieve a semester GPA of 3.0 or better in each subsequent semester of attendance. Listed below is a description of each graduate level probationary status.

Graduate Academic Probation

If at any time a graduate student's cumulative GPA falls below 3.0, the student will be placed on Academic Probation. Students will have one additional semester on Academic Probation (Graduate 2nd Probation) to increase their cumulative GPA to a 3.0 or better as long as they maintain the 3.0 or above semester GPA. Failure to achieve the 3.0 or better semester GPA following Graduate Academic Probation will result in Academic Dismissal. Students on probation will be allowed to take only one class per seven-week session until their status is Good Standing Post-Probation. Students are encouraged to contact their advisors to discuss measures to improve academic standing.

Graduate Academic Warning

A student on Graduate 2nd Probation that fails to increase their cumulative GPA to a 3.0 or above will be placed on Academic Warning. Students will stay on Academic Warning as they increase their cumulative GPA to a 3.0 or above as long as they maintain the 3.0 or better semester GPA. Failure to achieve the 3.0 or better semester GPA will result in Academic Dismissal. Students on warning will be allowed to take only one class per seven-week session until their status is Good Standing Post-Probation. Students are encouraged to contact their advisors to discuss measures to improve academic standing.

Graduate Good Standing Post-Probation

A graduate student that has been on a probationary or warning status at any time must maintain a 3.0 or better semester GPA in every subsequent semester of attendance. Failure to achieve the 3.0 or better semester GPA will result in Academic Dismissal even if the cumulative GPA is 3.0 or above.

Graduate Academic Dismissal

A graduate student who has had one or more semesters on any probationary status that fails to maintain a semester GPA of 3.0 or better faces Academic Dismissal.

Readmission

A Davenport University graduate student who has been dismissed from the University for academic reasons may apply for readmission under the following conditions:

- There must be a lapse of at least one semester (including spring/summer) following the dismissal.
- A letter requesting readmission should be submitted to the Associate Dean at least four weeks before the session in which the student wishes to reenter. Once readmitted, the student must maintain a 3.0 GPA or better in each subsequent semester or he or she may face final dismissal.
- No readmission will be considered after a final dismissal.

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Incompletes

If faced with an emergency such as a severe illness that prevents the completion of a course within the session/semester, students may request an Incomplete, using the Incomplete Request Form. A student must have successfully completed at least 70% of the course work for that course for the request to be considered. The faculty member may accept or deny the request. Documentation of the extenuating circumstances may be required. If the request is accepted, the faculty member will sign the form and forward it to the campus Director of Academic Services.

If the request is approved, a grade of "I" will be recorded on the grade report. A copy of the Incomplete Request Form will be filed in the Registrar's Office, and the student and the faculty member will each retain a copy.

The maximum time allowed for an Incomplete is 30 business days after the start of the next semester. Faculty may designate fewer than 30 business days if they so choose. After 30 business days, the grade will automatically be changed to an "F."

Students should be aware that an "I" grade in a course does not reflect credit for the course. If a course with an "I" grade is a prerequisite for another course, the other course may not be taken until the "I" grade has been changed to reflect a passing grade.

Course Work and Grades

Grading System

A grade represents an evaluation of student academic achievement in a given course. Students will be assessed on academic progress throughout the program of study.

Grading Scale

The grading scale and grade-points used for the graduate programs are as follows:

Superior	4.00	A
	3.70	A-
Above Average	3.30	B+
3.0 (acceptable level	3.00	B
of attainment)	2.70	B-
Average	2.30	C+
2.0 (lowest acceptable	2.00	C
level of attainment)		
Failure	0.00	F
No Show Failure	0.00	NF
Audit		AU
Incomplete		I
Late Grade		LATE
Withdrawal		W
Withdrawal–Military		WM

Grade Reports

Grades may be viewed and printed from the Student Connection on the University website at the end of every session/semester.

Return of Student Course Work

A student who wishes to have papers returned after the end of a course must submit a self-addressed, stamped envelope to the faculty member teaching the course by the end of the last scheduled class. Team projects will be returned to one designated student only. The University will not be responsible for storing, copying, or returning student papers. The faculty member will retain papers for one additional session if not notified by the student at the end of the session. The faculty member will reserve the right to decide which course materials are returnable to the student.

Repeating Courses

A student who receives two failing grades may be dismissed from the University's graduate programs.

A student receiving a grade of "B-" (2.70) or lower may request permission to repeat the course. The student is responsible for submitting the request in writing to the appropriate graduate Department Chair or Online Department Coordinator.

If approval is granted to repeat a course, the original course grade will remain on the student's transcript. The highest grade received for the repeated course will be used to calculate the cumulative GPA. Course credit can be received only once for the same course unless the course is specifically designated as repeatable for credit in the course description.

Final Grade Appeal

The grade appeal process should be used only when the student believes that the final course grade assigned is unfair. It is not to be used to challenge grades on individual assignments or quizzes. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. Grounds for a grade appeal are:

- The grade has been assigned on the basis of something other than performance in the course.
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students.
- An error in calculating the grade.
- The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description or syllabus distributed at the beginning of the course.

The Department Chair or Online Department Coordinator is responsible for ensuring that the appeal is resolved in a timely manner. The grade appeal should be finalized within 30 days from Step 1.

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It is the responsibility of the student to justify that a change of grade is an appropriate action. Students must adhere to the timelines delineated in this policy.

STEP 1: Within THREE days of the beginning of the following session, the student begins the grade appeal process by contacting the Instructor in an attempt to resolve the grade dispute in an informal and cooperative atmosphere, utilizing the Grade Appeal Form. (The instructor should document this meeting on Part 1 of the Appeal Form. The instructor will forward the completed Appeal form to the Department Chair/Online Department Coordinator)

STEP 2: If the student and instructor are unable to reach a resolution, the student will submit a detailed written statement, with supporting documentation, to the Department Chair/Online Department Coordinator to begin the formal appeal process following the instructor's response. The Department Chair/Online Department Coordinator will facilitate a discussion with the Instructor, the student, and the Director of Academic Services either face to face or via email. The student will be informed of the decision by the Director of Academic Services. Part 2 of the Appeal Form will be completed and returned to the student with the decision of the Director of Academic Services.

STEP 3: If the issue is not resolved to the student's satisfaction in Step 2, the student may submit a request to the Director of Academic Services to appeal to the Student Faculty Relations Committee (SFRC). In order to advance the appeal to this third and final step, the student must provide information that has not previously been considered as a part of the appeal or additional documentation demonstrating why the decision reached by the Director of Academic Services was in error. The Director of Academic Services will establish an ad hoc (pro tem) review committee made up of a student, a faculty member, and a department chair or an online department coordinator. The Director of Academic Services will forward all written documentation, including the Appeal Form, to the SFRC. The SFRC will provide a written decision. The decision of the SFRC is final.

Students who appeal an online course grade must use email.

Davenport University Libraries

The Davenport University Libraries' traditional and electronic resources are carefully selected to support the University's curriculum. The wifi enabled Libraries provide integrated library, computer lab, testing and tutoring services at 11 of Davenport's campuses, while supporting the learning and research for all of Davenport's students, faculty and staff, whether online or in-seat.

Help with research or questions is available by coming in, calling in, emailing or chatting with one of the Davenport Library staff. For more extensive help, students can schedule a bibliographic instruction session tailored to their research needs.

The DU Library services are described briefly at www.davenport.edu/Library. The Libraries' full Web pages can be accessed by enrolled students on or off campus, 24/7 by logging in to the Davenport web site at www.davenport.edu and clicking on the Library tab. These Web pages offer access to many resources and services. The electronic catalog can help students locate what they need from almost 100,000 titles of books, DVDs, VHS tapes, e-books, web sites and other resources. Using the catalog, students and alumni can request items from other Davenport Libraries, check when items are due, check fines and renew materials.

Through the Libraries' many electronic databases, students can find periodical articles, newspapers, annual reports, company information, marketing reports, reference articles, NoodleTools for APA help, magazines by name or subject, or databases by subject. Students can make requests on the "Ask-a-Librarian" and "Ask-a-Tutor" email services, and fill out a form for borrowing materials from non-Davenport Libraries (ILL).

Testing Services:

Testing is offered at many of the Davenport campuses. Please check the Library Web pages to see which tests are offered and at which campuses. For testing questions, email Testing@Davenport.edu.

Tutoring Services:

Davenport provides free in-seat and online tutoring at the Libraries for all students. Tutoring is scheduled at each campus for subjects such as accounting, finance, biology, economics, English, all writing, mathematics, and statistics and is available to students on a drop-in or appointment basis during scheduled hours. Tutoring is also available for other subjects and can be arranged upon request. Online tutoring is available through Smarthinking and in online sessions provided by DU tutors. For tutoring questions, email Tutoring@Davenport.edu.

Release of Information Statement

The Family Education Rights and Privacy Act (FERPA) affords students the right to access their educational records. This includes the right to:

- Inspect, review and/or request an amendment to records
- Consent to disclosures of personally identifiable information in these records
- Restrict disclosure of personally identifiable information designated as directory information that may be released without the student's consent
- File a complaint with the U.S. Department of Education for alleged failure by Davenport University to comply with FERPA requirements

Directory information includes the student's name, address, telephone number, email address, birth date, academic program (major field of study), dates of enrollment, enrollment status, degrees, awards, honors, past and present participation in officially recognized sports and activities, and physical factors of athletes (height and weight).

Photos taken at University sponsored events or in public areas of the campus may be used in marketing materials.

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Student Right To Know

As a result of Student Right-to-Know and Campus Security Act of 1990, each educational institution must publish student completion rates for full-time, first-time undergraduate students (i.e., students with no prior college/university experience). The completion rate for the full-time first-time undergraduate students who started in the fall of 2004 and graduated by the end of the 2009/2010 academic year is 24%. These first-time full-time students made up less than 20% of the university enrollment.

NONACADEMIC POLICIES & PROCEDURES

Security Services

Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University's annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University's security report are available on http://www.davenport.edu/risk-management or by contacting the Vice President of Risk Management, at (616) 732-1155.

Anti-Harassment Policy

Davenport University supports a culturally diverse academic community and is committed to maintaining a positive environment that fosters respect among those represented in the University community. The policy of Davenport University is to provide an environment free from sexual harassment and acts of harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status and weight. Such harassment does harm to those who experience it and destroys the environment of mutual respect and tolerance that must prevail if Davenport University is to fulfill its mission. Therefore, prohibited harassment will not be tolerated at the University.

Prohibited Conduct

Harassment

Harassment is unprofessional conduct that could reasonably be understood as any of the following:

1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
2. Having the purpose or effect of unreasonably interfering with an individual's participation in or access to educational activities and programs,
3. Otherwise adversely affecting an individual's learning opportunities or access to educational activities and programs.

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of University policy.

Sexual Harassment

Harassment on the basis of sex is a violation of state and federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's participation in or access to educational activities and programs,
2. Submission to or rejection of such conduct by an individual is used as the basis for participation in or access to educational activities and programs, or
3. Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Consensual Relationships

Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

Complaint Procedure

A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Campus Director. In the event that a supervisor is contacted, the supervisor is responsible for ensuring that the Human Resources Office representative is notified. Depending upon the alleged complaint, the Human Resources Office representative or Director of Student Services may contact the Department of Security Services or appropriate local authorities to conduct an initial inquiry and determine whether criminal charges are warranted. The Human Resources Office representative or the Campus Director will review complaints in accordance with applicable University policies and procedures. All good faith complaints shall be investigated and appropriate corrective action will be taken based on results of the investigation.

Awareness

Members of the University community are responsible for knowing and understanding the University's policy prohibiting harassment. Faculty and staff who do not understand the policy should contact their department head or director. Department heads or directors who need assistance in understanding, interpreting, or applying the policy should contact Human Resources for clarification.

Harassment Accusations

The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances.

Sanctions

Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies), which could include, but is not limited to, dismissal, according to due process, from the University and/or

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termination of employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

Retaliation

Any attempt to retaliate against an individual who files a good faith complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

Anti-Violence Policy

Davenport University is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors, and therefore adopts a zero-tolerance policy against any form of violence. Davenport University will not tolerate any threats, intimidation, or acts of violence on our premises or against our students, faculty, staff, student employees, distributors or visitors. The University's prohibition against threats, intimidation, and acts of violence applies to all persons involved in University operations, including, but not limited to, students, faculty, staff, student employees, contract and temporary faculty/staff, and anyone else on University property. This policy applies to all University facilities and other locations where faculty/staff are engaged in University business.

Violations of this policy by any individual will be subject to disciplinary and/or legal action, as appropriate. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Anyone who attempts to retaliate may be immediately terminated from his or her employment and/or dismissed from the University.

Definitions

A threat of violence includes any behavior that could be interpreted, by a reasonable person, as intent to cause harm to another person or damage to property.

- **Intimidation** – To coerce or inhibit by threats.
- **Act of Violence** – Conduct that causes bodily or intentional emotional injury to another person or damage to property.
- **Staff** – All regular, temporary, contract, and adjunct fulltime and part-time faculty, staff, and student employees.
- **Students** – As defined in the Student Code of Conduct.

Examples of Acts of Violence

Some examples of prohibited violence include, but are not limited to, the following:

- **Hitting** – Hitting, slapping, or shoving an individual.
- **Harming** – Threatening and/or harming an individual, his/her family, friends, associates, or his/her property.
- **Destruction** – The destruction of property owned, operated, or controlled by the University.
- **Threats** – Making a threat of violence through telephone calls, letters, electronic mail, or other forms of written, verbal, or electronic communication.
- **Intimidation** – Intimidating or attempting to coerce an individual to do wrongful acts.
- **Sabotage** – Sabotaging equipment or intentionally damaging property.
- **Suicide** – Disrupt the University community with a threatened or attempted suicide.
- **Weapons** – Possessing or displaying weapons.
- **Assault** – Assault, arson, homicide, or inflicting bodily harm.

Complaint Procedures

If there is an emergency that requires police and/or medical personnel, please contact the local police or sheriff's department and then notify those individuals responsible for security services. The necessary personnel will assist.

Faculty/staff who become aware of a threat, intimidation, or an act of violence should immediately report it to their supervisor and those responsible for security services. When an issue involving employees occurs, Human Resources must also be contacted. A student or visitor who becomes aware of a threat, intimidation, or an act of violence should immediately report the violation to those responsible for security services.

Sanctions

Violation of the University's anti-violence policy may result in legal action, criminal charges, and disciplinary action up to and including immediate dismissal from the University.

Drug and Alcohol Policy

The use of any drugs in the Davenport University community must be within the limits of federal and state laws. Davenport University reminds students and staff of their responsibility to know and obey those federal and state laws prohibiting the use of illegal drugs and alcohol.

While Davenport University is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on campus. Individuals who illegally possess, use, or supply prohibited drugs or alcohol within the academic community risk action by the appropriate civil authorities and consequent penalty in addition to University sanctions.

The Drug-Free Schools and Communities Act

Amendments of 1989 require all federal grant recipients to certify a drug-free environment. Davenport University has a vital interest in maintaining a safe and healthful learning environment for the benefit of its students and employees and to ensure its successful operation as an educational institution. In compliance with the Drug-Free Schools and Community Act Amendments of 1989, Davenport University has established the following policy, which reinforces the University's commitment toward promoting a drug-free learning environment:

- It is the policy of Davenport University that the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol is prohibited on University property or as part of its activities.
- As a condition of receiving an education at Davenport University, each student is required by federal law to comply with the terms of this statement. Any student or employee who is found to have violated the policy will be subject to sanctions by the University, which may include suspension, expulsion, and referral for prosecution.

Federal Law

Federal law also requires that students be advised of the following:

- **Legal Sanctions** – Federal and state law prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol.

Specific criminal penalties are applicable to unlawful activities as identified above and may include imprisonment and fines.

- **Health Risks** – Significant health risks are associated with and result from the use of illicit drugs and abuse of alcohol, including raised blood pressure, blurred vision, dizziness, loss of sleep, anxiety, depression, heart or respiratory failure, and liver, brain, and stomach destruction. In addition, there can be serious health risks to an unborn child.
- **Counseling and Treatment** – Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or reentry programs.

Federal Information on Controlled Substances

For federal information on controlled substances, see the following:

- DEA Web site: http://www.dea.gov
- Drug Penalties: http://www.dea.gov/agency/penalties.htm
- Marijuana Penalties: http://www.dea.gov/agency/penalties.htm
- Uses and Effects: http://www.dea.gov/concern/concern.htm

Reporting Accidents or Injuries

Injuries and illness, regardless of severity, should be reported immediately to the Security Services, or the Campus Director (or designee) to provide prompt evaluation and to obtain medical attention if necessary. The University does not operate a health care facility at any location. Injuries must be documented on the Accident/Incident Report form. This form is to be completed by the student, Security Services, Director of Student Services, and any witnesses to the injury, and are maintained by Human Resources.

Safety is everyone's responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Campus Director or to Security Services.

Reporting Criminal Activity or Other Emergencies

Any criminal action or emergency that occurs at a location or at a school-related function should be promptly reported (by Accident/Incident Report) to Security Services, the Campus Director or his or her designee. This individual will determine the nature and severity of the crime and judge whether or not local or state authorities are to be contacted.

Completed Accident/Incident Report forms are directed to, and maintained by Human Resources.

The University will respond and cooperate with local or state authorities in the referral for prosecution of any individual(s) involved in criminal activity. The University may impose the following sanctions, depending on the severity of the crime:

1. Oral or written warning
2. Suspension for a specified period of time, with definitive standards for re-admission or return to work, or
3. Dismissal/Termination

Response to emergency situations will include a review of the circumstances that caused the incident and any actions necessary to prevent recurrence.

Emergency Exits

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students' protection. The locations of fire exits are posted.

Campus Use Guidelines

Bookstore

The campus bookstore and availability of books and supplies required for courses vary by campus. Students may order textbooks online through Davenport University's online book provider. Information for online ordering can be found on the Davenport website at www.davenport.edu.

Information Technology Use Policy

Davenport University provides several technology resources for use by faculty, staff, students, and other users that support its educational mission. These resources are continually changing due to advancements, but currently include computer hardware, software, services, email, voicemail, networks, mainframe, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. Email is provided to facilitate communications concerning the University's educational mission and related business; the use of the University's email system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

All information residing in Davenport University's computers, computer networks, and voice mail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University's software or software owned by or licensed from third parties.

Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University's computers or networks. All loading of outside software, data, or information shall be performed by someone who is authorized by the University to do so.

Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:

- Protect all password and login information.
- Deny access to unauthorized users.
- Receive proper training prior to access.
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

Information technology resources may NOT be used:

- For personal gain.
- For any illegal activity.
- To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit material, pirated software, or destructive materials (i.e., viruses, worms, etc.).
- To send harassing, abusive, intimidating, discriminatory, or other offensive emails.

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Despite the use of passwords, all information on the University's computer networks, computers, and voicemail networks are not private to employees. All information, communications, and data related to the University's business sent or stored on University-provided computers and networks remain its property. Any information sent or stored on University-provided networks and computers can be monitored and inspected by the University in its discretion at anytime without notice. All passwords and codes on computers and networks must be approved by and be accessible to the University.

The University reserves the right to restrict, monitor, and/or interrupt the use of technology resources and the communications sent through any University technology resources, service, or online network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment. Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

Email General Information

Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

Parking

Some Davenport University locations require a parking permit. Some locations charge a fee to obtain a parking permit. Unauthorized automobiles and those not parked according to regulations may be ticketed, towed and/or fined. Charges may be applied directly to a student's account. Students may be processed judicially for non-compliance with the University's Parking Policy. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

Service Animals

Service animals are dogs trained to assist people with disabilities in the activities of normal daily living. The Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (MPWDCRA) enable service animals accompanying persons with disabilities to be utilized at Davenport. The ADA definition of service animals is". . . any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The full policy and procedures concerning Service Animals can be found at http://www.davenport.edu/student-affairs/disability-services.

School Closing for Inclement Weather

When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website. Students and staff should check carefully for information about the campus they attend or work at, since it is possible that some campuses may close while others remain open.

Student Lounges

Most campuses have Student Lounges where students may meet informally, and most of them have food and beverage vending machines. Some campuses also have a microwave oven for heating food. Bulletin boards are located at campuses for the purpose of sharing information regarding University sponsored or sanctioned events. Each campus must adhere to the University Posting Policy. In order to post on any designated bulletin board, posters must be approved prior to posting. Those interested in posting information should contact Security Services or the Student Services Leader at their campus regarding the approval process.

Use of the Davenport University Name and Logo

All information regarding proper and allowable use of the Davenport University name and associated logos can be found on http://www.davenport.edu/branding-style-guide or by contacting the University's Marketing Department at 616-732-1170

Telephone Messages and Usage

Students who receive an emergency telephone call will be notified in class. Please inform family, friends, etc., that emergency phone messages are for true emergencies only.

Use of University Buildings and Equipment

Campus facilities are open throughout the day and evening for the convenience of our students. Non-academic use of the facilities by groups must be approved by the campus's administration.

If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved.

A clear distinction is made between classroom and office equipment at each campus. Office equipment—such as photocopiers, fax machines, postage meters, and office computers—is not for general student use. Photocopies can be purchased for a nominal fee in designated campus offices or in the Davenport University Library.

Student Arbitration Policy

It is the policy of Davenport University (the "University") to encourage whenever possible the use of internal dispute resolution processes to resolve student disputes and to utilize arbitration to resolve such disputes where internal processes are unsuccessful.

The University believes that arbitration of student disputes is an effective alternative to litigation for all concerned. The arbitration process offers several advantages to both students and the University. Binding arbitration is normally much faster and simpler than court proceedings. Because of this, it is also less costly.

It is vital to understand that this Student Arbitration Policy (the "Policy") does not create or destroy any legal rights; it changes only the forum in which those rights will be resolved. In other words, neither party may go to court to resolve a dispute subject to this Policy; rather, the dispute will be resolved by arbitration, which will be final and binding. Both the University and the student

will be obligated to pursue exclusively through arbitration any and all claims which they might otherwise bring in a court of law or before an administrative agency.

1. Relationship to the Complaint Resolution Process. The Student Code, together with the University policies and procedures (collectively, the "Internal Process") as identified in the Undergraduate Catalog, contains the University's dispute resolution procedure for students. The Internal Process uses different techniques, ranging from discussions with a student's professor or faculty member to a more formal review, to resolve disputes. This Policy is not part of the Internal Process. It is, instead, a separate and freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.
2. Arbitration Proceedings. Any and all disputes or disagreements between the student and the University relating to any Covered Claim (as defined below) shall be resolved by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association (the "AAA"). The arbitration process shall be administered by the AAA. The arbitrator shall issue a written decision that shall include a rationale supporting the decision, findings of fact, and conclusions of law. The decision shall be final and binding on the parties, and judgment may be entered on the arbitrator's decision in a court of competent jurisdiction. The arbitration proceedings shall be conducted in a confidential manner. Arbitration shall constitute the sole and exclusive forum for resolution of any and all disputes relating to Covered Claims.
3. Waiver of Judge or Jury Trial. By virtue of a student's acceptance of this Policy on the Application for Admission and becoming enrolled or continuing to attend the University, the student and the University mutually agree to submit to final and binding arbitration all Covered Claims which they have against each other that would otherwise be brought in state or federal court or in an administrative agency. Consequently, both the student and the University expressly waive any right to have any Covered Claim resolved in a court of law by a judge or through a jury trial or before an administrative agency.
4. Time for Filing Claims. To demand arbitration of a Covered Claim, the demanding party must provide written notice to the other party no later than one hundred and eighty (180) calendar days from the date when the Covered Claim first arose or within the time period provided by law, if that time period is less than one hundred and eighty (180) calendar days. A student's demand for arbitration must be directed to the University's Provost. The University's demand will be directed to the student's last known address. A party's failure to make a timely written demand for arbitration means that the party's claims have been forever waived and can no longer be pursued against the other party in any forum.
5. Covered Claims. A "Covered Claim", for purposes of this Policy, means any claim that could be brought in state or federal court or administrative agency arising out of, or relating to, the student's attendance at the University.
   a. Covered Claims include, but are not limited to, claims involving laws against discrimination, including discrimination based upon sex, race, color, national origin, religion, disability, age, or any other category protected by state or federal law; claims based on admission, enrollment, class participation, suspension, expulsion, academic standards, or other academic matters; contract claims; tort claims; failure to educate claims; claims against current or former University Trustees, officers, employees, or contractors related in any way to Covered Claims; and claims for an alleged violation of any federal, state, or other governmental law, common law, statute, regulation, or ordinance.
   b. All procedural issues and questions of arbitrability relating to a Covered Claim shall also be submitted to the arbitrator, not the court, for resolution.
   c. Each party may request such remedies, damages, or other relief allowable by the state and/or federal law applicable to their Covered Claim.
6. Miscellaneous. This Policy constitutes the sole method for the resolution of Covered Claims. If any provision of this Policy is found to be void or is otherwise unenforceable, in whole or in part, it shall not affect the validity of the remainder of this Policy, which will remain in full force and effect. The student understands that this Policy also is binding on any individual or entity claiming by or through the student or on the student's behalf.

Issue Resolution Process

Davenport University is committed to a process that provides for the opportunity for the prompt and equitable resolution of all student complaints and issues to the satisfaction of both the member of the University community and the University. The Issue Resolution Procedure is designed to provide the University community with both an informal and formal process whereby a member of the University community may request the review and resolution of a concern if satisfactory resolution has not been reached by way of the daily problem-solving activities which, in most cases, should result in immediate resolution. Members of the University community are encouraged to address any concerns immediately with the supervisor of the area the issue or complaint lies; timely and candid discussions best assures that a minor problem does not develop into a major one. The entire Issue Resolution Process can be referenced at http://www.davenport.edu/student-affairs/student-conduct/issue-resolution.

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STUDENT CODE

INTRODUCTION

The purpose of the Student Code is to provide all University students with guidance and to promote standards of personal integrity that are in compliance with the mission of the institution. Students attending the University automatically accept the application of the University's Student Code and its processes. Any questions regarding the interpretation or application of the Student Code and its processes will be answered by Office of Student Affairs.

The following is the official policy of the University regarding student rights, responsibilities, and disciplinary procedures, including the hearing process, appeal process, and the application of sanctions.

The disciplinary procedures used by the University are considered part of its educational process and its philosophy to produce graduates who are ethically and professionally oriented. Hearings or reviews conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both governmental authorities and to the University for their actions.

Disciplinary action at the University will proceed at the discretion of the Executive Director of Student Affairs, notwithstanding any related civil or criminal proceedings.

The University reserves the right to alter, change, or modify these policies and procedures at any time as deemed best for the safety, security, and benefit of the University community. Any such changes will be published by the University.

DEFINITIONS

- "Business day" shall be defined as Monday through Friday excluding official University holidays.
- "Campus Designee" refers to a University appointee who is responsible for initiating the Student Code process at the local level.
- "Complainant" refers to a member of the University community, a student organization, or the University who is bringing charges against a student organization or a student. When the Complainant is a student organization or the University, a single person may be appointed by that body to represent it.
- "Executive Director of Student Affairs" means the University's Executive Director of Student Affairs, or his or her designee.
- "Hearing Council" refers to the group of individuals that may be selected to administer the formal Student Code process, as outlined later in this document, to determine whether there has been a violation of the Student Code and to determine appropriate sanctions.
- "Member of the University community" includes any person who is a student, Faculty member, University official, or other person employed by the University.
- "Respondent" refers to a student organization or student charged with a violation of University policy, not the University itself.
- "Student" shall be defined as any person admitted, enrolled or registered for study at the Davenport University. Student also includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or have a continuing relationship with the Davenport University.

  "Student Code" is defined as the written regulations of the University applicable to students and student organizations as found in, but not limited to, the Student Handbook, the University Catalog, University Residence Hall publications, the University web site, and any other official publications of the University.

  "Student Organization" includes all Athletic teams and club teams, student based organizations , including fraternities and sororities, registered with the University through the local campus office.
- "University" means Davenport University.
- "University Official" includes any person employed by the University who performs assigned administrative or professional responsibilities.
- "University property and University premises" include all land, buildings, facilities, and other property in the possession of the University or owned, used, or leased by the University, including adjacent streets and sidewalks.
- "University Technology Resources" includes but is not limited to University computers, networks, software, websites, and properties.

STUDENT RIGHTS

Each student is afforded the following rights:

1. Freedom from unlawful discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, or sexual orientation under federal or state laws.
2. The right to information pertaining to academic standing, graduation requirements, and course requirements.
3. The freedom to establish student organizations consistent with University requirements, to pursue common educational interests.
4. The right to privacy of student records to the extent provided for under applicable federal or state laws. Information will be released only as allowed by federal and state laws.
5. The right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the academic community.
6. The right to a fair process as outlined in the Student Code of Conduct.

STUDENT RESPONSIBILITIES

Each student accepts the following responsibilities:

1. Students are expected to respect and value the rights of others, support the academic environment, follow standards of the community and encourage the proper use of University facilities.

2. Students are also expected to observe federal, state, and local laws, as well as University rules, regulations, and policies, including the use of existing procedures to resolve disputes.
3. Students are expected to make themselves aware of and comply with the policies and procedures governing them as members of the University community.
4. Students are expected to conduct themselves as mature individuals at all times consistent with the institution's values, beliefs, and highest standards of ethics. This encompasses all conduct while on campus, off campus, and during all University-related endeavors including, but not limited to, internships, practicums, clinicals, or other University-related experiences.
5. Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through the University website.
6. It is the student's responsibility to regularly check his or her email and respond to University notices appropriately.

MISCONDUCT

Any student, group of students or student organization found to have committed any of the following types of misconduct while on or off University premises, including virtual communications, is subject to disciplinary action by the University. The University also reserves the right to investigate and take Student Code action for any off-campus behavior of a student, group of students, or student organization, if such behavior is deemed inconsistent with the values of the institution. Participation in off-campus events that involve students or student organizations at which this Student Code has been violated, the University community or University operations are jeopardized, or at which participation has negatively impacted the reputation of the University. It also includes participation in an event that relates directly to the student's or student organization's continued suitability for enrollment or continued registration.

The following is not a complete listing of potential misconduct that may lead to discipline, but serves as a guideline to students and student organizations.

1. **ACADEMIC DISHONESTY.** The university may discipline a student for academic dishonesty, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic dishonesty includes, but is not limited to, the following:
   - **A. Cheating** A student may not use or attempt to use; give or attempt to give unauthorized assistance, materials, information, or study aids in any academic exercise, including but not limited to, the following:
     1. A student must not use or give external assistance on any "in-class" or "take-home" examination, unless the instructor has specifically authorized in writing external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
     2. A student must not use another person as a substitute in the taking of an examination or quiz.
     3. A student must not steal examinations or other course materials.
     4. A student must not allow others or offer to conduct research or to prepare work for him or her without advance written authorization from the instructor for 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 materials prepared by other persons.
     5. A student must not collaborate with other persons on a particular project and submit a copy of a written report, which is represented explicitly or implicitly as the student's individual work.
     6. A student must not use or give any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
     7. A student must not submit substantial portions of the same academic work for credit or honors more than once without written permission of the instructor to whom the work is being submitted.
     8. A student must not alter a grade or score in any way.
   - **B. 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 of the sources of information.
   - **C. Facilitating Academic Dishonesty** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic dishonesty. A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic dishonesty.
   - **D. Interference**
     1. 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.
     2. 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.
   - **E. Plagiarism** ***American standards*** of plagiarism refer to the intentional or unintentional use of previously created words, ideas, images, or creative works without proper documentation which includes citations of the sources used and a list of references. It is a student's responsibility to ask the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

     The following are examples of activities considered plagiarism but may not be inclusive of all plagiarism activities:
     1. Purchasing any portion a paper
     2. Copying print or electronic text
     3. Having someone else write any portion of a paper
     4. Rephrasing/paraphrasing text to avoid detection
     5. Rephrasing/paraphrasing text without proper citation
     6. Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation

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7. Using information from audio, visual, or other media without proper citation
8. Using information from personal communication (interviews, group discussions, telephone conversations, email, blogs, etc.) without proper citation
9. Using information from an employer Intranet without proper citation and without permission
10. Using an entire paper, word-for-word, written for one class in another class; small portions can be reused with proper citations, with the intent of building on the previous paper, thus creating a new paper
11. Submitting previously created material, including one's own (self-plagiarism), without proper citation

F. Violation of Course Rules A student must not violate course rules as contained in a course syllabus which are related to the content of the course or to the enhancement of the learning process in the course.

2. ALCOHOL. The use, possession, or sale of alcoholic beverages by students is prohibited by Davenport University on all University property regardless of age.

a. In any residence hall where any official resident or guest(s) of that room is not 21 years of age or older.
b. In any residence hall where the official resident(s) or guest(s) of that room are of legal drinking age.
c. When possession or use creates a danger to self or others, including but not limited to the sale, gift or transfer of alcohol to minors.
d. Public intoxication, defined as being under the influence of alcohol or other drugs regardless of age, in circumstances where such behavior causes a disturbance or other concern to the University
e. The possession of alcoholic beverage containers is prohibited on campus; this includes collectable empty or full alcohol containers and dispensing paraphernalia
f. In the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy.
g. The use of University or organizational monies to purchase alcoholic beverages is prohibited

3. DISHONESTY. Acts of dishonesty, including but not limited to the following:

a. Furnishing false information to any University official, faculty member, or office; this includes, but is not limited to, false information on an admission application, or any other document submitted to the University;
b. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
c. Tampering with the election of any University-recognized student leader or student organization;
d. Falsification of University records; each student is expected to complete any University record accurately and honestly; or
e. A student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.
f. Representing or acting on behalf of the University or another individual when not authorized to do so

4. DISORDERLY CONDUCT. Engaging in intentional expression or conduct that substantially disrupts or interferes with the University's normal functions, the rights of others or causes substantial disorder. Disorderly conduct may include any of the following:

a. Taking action that threatens or endangers the safety, health, or life of self or others, or behavior that creates the impression of such endangerment;
b. Conduct or behavior that the student knows or should know is reasonably likely to be considered obscene under the standards of the local community. Such behavior includes but is not limited to public exposure of one's own sexual organs and voyeurism, including but not limited to video voyeurism. Video voyeurism means recording, or using, disclosing or distributing a recording of others in a location or situation where there is a reasonable expectation of privacy (including, but not limited to, a residence hall room, locker room, or bathroom), without knowledge and consent of all individuals involved;
c. Abusive or offensive language inherently likely to provoke an immediate violent reaction, whether or not it actually does so or is grossly indecent or offensive to a reasonable member of the University community;
d. Aiding any unlawful act or the violation of any University policy. Students are responsible for the behavior of their guests and visitors to the University premises;
e. Conduct which adversely affects the student's suitability as a member of the University community, as defined by the Office of Student Affairs; or
f. Damage to University property or the property of another;
g. Intent or commission to attempt a violation.

5. FAILURE TO COMPLY. Failure to comply with University sanctions or reasonable directives of University officials.

6. FIRE AND FIRE SAFETY EQUIPMENT. Possession of fireworks, incendiary devices, or other dangerous explosives or chemicals; the ignition of a fire or attempting to ignite a fire; or the improper use or disablement of safety or firefighting equipment, such as fire extinguishers, fire alarms, exit signs, or smoke alarms is prohibited.

7. HAZING. Hazing is defined as any action or situation that recklessly or intentionally, on or off University property, endangers the mental, emotional, psychological, or physical health or safety of a student or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in any student organization, including fraternities/sororities, athletic teams, and other organizations. The term shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, tattooing, branding, paddling, forced calisthenics, exposure to the elements, treasure hunts, scavenger hunts, quests and road trips, forced consumption of food, liquor, drugs, or other substances, and any forced activity that would subject the individual to mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct that results in embarrassment or ridicule. For the purpose of this definition, any activity described in this definition upon which the initiation or admission into, affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity, the

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willingness of an individual to participate in such activity notwithstanding.

8. **HARASSMENT/SEXUAL HARASSMENT.**
   a. Harassment or threats. Harassment is unprofessional conduct that could reasonably be understood as any of the following:
      i. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
      ii. Having the purpose or effect of unreasonably interfering with an individual's participation in or access to educational activities and programs,
      iii. Otherwise adversely affecting an individual's learning opportunities or access to educational activities and programs.

      Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of University policy.
   b. Sexual harassment. Harassment on the basis of sex is a violation of state and federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
      i. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's participation in or access to educational activities and programs,
      ii. Submission to or rejection of such conduct by an individual is used as the basis for participation in or access to educational activities and programs, or
      iii. Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.
9. **ILLEGAL DRUGS.** The term "controlled substance" is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited:
   a. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited;
   b. Production, manufacture, distribution or use of any drug, controlled substance or any substance used as a drug contrary to law;
   c. Use of a prescription drug if the prescription was not issued to the student, the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued, or use of prescription drug violates local, state, or federal law;
   d. Possession of drug paraphernalia including but not limited to bongs or glass pipes
   e. Sale, gift or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off campus.
10. **INAPPROPRIATE USE OF TECHNOLOGY.** Theft or other abuse of computers, related computing network, websites, equipment or data, including but not limited to the following:
    a. Unauthorized entry into, use, transfer or deletion of a file;
    b. Unauthorized use of another individual's identification and/or password, or unauthorized provision of a student's identification and password to another;
    c. Use of University technology resources to interfere with the work of another student, faculty member, University official or other entity;
    d. Use of University technology resources for personal gain or profit;
    e. Use of University technology resources to send obscene or abusive messages;
    f. Use of University technology resources to send or view pornographic material;
    g. Use of University technology resources to interfere with normal operation of the University computing system; or
    h. Use of University technology resources to threaten, intimidate, or otherwise violate University anti-harassment or anti-violence policies.
11. **OBSTRUCTION OR DISRUPTION.** Acts of obstruction or disruption, including but not limited to the following:
    a. Obstructing or disrupting teaching, research, disciplinary procedures, and/or other University activities;
    b. Participation in a demonstration that disrupts the normal operations of the University, infringes on the rights of other members of the University community, or violates reasonable time, place, and manner restrictions;
    c. Leading or inciting others to disrupt scheduled and/or normal activities within any building or area; or
    d. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.
12. **SEXUAL CONDUCT.**
    a. Sexual assault: Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent;
    b. Sexual misconduct: Any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent;
    c. It is the responsibility of the person initiating sexual activity to make sure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of activity or any subsequent sexual activity.
13. **TOBACCO USE.** All buildings at all Davenport University campuses are designated as tobacco free. Smoking is prohibited in all indoor spaces; including, but not limited to, student centers, educational, housing and dining locations. Smoking is prohibited within a minimum twenty-five (25) feet of any Davenport building. Per Michigan law, there is no smoking at the Alma campus. Under FDA guidelines electronic cigarettes are regulated as tobacco products.

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14. **THEFT.** Unauthorized possession or use of University property or the property of another.
15. **UNAUTHORIZED ENTRY.** Unauthorized entry, occupancy, or use of physical or virtual University premises or property.
16. **UNAUTHORIZED ELECTRONIC OR DIGITAL RECORDING.** Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable law or University regulation. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, or activities.
17. **UNAUTHORIZED USE OF UNIVERSITY PROPERTY, INCLUDING ONLINE PROPERTY.** Students are authorized to use University property only as consistent with their coursework and related educational activities as provided for under this Student Code. Students enrolled in online classes and students using online learning tools or services agree to accept the terms and conditions placed upon the use of these materials. Specifically, online materials (including syllabus documents, lectures, discussion threads, and other course- and University-related materials found online) are the property of the University; and the only authorized use is for the purposes of completing University-related course work and related educational activities. University online materials shall not be disclosed, directly or indirectly, to any person or entity outside of the University, and (in the case of online classes) to anyone otherwise not involved in teaching or who is enrolled in the particular class.
18. **VIOLATIONS OF CAMPUS, PROGRAM AND OTHER UNIVERSITY POLICIES.** Outlined in University publications, including but not limited to those related to University supported housing, the Residence Hall Handbook, those related to Athletics, the Student Athlete Handbook, those related to the College of Health Professions, and the College of Health Professions Student Handbook, and those related to Student Employment, Anti-Violence, Anti-Harassment and the Student Employee Handbook.
19. **VIOLATION OF LAWS.** Violation of federal, state, or local laws is prohibited. This also includes any conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.
20. **WEAPONS.** Possession, use, control, or distribution of any firearms, or any other weapons on University premises or at a University function. Prohibited firearms and weapons include, but are not limited to, rifles; shotguns; handguns; tasers and stun guns; BB and pellet pistols and rifles that are spring, gas, or air powered; facsimile weapons; paint guns; sling shots; whips; hunting knives; throwing stars; swords; and bows and arrows. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed in a manner that harms, threatens, causes fear to others, or concern to members of the University.

Student Illness Statement

As permitted by law, the University reserves the right to require students who contract a contagious disease to withdraw from the University until they present a doctor's statement that they are no longer infectious to others.

STUDENT CODE PROCESS

Incident Reporting Process

Anyone wishing to report student misconduct shall document all relevant information via an incident report, which shall be provided to a member of the campus administration. An incident report can be filed online at https://publicdocs.maxient.com/incidentreport.php?DavenportUniv.

When a written incident report is filed, it shall be forwarded to Student Affairs personnel, or their designee, at the campus where the incident occurred. Following review of the incident report (which may include, without limitation, any and all research deemed appropriate by the Campus Designee regarding the underlying incident), a determination will be made by the Campus Designee (in possible consultation with other campus and/or University leadership) whether charges of misconduct should be filed in response to the incident. The University may take action against a student for violating the Student Code and the student and/or Complainant may use this procedure to appeal the decision and/or sanction.

Interim Suspensions and No-Contact Orders

In certain circumstances, the Executive Director of Student Affairs or Campus Designee may impose a University or residence hall suspension prior to a Student Code hearing. Interim suspension may be imposed if the student poses a threat of disruption of, or interference with, the normal operations of the University or in order to ensure the safety and wellbeing of members of the University community; to preserve University property; to ensure the student's own physical or emotional safety and the well-being and physical or emotional safety and well-being of others.

During an interim suspension, a student shall be denied access to the residence halls and/or University campuses (including classes) and/or all other University activities or privileges for which the student might be otherwise be eligible, as specified by the Executive Director of Student Affairs or Campus Designee. A student may request a meeting regarding an interim suspension with the Executive Director of Student Affairs within five (5) days of the date of the notice of the interim suspension. The purpose of this meeting will be to determine the duration of the interim suspension. The decision of the Executive Director of Student Affairs is final and is not subject to review.

A student's tuition, fees, and residence hall room and board will neither be refunded nor remitted, in whole or in part, due to an interim suspension.

At times, in the interest of public safety, it becomes necessary to restrict a student's privileges and prohibit contact with specified individuals by issuing a "ban" or "no contact" order that prohibits entry to a specific location/s or contact with a specific individual/s. Unlike a court order, a University "ban" or "no contact" order is issued by the Executive Director of Student Affairs or Campus Designee. This order may be issued when the University determines necessary to protect safety and to preserve a peaceful environment in which all students can work, study, or live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Campus Safety or Student Affairs. Violation of a "ban" or "no contact" order is considered misconduct and will

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result in disciplinary action that could include immediate suspension from the University.

Initiation of Proceedings

If the University chooses to file misconduct charges against a student, a hearing shall be conducted to review the alleged misconduct. The Executive Director of Student Affairs shall determine, at his or her sole discretion, whether the hearing shall be conducted before a single hearing officer or a Hearing Council. Formal notice of Student Code of Conduct proceedings will be sent to the student via the student's University email account, certified mail, or other manner to inform the student that a hearing date has been set and charges are pending. The notice shall inform the student of the following:

- The misconduct alleged to have been committed;
- The date, time, and place of the alleged misconduct and other relevant circumstances;
- The date, time, and place of the hearing, which shall not be earlier than three (3) business days after the date of notice;
- That if the student desires to present one or more witnesses, the student must prepare a list of the persons whom the student may present as witnesses and/or whose statements may be offered as evidence at the hearing and submit the list to the Executive Director of Student Affairs no later than two (2) business days before the hearing; and
- That the hearing will be closed to the public.

Overview of Hearings

The purpose of a hearing is to provide the opportunity for the Campus Designee or Complainant and the Respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the hearing officer or Hearing Council, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply University policy, and impose appropriate sanctions if the Respondent is found responsible for the alleged violation.

University Student Code of Conduct hearings are administrative hearings that allow flexibility and are not courts of law. The Student Code of Conduct process is separate and independent from any civil or criminal action and may proceed even if a related matter is anticipated or pending in other forums. Rules of evidence and the criminal standard of proof do not apply. A hearing officer or Hearing Council, as applicable, is expected to find a student or student organization responsible for violations of University policies only if the information shows that it is more likely than not that misconduct occurred.

Hearing Conducted Before a Student Conduct Hearing Officer

A hearing conducted before a hearing officer is often called an individual hearing as the respondent meets with a singular hearing officer designated by the Executive Director of Student Affairs. A hearing conducted before a hearing officer occurs more frequently than a hearing held before a hearing council. During a hearing conducted before a hearing officer, the hearing officer will review with the respondent the report that led to the misconduct charges. The respondent will have an opportunity to admit or deny the charges and present any summary information he or she may have in response to the charges. If appropriate, the respondent may present witnesses or provide witness statements to the hearing officer for review. The hearing officer, after reviewing all information presented, will determine responsibility and, as appropriate, any sanctioning. A written decision will be generated within five (5) business days of the meeting.

Hearing Conducted Before a Hearing Council

If a hearing is held before a Hearing Council, the Hearing Council shall consist of one faculty member, one staff member, and one student from Davenport University. The members of the Hearing Council will be chosen by the Executive Director of Student Affairs from the available pool of current employees/students at the time of the hearing. The Executive Director of Student Affairs will identify individuals who, in his or her opinion, have no personal interest in the outcome of the hearing and can serve in a fair and impartial manner. If a potential member of the Hearing Council feels that he or she cannot render an impartial decision, he or she shall disqualify himself or herself. A person shall not serve on the Hearing Council if he or she is a witness who may testify in the matter, if he or she has a personal interest in the outcome of the matter, or if there is sufficient reason to believe that he or she could not serve in a fair or impartial manner. The Chair of the Hearing Council will be appointed from the identified members of the Hearing Council by the Executive Director of Student Affairs.

Hearing Council Procedures

Whenever a hearing in front of a Hearing Council is to be held regarding an allegation of misconduct, the Campus Designee or Respondent and the Complainant shall be given at least three (3) business days' notice of the charges and of the date, time, and place of the hearing. Failure of the Respondent to attend the hearing will result in the case being heard in his or her absence.

The order of presentation of the hearing will normally be as follows:

1. Introductions and reading of the charge(s) by the Chair;
2. Opening statements by the Campus Designee or Complainant and Respondent;
3. Presentation of witnesses/documentation by the Campus Designee or Complainant;
4. Questioning of witnesses/documentation by the Respondent;
5. Presentation of witnesses/documentation by the Respondent;
6. Questioning of witnesses/documentation by the Campus Designee or Complainant; and
7. Closing statements.

The Hearing Council may ask questions of witnesses at any time and also facilitate the presentation of the case. The Hearing Council may call additional witnesses or seek further evidence relating to a case if the Hearing Council desires clarification or further information.

All hearings shall be closed to everyone except the Hearing Council, appropriate University staff, the Respondent, the Campus Designee or Complainant, the observer/recorder selected by the University, and witnesses during the actual time of their testimony. The proceedings of the Hearing Council are presumptively confidential. Unauthorized disclosure of information by any party or witness involved during the hearing process may lead to disciplinary action.

The Respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, to present witnesses, and to question witnesses and other evidence.

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Witnesses must be members of the University faculty, staff, or student body, unless the chair of the Hearing Council rules that others may appear in the interest of the case. The Respondent and Complainant must give names of all relevant witnesses to the Campus Designee at least two (2) business days before the hearing. The Respondent and Complainant will have access to the names of all witnesses. It is the responsibility of the Respondent and Complainant to notify all witnesses of the date, time, and place of a hearing. If a witness fails to appear, the hearing shall be held in his or her absence.

All relevant information will be admissible. The chair, in consultation with the Council, will determine relevance.

All evidence and information presented to the Hearing Council is expected to be truthful, accurate, and complete. Failure to give truthful and complete information at a hearing may result in disciplinary action for a witness.

Following the proceedings, the Hearing Council will meet in private session to deliberate whether the Respondent is responsible or is not responsible for the charges based on the Hearing Council's judgment of whether it is more likely than not that misconduct has occurred. Decisions shall be based only on evidence presented at the hearing. The observer/recorder will remain in the session as a resource person, but will not participate in the deliberations. The Hearing Council must reach consensus, with all members of the Council giving input. The Hearing Council will submit a written report to the Executive Director of Student Affairs or designee. The written report will contain the findings of the hearing, and the sanction recommendation, if any. If the Respondent is found responsible for the violation(s) the committee will recommend one or more sanctions. The Executive Director of Student Affairs or designee may adopt, reject, or modify the Council's findings and recommendations. The Executive Director of Student Affairs or designee will send the Respondent and the Complainant, if applicable, written notification of the decision of the Hearing Council and attach the Hearing Council's written decision within five (5) business days after the close of the hearing. This notification will also include information on the appeal process.

Appeal Process

Decisions of the hearing officer or the Hearing Council, as applicable, may be appealed to the Executive Director of Student Affairs. Appeals must be filed in writing with the Executive Director of Student Affairs within three (3) business days of receipt of the written notification of the decision. The Complainant or the Respondent, including the Campus Designee in case of University charges, may appeal the decision based on one or more of the following:

- New relevant material evidence or information has been provided that could not have been discovered at the time of the hearing;
- Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- Errors in the interpretation of University policy; or
- The sanction(s) imposed were not appropriate for the violation

The Executive Director of Student Affairs will decide whether or not there is a basis for an appeal and, if there is, upon consideration of the appeal may, using his or her discretion, change any determination and any sanction levied by the hearing officer or Hearing Council or remand the matter back to the original hearing officer, the original Hearing Council, or a new Hearing Council for further consideration.

The decision of the Executive Director of Student Affairs is final. Should a case be remanded back to a new Hearing Council, a student is entitled to an additional appeal consistent with the University's standard appellate procedures.

Sanctions

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive, but merely serve as guidelines.

Primary Sanctions:

1. Formal warning: a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of University policy in the future.
2. Probation: a period of observation and review. Misconduct warranting probation will result in a minimum of one academic semester and maximum of the duration of the student's academic career at the University. If found responsible for violating any University policies or failure to comply with other requirements stipulated during this period, the student may be immediately suspended from the University and/or its events pending further disciplinary review.
3. Suspension: results in immediate dismissal from classes and activities at the University for at least the remainder of the session/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During suspension, the student is not permitted to visit the University premises or attend any University functions without prior written permission from the Executive Director of Student Affairs. Any student who is suspended due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.
4. Expulsion: The most severe sanction for violation of University policy is expulsion, which results in immediate dismissal and permanent separation from the University. Any student who is expelled due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.

Additional Sanctions

5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.
6. Housing unit suspension: separation of the student from the University housing unit for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
7. Housing unit expulsion: permanent separation of the student from the University housing units.
8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.

9. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a student's violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents/legal guardians of alcohol or a controlled substance violation if the student is under the age of 21. The Office of Student Affairs determines the circumstances under which parental notification takes place.
10. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
11. Educational sanctions: require a student to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
12. Loss of privileges: denial of specified privileges for a designated period of time.
13. Disqualification from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.

Sanctions for Student Organizations

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Primary Sanctions

1. Formal warning: a written reprimand that expresses disapproval of the student organization's actions and warns against any future violations of University policy.
2. Probation: includes the loss of all group and campus wide social privileges, except philanthropy. A probationary period may range from four weeks to one full academic year, with a mandatory review before the student organization can be released from probationary status. Any additional violations or failure to comply with requirements stipulated during this period may result in suspension pending further disciplinary review.
3. Suspension: results in a loss of all meeting and activity privileges for a minimum of one full academic year and a maximum of four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any student organization that is suspended due to misconduct will not be entitled to any refund of member dues or other fees.
4. Expulsion: the most severe violations of the University Student Code of Conduct by a student organization will result in dismissal and permanent separation from the University. Any student organization that is expelled due to misconduct will not be entitled to any refund of member dues or other fees.

Additional Sanctions

5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.
6. Housing unit suspension: separation of the student organization from the University housing unit for a definite period of time, after which the members are eligible to return. Conditions for readmission may be specified.
7. Housing unit expulsion: permanent separation of the student organization from the University housing units.
8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.
9. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
10. Educational sanctions: require a student organization or individual to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
11. Loss of privileges: Denial of specified privileges for a designated period of time.
12. Disqualification of registered student organization officers and members from receipt of institutional financial aid, including but not limited to the DU Club Scholarship program.

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COURSE DESCRIPTIONS

Course Codes

Accounting = ACCT
Business = BUSN
Capstone = CAPS
Computer Information Systems and Programming (CISP)
Economics = ECON
Finance = FINC
Global Project Management = GPMT
Health Care Management = HCMG
Health Sciences = HLTH
Human Resource Management = HRMG
Information Assurance and Security = IAAS
Management = MGMT
Management Information Systems = MISG
Marketing = MKTG
Networks = NETW
Public Health = MAPH
Statistics = STAT
Study Abroad = SABR

Note: Courses offered online may have the book cost billed with tuition and fees

Accounting (ACCT)

ACCT510 Fundamental Accounting Principles and Concepts **3 CR**
This course introduces the principles of financial accounting, emphasizing the understanding and interpretation of financial data. Students also learn journal entries, adjustments, and an understanding of the complete accounting cycle. Financial concepts are covered, as well as basic concepts for the analysis of financial statements.

ACCT600 Professional Accounting Seminar **1 CR**
(Professional Accountancy Program only)
This seminar course was developed as a bridge between the undergraduate and MBA accounting courses. The course focuses on current industry-specific accounting topics at policy-making levels. Current issues within the areas of accounting and finance will be identified and analyzed through research, discussion, and presentation.
Prerequisite(s): ACCT320 and 90 hours of undergraduate credit completed

ACCT640 Managerial Accounting **3 CR**
Most of the information required to plan and control business operations, and the data required to create and sustain a competitive advantage, come from the accounting system and the reports that are generated. This course analyzes the management structure and process in which this information is generated, the construction and application of managerial accounting data, cost behavior and cost assignment. Students will also examine product cost within activity based costing, job order costing, and process costing. Controlling cost through the use of standard cost system and budgeting are explored. In addition, this course covers business decision-making using relevant information from activity costing, variable/fixed analysis, cost-volume-profit analysis, quality costing, and productivity analysis. Students will analyze and evaluate managerial accounting functions and decision cases in light of managing a business, making financing decisions, and generating growth and income within the business firm.
Prerequisite(s): ACCT510

ACCT650 CPA Responsibilities & Ethics **3 CR**
(Professional Accountancy and Honors Programs only)
This course explores ethics and professional and legal responsibilities in the accounting profession. Students will obtain knowledge of various professional standards, and federal and state laws for the CPA profession. Various case studies allow students to investigate and analyze ethical situations and issues facing accountants on a daily basis. The course follows the Uniform CPA Examination Content Specification Outline for Ethics and professional and legal responsibilities.

ACCT715 Federal Taxation **3 CR**
This course provides an explanation of the federal tax structure and provides training in the application of tax principles as they pertain to individuals. In addition, the course will provide an introduction to taxation for businesses, federal tax laws and regulations, taxation theory, and tax research and planning techniques. *Note:* Students who completed ACCT315 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.
Prerequisite(s): ACCT510

ACCT730 Taxation of Corporations and Trust **3 CR**
The course is a study of the tax issues faced by corporations and their owners including legal forms of ownership, liquidations, distributions to shareholders and reorganizations. International corporate tax issues and consolidated tax returns are covered. Students examine the applicable internal revenue code, internal revenue regulations and rulings, plus judicial cases as it pertains to corporate taxation. Computerized tax research techniques are also used in this course.
Prerequisite(s): ACCT640

ACCT732 Auditing and Assurance Services **3 CR**
This course examines auditing and assurance services. The course focuses on the detailed study of the financial statement audit, including professional responsibilities and ethics, audit planning, internal controls, evidence gathering, and audit reports. Assurance services, reviews, and compilations are also covered. *Note:* Students who completed ACCT320 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.

ACCT742 Government and Not-for-Profit Accounting **3 CR**
This course is a study of accounting and reporting practices used in state and local governmental units as required by the Governmental Accounting Standards Board and the accounting and reporting practices used in not-for-profit entities as required by the Financial Accounting Standards Board. The unique accounting requirements of college, university, and hospital accounting are introduced in the course. *Note:* Students who completed ACCT420 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.

ACCT745 International Accounting **3 CR**
This course examines the international dimension of financial reporting and analysis by examining the differences and similarities between International Financial Reporting Standards (IFRS) and US GAAP. The goal of the course is to enhance student understanding of the links between underlying business financial transactions, the application of reporting standards for those transactions, and the financial reports obtained from a global/international perspective. Accounting has frequently been called the "language of business". As the U.S. moves closer to implementing the International Financial Accounting Standards and away from Generally Accepted Accounting Principles, business professionals must understand these two primary accounting systems. By understanding the ways in which these two systems differ, the student will have the ability to communicate with business professionals in the US and in a rapidly expanding international context. (Executive MBA only)

ACCT750 Information Systems Auditing **3 CR**
This course will take a practical approach in presenting the value of Internal Audit and in particular EDP Audit to the corporate enterprise. While the class researches challenges to control environments associated with technology, it does not teach technology. The class may include an onsite visit (review) to a data processing center in the area. Also, data analysis exercises using audit software are assigned.
Prerequisite(s): ACCT640

ACCT760 Internal Controls and Legal Issues **3 CR**
This course explores the legal and internal control issues facing financial executives. It will focus on compliance with the Sarbanes-Oxley Act and

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other internal control concerns. It will also cover legal issues that the financial executive might encounter.
Prerequisite(s): ACCT640

ACCT780 Forensic Accounting 3 CR
This course serves as an introduction to forensic (fraud) accounting. Topics include fraud examination techniques, interview techniques, rules of evidence relating to fraud, internal control methodology, asset misappropriation, and financial statement misrepresentation. Students learn various fraud examination techniques that include case initiation and interviewing/interrogation procedures. This portion of the course includes grand jury and courtroom protocols and testifying. Students also learn rules of evidence as they relate to several different fraudulent activities, including illegal activities (wagering, money laundering and currency structuring) as well as cash skimming, embezzlement, and other forms of white collar crimes.
Recommended Prerequisite(s): ACCT640

ACCT781 Asset Recovery and Legal Environment 3 CR
This course teaches students the options available for recovering misappropriated assets or obtaining restitution; along with the appropriateness, advantages, and disadvantages of each option including criminal prosecution, insurance recovery, and civil litigation. Students will also study the rights of individuals suspected of committing fraud, the admittance of evidence, and the testimony of expert witnesses.
Recommended Prerequisite(s): ACCT780

ACCT782 Conducting Accounting Fraud Exams 3 CR
This course builds upon investigative techniques learned in ACCT780 through the examination of specific types of commercial fraud and abuse, including falsified financial statements, misappropriations, corruption, and conflict of interest. The student will study the detection, investigation, and prevention of these specific abuses along with specialized topics dealing with the use of computers in the detection of fraud, due diligence requirements, and antiterrorism legislation.
Prerequisite(s): ACCT780

ACCT783 Forensic Accounting Data Analysis 3 CR
This course entails the examination of organizational data to identify patterns that match known fraud profiles. The student will study logical and/or numerical and statistical patterns in data. Students will work with a corporate database developing a fraud profile and applying appropriate investigative tests.
Prerequisite(s): ACCT780

ACCT795 Accounting Research 3 CR
This course explores ethics and professional and legal responsibilities in the accounting profession. Students will obtain knowledge of various professional standards, and federal and state laws for the CPA profession. Various case studies allow students to investigate and analyze ethical situations and issues facing accountants on a daily basis. The course follows the Uniform CPA Examination Content Specification Outline for Ethics and professional and legal responsibilities.
Prerequisite(s): A minimum of four 600-700 level ACCT courses (12 credits) must be completed.

Business (BUSN)

BUSN520 Marketing and Management 3 CR
This course is a study of the contemporary theories and concepts in marketing and management. Major areas of study in marketing include the environment in which the firm competes and how the firm uses market segmentation, product and service development, and pricing, distribution, and promotion strategies to maximize sales and profits. The study of management includes the manager's roles and responsibilities in performing the five universal functions of management, which are planning, organizing, staffing, leading, and controlling. The student also explores ethics and corporate responsibility and the framework for a systematic approach to marketing and management decision-making.

BUSN650 Business Analysis 3 CR
This course is about gathering, analyzing, and reporting information that aids managers in decision-making. Decision-making begins with identifying what problem needs to be solved and collecting secondary data related to the problem. Often primary data is needed to make decisions, which involves designing a sample, writing a questionnaire, and collecting data. Analyzing primary data requires use of statistical methods including correlation, regression, and multivariate analysis. The decision-making process is completed when research findings and recommendations are presented to management.
Prerequisite(s): STAT500

BUSN685 Current Topics in MBA Leadership 1 CR
This seminar gives students an opportunity to explore, in depth, business topics introduced in prior classes. The emphasis of the class will be on the application of skills and knowledge previously acquired. This course may be repeated for a maximum of 3 credit hours.
Prerequisite(s): 9 credits in graduate level course work completed

Capstone (CAPS)

CAPS790 MBA Capstone Internship 3 CR
This course is designed for graduate students nearing completion of their MBA degree who wish to pursue an internship. Effective internships relate to the student's professional goals, require the student to function within the standard procedures of the setting, and require the student to assume increased specified responsibilities. Because the work for the CAPS 790 is ordinarily a culminating experience, students may enroll for CAPS790 only when the MBA Department Coordinator deems the student has completed all appropriate course work and any other requirements that should precede the internship. It is recommended to meet with Career Services at least one semester prior to the start of Internship. In general, 150 hours of career related work time shall be required at the employment site and evidenced by weekly reports filed by the student. The Internship requires a written report and oral presentation based on the learning experience. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* A Criminal Background check and drug screening may be required by the Internship site. A grade of B or better must be earned to pass this course successfully. Refer to the Academic Policies and Procedures section for the deadlines for the submission and approval of Capstone Intent form prior to enrolling in this course.
Prerequisite(s): Core courses completed and 30 credit hours of the concentration courses completed. This course is offered in a 15 week format or 12 weeks in Spring/Summer semester.

CAPS795 Information Assurance and Computer Security Thesis 4 CR
A thesis project forms the capstone of this Master of Science Information Assurance program. In order to register, a student must complete all course requirements for this degree and submit an acceptable proposal to the computing security and information assurance faculty. *Note:* A grade of B or better must be earned to pass this course successfully.
Prerequisite(s): Last semester; core courses completed.

CAPS799 MBA Capstone Experience 3 CR
The culminating experience in the MBA program at Davenport University is the capstone experience. The course is taken during the final semester, although the planning for it by both the student and the faculty member directing the experience takes place well before the last semester. The purpose of the capstone experience is to reinforce the knowledge, skills and abilities gained from the MBA program. Since the capstone experience is one related to the job, it must be tailored to the developmental needs of the MBA student in the work place. *Note:* A grade of B or better must be earned to pass this course successfully. Refer to Academic Policies and Procedures section for the deadlines for the submission and approval of Capstone Intent form prior to enrolling in this course.
Prerequisite(s): Last semester; core courses completed

Computer Information Systems and Programming (CISP)

CISP520 Distributed Architectures 3 CR
This course will provide an overview of networked computing, the systems and applications supporting and surrounding them. The autonomous nature of distributed computing, as well as design and implementation issues, is

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examined. Topics include complexity management, concurrency, protocols, security, performance, networking, reliability, fault-tolerance, and middleware. Distributed systems studied will include client-server computing, distributed objects, peer-to-peer, distributed file systems, multicast communication, distributed shared memory, web services and the WWW architecture.

CISP547 Database Design 3 CR
This course will examine the major types or data models of Database Management Systems (DBMS): hierarchical, network, relational, and object-oriented. The principles and problems of database design, operation, and maintenance for each data model will be discussed and compared. Topics that will be covered include design theory, query language, relational expressions, SQL, stored procedures, client-server interfaces, entity-relationship diagrams, normalization, and database security.

Economics (ECON)

ECON620 Operating in the International Economy 3 CR
This course presents the concepts, techniques, and fundamentals of international economics and its impact upon business, by providing the theory of trade relationships. To understand how cultural, political, economic, and legal issues impact the ability to successfully interact in the world economy. Students will examine international pricing, financial policies, investment strategies and the role of trade institutions in the regulation of international trade. This course encompasses the theories of international trade, examines the advantages, disadvantages, and consequences of trade among nations, and discusses concepts of international economics. Regional economic integration is examined regarding the effects upon developed nations, developing nations, and nations in transition to a market structure. Learn key historical economic issues of international trade and the challenges they present in the 21st. century. Case studies will be utilized to illustrate the issues involved in competing in a world economy. (Executive MBA only)

ECON625 Managerial Economics 3 CR
This course is an exploration of microeconomic theory and practices which explain real-world behavior in a firm and society. A practical, problem-solving approach to decision-making is used to learn how economic concepts serve as the basis for many challenges and decisions that confront today's managers. Topics to be covered include an overview of supply and demand, forecasting demand, production and cost analysis, statistical analysis of economic relationships, market structure and organization, the role of government in a market economy, pricing a firm's output, risk analysis, and capital budgeting.
Prerequisite(s): STAT500

Finance (FINC)

FINC510 Foundations of Financial Management 3 CR
This course introduces the student to the fundamental concepts of financial management. The topics covered are financial statement analysis, the term structure of interest rates, time value of money, risk and return, bond and stock valuation, capital budgeting, financing issues such as working capital policy, capital structure, cost of capital, dividend policy, and related topics.
Recommended Prerequisite(s): ACCT510

FINC620 Financial Management 3 CR
This course focuses on the application of financial theory and concepts for management decision making with emphasis on the practical aspects of finance. Students learn how to analyze a company's financial information and practice financial planning. Students evaluate the capital investment process, the corporate restructuring process, as well as bankruptcy analysis. In addition, students explore the financial decision-making process relating to working capital management and international finance.
Prerequisite(s): FINC510

FINC660 Finance for Executives 3 CR
This course is designed for non-financial managers, emphasizing the use of both financial accounting and financial information as decision-making tools. Students learn to assess the financial strength of an organization through financial ratio analysis, and to examine factors considered in financial and investment decisions. This is an overview course designed to develop a clear understanding of the tools and skills necessary for use by those in both financial and non-financial positions in today's business environment. The course is taught through readings, financial analyses and case studies. (Executive MBA only)

FINC675 Derivatives and Risk Management 3 CR
This course is a study of options, futures, and other derivative securities and their role in risk management. Students will learn to select the appropriate derivative security to mitigate risk, determine the payoffs to risk management strategies and arbitrage mispricings. The course takes an intuitive approach, stressing the use of these instruments by market participants in practical situations.
Prerequisite(s): FINC620

FINC680 Corporate and Shareholder Taxation 3 CR
This course examines tax issues of corporations and shareholders, including legal form of ownership, liquidations, distributions, and reorganizations. The computation and planning for capital gain taxes is covered, as well as related international and inheritance taxation issues. Students examine the U.S. internal revenue code, its regulations and rulings, and judicial cases as they pertain to corporations and owner taxation.
Prerequisite(s): FINC620

FINC750 Advanced Financial Management 3 CR
This course is designed to explore advanced methods and techniques used in the financial management of an organization: cash management, capitalization issues, and approaches to financial planning, mergers, acquisitions and multi-national financial management. Students learn to assess the financial operations and positions of an organization using various analysis methods. Special consideration is given to unusual trends and accounting issues. Case studies are utilized to analyze the various financial strategies used by organizations.
Prerequisite(s): ACCT640 and FINC620

FINC760 Investment Management 3 CR
This course is designed for the financial professional to develop an in-depth understanding of investments. Students develop an understanding of debt and equity securities as well as derivatives. Students also apply the theory of investments strategies and techniques through course assignments and cases. Topics include financial markets, portfolio theory, equilibrium arbitrage theories, market efficiency, security analysis, and derivatives in the development of sound investment strategies. Case analysis will serve to demonstrate knowledge acquired in the course.
Prerequisite(s): ACCT640, ECON625 and FINC620

FINC765 Money and Capital Markets 3 CR
Students acquire the analytical tools needed to understand why the financial marketplace behaves as it does and how financial decisions should be made. This course describes how today's financial markets operate and where they appear to be headed, as well as how money and capital markets around the globe work to facilitate savings and investments, make payments, supply credit, accumulate wealth, supply liquidity, protect against risk, and support public policy.
Prerequisite(s): ECON625 and FINC620

FINC770 International Financial Strategies 3 CR
This course provides the necessary understanding and tools crucial in strategically managing international financial activities. Students will develop an appreciation for the policy debates surrounding international trade and finance. This course covers topics related to the role and impact on the global economy of international trade policies, currency markets, international financial systems, balance of payments, and international financial management and macroeconomic policies. Regional economic integration is examined regarding effects upon developed nations, developing nations and nations in transition to a market structure. Students integrate economic and financial management through international cases in this course.
Prerequisite(s): FINC765

Global Project Management (GPMT)

GPMT699 Certified Project Management Professional 3 CR
This course prepares students for the Project Management Professional (PMP) certification examination developed and conducted by the Project Management Institute (PMI). This exam-prep course provides a focused

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review of all subject matter for the Project Management Certification. It uses questions from prior certification exams to help students become familiar with the format, content and nature of the exam. *Note:* Successful completion of this preparatory course does not guarantee the passing exam. *Note:* Students who completed GPMT399 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.

Health Care Management (HCMG)

HCMG630 Health Care Organizations 3 CR
This course provides a systematic overview of the U.S. Healthcare Delivery System. Participants will examine the following key components involved in the delivery and provision of healthcare services, including: ambulatory, acute, home health, long-term care, mental health, and public health services. This course also provides students an opportunity to examine the origin, development, structure, organization, and operational issues as they relate to hospitals and healthcare delivery systems. This course will also explore major trends in healthcare costs and financing; including the development and role of private insurance, managed care, and governmental programs (Medicare and Medicaid). Lastly students will have the opportunity to explore the challenges that is confronting healthcare and possible future direction of the industry.
Prerequisite(s): MGMT645

HCMG730 Ethical and Legal Perspectives in Health Care 3 CR
This course examines the legal and ethical dimensions involved in healthcare management. Students will learn the types of laws that impact healthcare organizations, including: tort, criminal, and civil. Students will examine issues that extend beyond the legal dimension and explore ethical dilemmas that are periodically encountered by healthcare leaders. Student will study, ethical theories and be provided with ethical decision making models or processes that can assist them in critically analyze and resolve ethic dilemmas.
Prerequisite(s): HCMG630

HCMG745 Medical Practice Management 3 CR
This course integrates the knowledge and skills developed in previous courses in the Health Care Management program into the context of medical practice management. Emphasis will be placed on the application of best business practices providing practical, proven solutions for the "real-world" concerns. These include billing, coding, collections, electronic medical record, technology, work flow, office layout, staffing, compensation, reducing malpractice risk, HIPAA, vendor relations, compliance, and marketing. Students will be able to apply these methods to effectively manage a physician practice. Though some concepts will be specific to medical practice management, there is application pertinent to the veterinary practice.
Prerequisite(s): HCMG730 and HCMG750

HCMG750 Financial Management for Health Care 3 CR
The focus of this course is to provide a working knowledge of payment policies and reimbursement methodologies used in health care and how they vary by payment source (governmental, private, and capitated insurance). Methodologies used by facilities and practitioners will be applied and compared. Factors affecting payment will be discussed. Costing methodologies, revenue cycle management, purchasing strategies, budgeting, and variance analysis applied to health care are examined.
Prerequisite(s): ACCT640, FINC620 and HCMG630

HCMG770 Strategic Management in Health Care 3 CR
This course integrates the knowledge and skills developed in previous courses in the Health Care Management program into the context of strategic management of health care organizations. Emphasis will be placed on the application of total quality management and/or continuous quality improvement initiatives in improving efficiency and cost containment in a health care setting. Tools for TQM and CQI will be discussed and demonstrated through casework. Students will be able to apply these methods to affect change throughout their organization.
Prerequisite(s): HCMG630 (MAPH601 may also be used as the prerequisite)

Health Sciences (HLTH)

HLTH602 Environmental Health Sciences 3 CR
The course provides an introduction to ecology and ecological principles and how human population pressures affect them. Man's impact on biotic and abiotic components of the earth is examined as well as the environmental factors impacting public health. Particular emphasis is placed on the impact of anthropogenic, chemical, and physical stressors and their impact on various ecosystem components and man. *Note:* This is a Medical School Partnership course offering.
Recommended Prerequisite(s): MAPH601 and MAPH605

Human Resources Management (HRMG)

HRMG699 Certified Professional Human Resource Preparation 3 CR
This course prepares students for the PHR or SPHR certification examination developed and conducted by the Resources Certification Institute (HRCI) in collaboration with the Society of Human Resources Management (SHRM). This exam-prep course provides a focused review of all courses required in the Human Resources Management degree program. It uses questions from prior certification exams to help the student become familiar with the format, content and nature of the exam. *Note:* Successful completion of this preparatory course does not guarantee passing exam. Effective January 2011 those taking the certification exam will be required to meet the work-related experience criteria. Students who completed HRMG499 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.

HRMG700 Managing Human Resources 3 CR
This course is designed to introduce the graduate student to the whole spectrum of human resources responsibilities and major functions. Topics include staffing, compensation, training, organizational development, employee and labor relations, human resources information systems, and global HR management. In addition the student will learn about the strategic role HR plays in helping organizations acquire and retain talent and win against global competition. An emphasis will be placed upon learning about both the specific human resources disciplines and how to strategically apply that knowledge to solve organization wide issues.
Prerequisite(s): MGMT645

HRMG715 International Human Resources 3 CR
This course prepares students for challenges that accompany the globalization and operating in an interconnected world where people are the source of sustainable competitive advantage. The student will examine issues in working abroad and accommodating workers in the United States. The course will address the social and cultural differences in working in a foreign country.
Prerequisite(s): HRMG700

HRMG720 Employment Law and Labor Relations 3 CR
This course presents the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interaction. The course will further focus topics for exploration on compliance of employment practices laws and regulation. Additionally course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied.
Prerequisite(s): HRMG700

HRMG725 Finance of Compensation and Benefits 3 CR
Employee Benefits constitute a substantial portion of an employee's total compensation package and significant cost to employers. This course examines the purpose, design, funding and administration of Health and Welfare programs offered to employees by their employers. In addition, this course examines the legal environment governing the administration of employee benefits, and the co-ordination of employer benefits with Social Insurance Programs established and administered by the State.
Prerequisite(s): ACCT640 and FINC620

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HRMG730 Public Policy and Administrative Law 3 CR
This course prepares the human resources professional to understand the process of how Federal, State, and Local bodies enact rules and regulations that impact the human resources function. The topics include: financial implication of compliance, the political process in promulgations, interaction with agencies, and reporting requirements.
Prerequisite(s): HRMG700

HRMG750 Organizational Development and Training 3 CR
The course applies behavioral and social science theories to the analysis of individual, interpersonal and group behavior in the workplace and the development of workforce environments through effective management practices. The course will examine current philosophies in self-directed work teams, implementation of a technical workforce, and evaluate the knowledge base of an organization and how to retain that knowledge. In addition the course will explore training demands: determining the training needs of an organization, developing training programs, techniques of implementing training programs, staffing and cost-effectiveness of training programs and measuring value.
Prerequisite(s): HRMG700

HRMG770 Advanced Problem Solving in Human Resources Management 3 CR
This course provides the graduate student an opportunity to apply their business knowledge and all prior learning in the MBA program. It has as its focus strategic human resources management, culture change, and organization wide transformation. The student will integrate their business and human resources knowledge to resolve major organizational dilemmas. Emphasis will be placed on conceptualizing human resource programs, designing appropriate interventions, and integrating HR processes. All the actions central to effectively leading and managing an HR function will be covered.
Prerequisite(s): HRMG715, HRMG730, HRMG750

HRMG775 Advanced Human Resource Management 3 CR
This course provides a senior management level perspective of the human resources management function and its evolving strategic partner relationship with the entire organization. Through selected readings, case study analysis and highly interactive experiences, the learner examines the key roles of a senior level human resources manager and reviews the contemporary issues facing the entire top management team as it relates to the selection, development and retention of the organizations most critical resources–its people. The course also addresses issues involved with global HR management as well as those related to achieving sustainable competitive advantage. (Executive MBA only)

Information Assurance and Security (IAAS)

IAAS521 Security Foundations 3 CR
This course will provide an overview of information security from both the perspectives of the organization and that of personal computing. Topics include security management practices, physical security, security architecture, business continuity and disaster recovery planning, access control systems, security controls, cryptography, telecommunications and network security, operations security, law and ethics, and personal computer security.

IAAS581 Information Security and Assurance 3 CR
This course will provide an introduction to the different technical and administrative aspects of Information Security and Assurance. Topics will include inspection and protection of information assets, detection of and reaction to threats to information assets, examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions.

IAAS591 Cryptography 3 CR
This course presents cryptography as the essential tool for private communications over an unsecured, public medium such as the Internet. Cryptography is shown as the enabling technology for e-commerce, virtual private networks (VPNs), and secure operating systems. Major topics of the course include cryptographic algorithms, certificates, and Public Key Infrastructure (PKI). Other areas of interest include authentication, confidentiality, nonrepudiation, secret key cryptography, public key cryptography, digital certificates, ciphers, and digital signatures.
Prerequisite(s): IAAS581

IAAS600 Information Security Planning 3 CR
This course is a comprehensive study of the techniques used to protect information infrastructure and assets, with a primary focus on the Defense In Depth model that emphasizes the role of people, process and technology. Topics include security problems in computing, networks and distributed systems, and the criticality of the CIS triad; confidentiality, integrity and availability of technology-based resources.
Prerequisite(s): Required undergraduate or 500+ level prerequisite courses

IAAS651 Applied Cryptography 3 CR
This course applies mathematical foundations and algorithms to develop and solve cryptosystems. Topics include Private and Public Key cryptography, message authentication, digital signatures, secure hash functions, and key distribution. Computational complexity will be examined to determine the security of current protocols and standards, including AES and RSA.
Prerequisite(s): IAAS591

IAAS660 Project Management and Risk Mitigation 3 CR
This course covers the practices used in managing information systems and organizational change projects. Topics include protection of information infrastructure and assets utilizing a Defense In Depth model that emphasizes the role of people, process, and technology. Vulnerabilities and risks, computer crime, law, disaster recovery, contingency planning, physical security, operational security, and information security will be covered.
Prerequisite(s): IAAS581

IAAS667 Legal and Ethical Security Topics 3 CR
This course provides students with real-world ethical issues facing public and private institutions involving privacy, data integrity, authentication, and internal malicious activity. Professional decision-making requires a thorough understanding and respect for intellectual property, corporate governance, and legal restrictions and regulations. This class will give students the framework to make legal, ethical decisions in their careers.
Prerequisite(s): IAAS600

IAAS670 Wireless and Mobile Security 3 CR
This course will provide the framework for identifying and solving the security issues in wireless networks and mobile applications. An in-depth understanding of mobile agents, wireless WAP, WEP and protocols will be covered. Real-time wireless and mobile security will be applies, with a strong emphasis on security techniques used for wireless and embedded devices. Topics will include cryptography, wireless ad-hoc networks, wireless transport layer security, Bluetooth, wireless information warfare, and optimizing wireless security solutions.
Prerequisite(s): IAAS651

IAAS672 Banking and Financial Security 3 CR
This course will provide the framework for developing and integrating security, critical infrastructures and assets prevalent in the banking and finance industries. Legislation, policies, and case studies specific to the financial services field will be highlighted. Topics will include secure wire transfers, identity theft, fraud, e-banking issues, and privacy concerns, employing the CIA triad of information security.
Prerequisite(s): IAAS660

IAAS675 Health Care Security 3 CR
This course will provide the framework for developing and integrating security, critical infrastructures and assets prevalent in the healthcare and hospital industries. Legislation, policies, and case studies specific to the healthcare services field will be highlighted. Topics will include risks and vulnerabilities, security safeguards and standards, access control, audits, disaster recovery planning, security policy and procedures, and physical and logical security systems.
Prerequisite(s): IAAS667

IAAS680 Securing Resource Transfer 3 CR
This course will provide a survey of common techniques used to security resource transfer using the Internet and Electronic Commerce systems. E-Commerce infrastructure, web design and applications issues, secure algorithms and cryptographic standards will be emphasized. Topics will include online transactions and advertisements, electronic payment sys-

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tems, privacy and security issues, global e-business, data integrity and validation, and load balancing.
Prerequisite(s): IAAS651

IAAS710 Application Security 3 CR
This course provides the framework of design and development techniques for assuring securities of software applications, concentrating on cultivating software that is problematic to malicious intent. Topics include the security effects of applications, including class, field, and method visibility, sending data between components of a distributed program, data integrity, and configuring the security policy for distributed program components.
Prerequisite(s): IAAS600

IAAS715 Network Security 3 CR
This course will analyze point products, such as firewalls, intrusion prevention systems, antivirus programs, and other components of the security infrastructure as they relate to network security. Topics include data events and conditions, filtering, correlation, and reporting actionable information as determined by the security infrastructure. Special-purpose protocols, error-correcting codes, and social engineering will also be covered.
Prerequisite(s): IAAS600

IAAS735 Advanced Computer Forensics 3 CR
This course will provide the framework for the techniques and tools used for the extraction of information from digital equipment. Computer forensic tools will be used to gain a thorough understanding of the processes and techniques used in acquiring information and evidence. Topics include federal guidelines for search and seizures, investigating network intrusions, software forensics, and audit logs.
Prerequisite(s): IAAS715

IAAS740 Comprehensive Issues 3 CR
This course is designed to encompass current, advanced technology and security issues surrounding information assurance. Implementation strategies will also focus on future trends and global business environments.
Prerequisite(s): IAAS715

Management (MGMT)

MGMT535 Managerial Communications 3 CR
This course covers the principles of professional written and verbal communication skills in a variety of business and interpersonal situations, with an emphasis on business presentation techniques required for the global community. An introduction to research methodology using primary and secondary data is included. Topics include report writing using APA format, research methodology, critical thinking and active listening skills, and professional writing skills. The course is designed to improve written and oral communication skills in order for the student to be successful in the MBA program and in the workplace.

MGMT645 Organizational Development and Culture 3 CR
This course addresses the behaviors of individuals and groups in organizations. It provides insight about effectively managing and leading the change-adept organization. The purpose of the course is to introduce students to an integrative framework addressing the effect of individual and social behavior in viewing the changes taking place in the environment, strategy, structures and processes of organizations. Special attention is paid to contemporary management issues such as critical thinking, diversity in the work place, focus on quality and speed, morale crises and corporate social responsibilities.
Prerequisite(s): BUSN520 and MGMT535

MGMT655 Organizational Behavior and Development 3 CR
This course focuses on the organization as a social system. The learner will gain a theoretical framework for understanding processes at three levels of analysis: the individual, the group, and the organization. Topics include interpersonal dynamics in the workplace, harnessing diversity to improve performance, developing high performance teams, aligning the organization's structure to strategy, and how to lead organizational change. (Executive MBA only)

MGMT680 Leading Change 3 CR
Individuals in organizations are continuously required to adapt to change in today's complex, rapidly changing business environment. In the last decade, there has been an increased interest in what makes an effective leader and change agent. This course provides managers with the knowledge and methods to design, lead, and manage change within their organization. Successful leadership change theories and models will be presented and discussed. Learners will explore what the leader's role is during the change process, and what is the process to achieve sustained, desirable change. Emphasize on leadership concepts such as social responsibility, ethics, vision, and emotional intelligence will be explored.
The course will include group work and case examples which will allow a variety of perspectives on creating and managing change.
(Executive MBA only)

MGMT685 Special Topics: Think Like a CEO 3 CR
This course explores the thinking processes CEO's use when solving business problems, making decisions, formulating business strategies, and executing plans. Students will explore the role CEO's play in building and sustaining a successful enterprise. Best CEO leadership practices will be studied and the reasons why some CEO's fail will be examined. Students will also learn how to develop the competencies required of a successful business leader in today's fast paced, global environment. (Executive MBA only)

MGMT699 Certified Manager Preparation 3 CR
Students analyze the management functions of planning, organizing, directing, and controlling and apply these functions to situations managers encounter as they achieve organizational objectives. This exam preparatory course emphasizes the application of real-world, practical management skills and techniques over theories; critical-thinking and decision-making skills over rote knowledge. The course serves as preparatory for those wishing to take the Certified Professional Manager* (CM) Exam from The Institute of Certified Professional Managers (ICPM).
* The Associate Certified Manager (ACM) is awarded to students who have successfully passed the three required exams for CM designation but have not met the ICPM professional work experience criteria. Upon degree program graduation and evidence of the work experience requirement, the student can apply to have the ACM converted to a Certified Manager (CM) designation. Those meeting the professional experience criteria are awarded the CM immediately following completion on the exams. This course requires a course fee of $580.00 for the CM Bundle that includes three textbooks, three exams administered by the ICPM and access to the CM on-line services. *Note:* Successful completion of this preparatory course does not guarantee the passing of the Certified Manager exam. Students who completed MGMT399 are not eligible to complete this course and may not use the undergraduate course as a substitution within their graduate program.

MGMT710 Critical Thinking for Today's Leader 3 CR
This course helps students develop the critical thinking skills required to survive and thrive in today's global business environment. Leaders are called upon to make decisions in crisis situations and take actions which can have long lasting implications for their organizations. Students will explore the tools and techniques effective leaders use to process and convert the information they receive into the knowledge required to make sound business decisions. Additionally, students will learn a rational approach to problem-solving, decision making, planning, risk assessment, and potential problem analysis. (Executive MBA only)

MGMT725 Effective Leadership 3 CR
This course is designed to provide new ways of thinking about leadership philosophies and strategies. Students begin with an exploration of the nature of effective leadership and leadership theories. Understanding power, creating change, developing teams, and guiding group decisions are examined in the context of the roles of a leader. Students learn how to recognize leadership traits and approaches so they can develop their own leadership style. Case studies involving real-world situations that confront leaders are used so that students can formulate strategies to improve the performance of followers through effective leadership.
Prerequisite(s): MGMT645

MGMT727 Contemporary Leadership Challenges 3 CR
In this course, learners investigate the senior manager's leadership orientation in the context of today's complex social and business environments. Learners explore the components and relevant application of major contemporary leadership theories. By literature review and case analysis, this

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course will examine effective applied leadership and the need for an understandable and deliverable model of leadership for tomorrow's leaders. Using assessments, learners own leadership style and develop strategies to become more effective leaders in their organizations and personal environment. (Executive MBA only)

MGMT735 Managing Projects 3 CR
This course analyzes the knowledge and skills necessary to be a successful project leader. Methods of planning, executing, managing, and evaluating complex projects are studied in detail. Topics include project selection, project organizational structures, project scheduling and budgeting, workflow analysis, adhering to timelines, forming teams, negotiations and communications with team members, monitoring progress, and project auditing. This course utilizes MSProject software. Access to a PC platform is strongly recommended for this portion of the course. A $55.00 simulation access fee is charged in this course.
Prerequisite(s): ACCT640 and MGMT645

MGMT745 Operations and Quality Management 3 CR
This course addresses the means of creating customer value in manufacturing and service businesses through the design and implementation of effective internal operations and product, service, and process quality. Topics include product, service, and process design, capacity, resources and facilities planning, cost controls, materials management, work and resource scheduling, statistical process control, supply chain management, and quality assurance.
Prerequisite(s): ACCT640, ECON625 and FINC620

MGMT747 Sustainable Business Strategies 3 CR
This course studies sustainable business frameworks including the three-part bottom line; environmental, social and economic capital as drivers of business value creation and innovation. Sustainability best practices are explored at the national and global levels along with their implementation by businesses. The role of business and government sectors in fostering sustainability is examined. Disruptive innovation associated with clean technology and serving the poor at the base of the pyramid is also studied. Natural ecosystems processes and change are explored, along with human influences on climate change, land use, and resource extraction. Sustainability is examined from the perspective of one of the biggest business opportunities for present day companies.

MGMT750 Global Operations Management 3 CR
In this course, learners examine the multi-faceted dynamics of the international operational environment from a variety of industry perspectives. The course presents conceptual frameworks to help students recognize and meet strategic international operations management challenges, such as ERP, supply chain management, outsourcing, multi-national workforces, international quality standards and facility needs. Using in-depth case analysis and taking the perspective of current American business, the student examines innovative projects undertaken to capture the promise of global competitive advantage. (Executive MBA only)

MGMT755 Strategic Planning and Management 3 CR
This course reinforces concepts from previous courses and introduces the student to the theories of strategic planning. The student analyzes the methodology management uses in preparing the strategic plan as an instrument to guide the organization. Concepts such as global competitiveness, how strategic thinking influences decision-making, quality philosophy, and the preparation of a strategic plan are used as instructional instruments. Business decision-making regarding changes are examined using relevant information from video and case studies. Students prepare a business plan and present their result in a final format using research, design, and management reports. A $45.00 simulation access fee is charged in this course.
Prerequisite(s): All core requirements completed

MGMT780 Global Business Strategies 3 CR
This course reinforces concepts from previous courses and introduces new concepts for managing organizations in the short and long term. Students learn that managing effectively requires that leaders be aware of, adjust for, and anticipate changing internal and competitive conditions. Concepts such as global competition, strategic planning, international trading alliances, quality and ethical considerations are integrated into the coursework. Skills relating to negotiating, technology, human resources and operations management are simultaneously developed. Students strengthen their decision-making skills utilizing current financial data, economic indicators, and tracking of stock market activity and interest rates to enhance their organization's performance. Students present their results in a final format using financial statements and management reports. A $65.00 simulation access fee is charged in this course.
Prerequisite(s): All core requirements and 9 credit hours of the required concentration courses completed

MGMT799 Strategic Global Business Simulation 3 CR
This course, students will take part in a one-week academic residency held at the Main Campus in Grand Rapids during the second year of their EMBA program.
This course reinforces concepts from previous courses and introduces new concepts for managing organizations in the short and long term. Students learn that managing effectively requires that leaders be aware of, adjust for, and anticipate changing internal and competitive conditions. Concepts such as global competition, strategic planning, international trading alliances, quality and ethical considerations are integrated into the coursework. Skills relating to negotiating, technology, human resources and operations management are simultaneously developed.
Students strengthen their decision-making skills utilizing current financial data, economic indicators, and tracking of stock market activity and interest rates to enhance their organization's performance. Students present their results in a final format using financial statements and management reports. A $65.00 simulation access fee is charged in this course. (Executive MBA only) *Note:* A grade of B or better must be earned to pass this course successfully.

Management Information Systems (MISG)

MISG620 Accounting Information Systems 3 CR
The course is an advanced level study in accounting information systems and the role it plays in management. Students will analyze the structure of accounting information, modularized by business functions and the organization structure. Students will learn to assess the adequacy of the control environment of the accounting information system. Students will also be exposed to topics on system analysis, design and implementation.

MISG730 Information Management in Health Care 3 CR
This course examines the information needs of the health care industry, with emphasis on continual environmental change. Topics covered include development of a health information system, standards and health care regulations, databases, legal considerations, and quality improvement. Financial reporting, cost benefit analysis, marketing and ethical considerations are also included in evaluation the total information needs of the health care institution.
Prerequisite(s): HCMG630

Marketing (MKTG)

MKTG610 Marketing Strategies 3 CR
This course focuses on marketing strategies and tactics, which are the tools that managers use to increase sales and profits of products and services. Identifying and employing the most effective strategies are critical to the success of any firm. In this course students explore market segmentation, product, price, distribution, promotion, international, and strategic marketing strategies and tactics. Case studies are used to provide an opportunity to conduct situation analysis, identify SWOTs (strengths, weaknesses, opportunities, and threats), and recommend appropriate strategies and tactics that will attract, satisfy, and retain customers.
Prerequisite(s): BUSN520 and MGMT535

MKTG740 Competitive Marketing Advantage 3 CR
Marketing is at the core of all business. One of the keys to successful businesses is to develop competitive advantage by creating customer value. Understanding marketing in all cultures is increasing important. To outperform the competitors requires solid marketing knowledge and accuracy in marketing decision making.
This course will emphasize the strategic implications of competition in different markets. Utilizing an environmental and cultural approach permits a truly global orientation. An emphasis will be placed on developing skills for enter-

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ing new markets and sustaining or growing current markets. Focus on environmental factors that affect long-term marketing strategies will be explored. (Executive MBA only)

Networks (NETW)

NETW501 PC Operating Systems **3 CR**

This course is a general overview of microcomputer operating systems. A basic understanding of computers and the use of Windows is assumed. Emphasis will be on mastering both the command line interface and the GUI interface of current microcomputer operating systems. Topics covered include installing and maintaining operating systems, creation of batch files or scripts, customizing and troubleshooting a computer system, and managing files and disks.

Public Health (MAPH)

MAPH601 Introduction to Public Health Concepts and Administration **3 CR**

This course covers the concept of public health and its development from a historical perspective. The role and mission of public health organizations and agencies are discussed. An overview of current public health concepts, methods, infrastructure, and policy are presented. *Note:* This is a Medical School Partnership course offering.

Recommended Prerequisite(s): Undergraduate introductory statistics (STAT219 or STAT220) course

MAPH605 Epidemiology **3 CR**

This course examines the factors which influence the emergence and distribution of diseases and health problems in populations. The history and practical application of epidemiologic techniques for study design, surveillance, data collection, and interpretation of data are presented. The epidemiology of infectious, chronic, and occupational disease are examined. Epidemiological methods and the application of findings for public health policy, health promotion, and disease prevention are discussed. *Note:* This is a Medical School Partnership course offering.

Co-requisite(s): STAT604

MAPH607 Concepts in Health Promotion and Health Education **3 CR**

This course presents an overview of the social and epidemiological basis of individual and population-based health promotion and education. Various theories of individual and interpersonal health behavior are discussed. A major emphasis is placed on the analysis and application of health behavior theories to health promotion practice. Assessment and planning of individual, organizational, and community health education needs are examined. Strategies and challenges in delivering and evaluating health education and promotion programs are presented. *Note:* This is a Medical School Partnership course offering.

Recommended Prerequisite(s): MAPH601 and MAPH605

Statistics (STAT)

STAT500 Statistics for Business **3 CR**

This is the basic statistics course for graduate students who have never had statistics or for those who need a refresher course. Descriptive and inferential statistical methods are applied in problem-solving and decision-making situations. The probabilities of random events and the percentiles of random measure are derived, analyzed, and used either to ascertain unknown current state of affairs or to anticipate future outcomes. *Note:* Online sections will have a $75.00 lab and book fee included with tuition charges.

STAT604 Intermediate Biostatistics **3 CR**

The main goal of the course is to prepare students to critically evaluate clinical research within the health sciences. To that end, students will learn and discuss a variety of multivariate, non-parametric, survival analysis, and other inferential methods current and common to the health field (e.g., Multiple and Logistic Regression, ANOVA, Kaplan-Meier methods, Cox proportional hazards regression, and Chi-Square Tests). Health science case studies are used throughout to provide a contextual basis for the course material. Use of statistical software is emphasized throughout to perform calculations of real-world data sets.

Prerequisite(s): Undergraduate introductory statistics (STAT219) course

Study Abroad Experience (SABR)

SABR781 Study Abroad Experience **3 CR**

Students experience living and studying in a foreign country, which enables them to learn about different business practices, ethics, economics, culture, history, geography and religion. It allows them to become acquainted with key business organizations in the host country and conduct comparative studies with the United States. Students explore differences and commonalities through participation in structured activities pre-departure, while abroad and upon their return. *Note:* A grade of B or better must be earned to pass this course successfully.

Prerequisite(s): Completion of a minimum of 12 graduate credit hours at 600 level or above, MGMT645, and acceptance to the Study Abroad Program

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Campuses

W.A. Lettinga Campus Grand Rapids	616-698-7111 866-925-3884	6191 Kraft Avenue SE	Grand Rapids	MI	49512
Alma	989-463-8922	1500 N. Pine Avenue	Alma	MI	48801
Battle Creek	269-968-6105 800-762-4173	200 West Van Buren Street	Battle Creek	MI	49017
Caro	989-673-5857 800-968-9710	1231 Cleaver Road	Caro	MI	48723
Flint	810-732-9977 800-727-1443	4318 Miller Road, Suite A	Flint	MI	48507
Gaylord	989-705-3720 888-352-5191	80 Livingston Boulevard	Gaylord	MI	49735
Holland	616-395-4600 800-643-4630	643 S. Waverly Road	Holland	MI	49423
Kalamazoo	269-382-2835 800-632-8928	4123 West Main Street	Kalamazoo	MI	49006
Lansing	517-484-2600 866-600-5515	220 E. Kalamazoo Street	Lansing	MI	48933
Livonia	800-686-1600	19499 Victor Parkway	Livonia	MI	48152
Midland	989-835-5588 800-968-4860	3555 E. Patrick Road	Midland	MI	48642
Saginaw	989-799-7800 800-968-8133	5300 Bay Road	Saginaw	MI	48604
Traverse City	231-995-1740 800-894-0883	2200 Dendrinos Dr., Suite 104	Traverse City	MI	49684
Warren	586-558-8700 800-724-7708	27650 Dequindre Road	Warren	MI	48092

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