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.ncaho.hiherlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA). In 2004, Davenport received 10 years of continued accreditation.

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 and regulated by COPE — Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767; phone (800) 277-5695 or (317) 232-1320.

A bachelor’s degree earned at Davenport University with a major in accounting is fully recognized by the Michigan State Board of Accountancy.

The Professional Accountancy degree earned at Davenport University is fully recognized by the Indiana State Board of Accountancy.

A bachelor’s degree in Finance with a Financial Planning Specialty earned at Davenport University is fully recognized by the CFP™ (Certified Financial Planning) Standards Board.

Davenport University is recognized for veterans’ training under the G.I. Bill for Veterans Educational Assistance. Application forms are available in the Admissions Office.

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.

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

Nondiscrimination Policy
Davenport University maintains a policy of nondiscrimination regarding students on the basis of race, color, religion, national origin, sex, weight, height, marital status, physical or mental limitations and/or disability in the administration of its admissions policies, educational policies, scholarships and loan programs, and other University administered programs. In addition, the University does not discriminate regarding extracurricular activities or employment practices. The University has a policy prohibiting unlawful discrimination or sexual harassment. Incidents of discriminatory harassment must be reported to the Executive Director or his/her designee.
Welcome to the Sneden MBA Program. We are very pleased that you have chosen Davenport University for your MBA degree. We are committed to helping you expand your horizons, further your education and more importantly, advance your career goals.

Davenport University has a business-focused curriculum comprised of the skills that today’s business leaders have told us they value most in their employees.

You will find that Davenport University’s Sneden MBA Program is designed to prepare managers and other professionals to assume greater responsibilities and excel in their careers.

Davenport offers an outstanding support system to enhance your MBA learning. We applaud your desire for attaining this degree and your willingness to work hard. We take great pride in helping you achieve the skills and talents necessary to succeed in the classroom and the workplace today.

Our Sneden MBA Program faculty is not only qualified academically, but many are business executives or run their own businesses. We believe this superior blend of academic excellence and real-world experience will deliver a more practical and valuable preparation for your career.

This catalog includes information which will help ensure your success in our graduate program. We suggest that you save it for future reference and invite you to visit our campuses or explore Davenport online.

Once again, thank you for choosing Davenport University. I am confident you will find an environment that fosters learning, team building, and personal growth that will have a lifelong impact. We look forward to helping you achieve your career and personal goals.

Respectfully,

Randolph K. Flechsig
President
# 2006-2007 Sneden MBA Catalog

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about davenport university

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

In support of its mission, Davenport University:

• The main campus – W.A. Lettinga Campus – is located in Grand Rapids, Michigan.
• Functions as a multi-campus, independent institution of higher education.
• Specializes in undergraduate and graduate programs that prepare individuals for careers in business, technology, and health professions.
• Provides business education on locations, at off-campus sites, and through online programs.
• Offers educational programs and services designed to serve recent high school graduates, adults, organizations, and international students.

Our Vision
Davenport University's aspires to be a world-class business school, excelling in career preparation, career advancement and professional development. With its distinguished reputation for mentoring and practical learning, Davenport will teach students to think creatively and recognize opportunity in a dynamic economy. The University will also instill in students an appreciation for civic responsibility in the communities where they live and work.

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

History, Organization and Structure
Davenport University was founded in 1866 and 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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Ph.D., Michigan State University
M.B.A., B.S., Central Michigan University

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M.S., University of Kansas
B.A., Calvin College

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Ph.D., Michigan State University
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M.B.A., B.S., Grand Valley State University

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Executive Vice President for Finance, CFO
B.S., Central Michigan University
Davenport University Foundation Board of Trustees

The following members of the Davenport University Foundation Board of Trustees generously give of their time, talent, and financial assistance to support the work of Davenport University and its students.

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VP/CFO
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Detroit, Michigan

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Midland, Michigan

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Grand Rapids, Michigan

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Grand Rapids, Michigan

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Grand Rapids, Michigan

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Grand Rapids, Michigan

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Michigan Business & Professional Assoc.
Warren, Michigan

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Emeritus

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Berry, Francis, Seifman, Salamey & Harris
Dearborn, Michigan

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Grand Rapids, Michigan

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Citizens Bank
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Insurance Consultant
Universal Insurance Services, Inc.
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East China, Michigan

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Compatico
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Davenport University
Ada, Michigan

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Associate Professor (retired)
Davenport University
Saginaw, Michigan

(year) indicates alumni

Davenport University Administration

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Ph.D., M.S., Rutgers University
B.A., Ball State University

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Vice President for Human Resources
B.A., Michigan State University

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Vice President for Enrollment
M.B.A., Regis University
B.S., Park College
B.S., University of the State of New York

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Group Vice President for Academic Services
Ph.D., Indiana University
M.A., B.A., West Virginia University

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B.S., Oakland University

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B.B.A., Davenport University

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M.S., Ferris State University
B.A., Aquinas College
B.S., Ohio State University

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M.B.A., Davenport University
B.A., Michigan State University

Kelly Thompson
Group Vice President for Enrollment and Marketing
M.A., B.F.A., University of Illinois–Chicago
CAS, National-Louis University

Colleen Wolfe
Group Vice President for Operations
M.A., Michigan State University
B.S., Central Michigan University
Main Campus - W.A. Lettinga

W.A. Lettinga Campus
6191 Kraft Avenue S.E.
Grand Rapids, MI 49512

Phone: (616) 698-7111
Toll-free: (866) 925-3884
Fax: (616) 698-0333

Driving Directions

From the North
Take U.S. 131 south through downtown Grand Rapids and continue to the east M-6 exit (exit 77). Travel east on M-6 to the Broadmoor (M-37) exit (exit 15) and go north on Broadmoor to 60th Street. Turn right (east) on 60th and continue to Kraft Avenue. Turn right (south) on Kraft and once you’ve gone underneath the M-6 overpass the campus entrance will be on your right (west) at 6191 Kraft Avenue.

From the South
Take U.S. 131 north to the east M-6 exit (exit 77). Travel east on M-6 to the Broadmoor (M-37) exit (exit 15) and go north on Broadmoor to 60th Street. Turn right (east) on 60th and continue to Kraft Avenue. Turn right (south) on Kraft and once you’ve gone underneath the M-6 overpass the campus entrance will be on your right (west) at 6191 Kraft Avenue.

From the East
From I-96, take the M-6 exit (exit 46). Travel west on M-6 to the Broadmoor (M-37) exit (exit 15) and go north on Broadmoor to 60th Street. Turn right (east) on 60th and continue to Kraft Avenue. Turn right (south) on Kraft and once you’ve gone underneath the M-6 overpass the campus entrance will be on your right (west) at 6191 Kraft Avenue.

From the West
Take I-196 to the M-6 exit (exit 46). Travel east on M-6 to the Broadmoor (M-37) exit (exit 15) and go north on Broadmoor to 60th Street. Turn right (east) on 60th and continue to Kraft Avenue. Turn right (south) on Kraft and once you’ve gone underneath the M-6 overpass the campus entrance will be on your right (west) at 6191 Kraft Avenue.

W.A. Lettinga Administration
Vice President of Campus Operations: Stan Van Kolken
Academic Dean: Joy Harrison

Department Contact Information
Academic Advising: 616-554-5340
Admissions: 616-698-7111
Athletic Department: 616-554-5050
Bookstore: 616-554-4767
Career Services: 616-698-7111
Financial Services: 616-554-5319
Library Information Commons (LiNC): 616-554-5612
Residence Life: 616-554-5087
Student Life: 616-554-5073

Alma

Alma Location
1500 N. Pine St.
Alma, MI 48801

Phone: (989) 463-8922
Fax: (989) 463-4540

Driving Directions

North
Take US-27 to the first Alma exit. The exit ramp will merge onto Alger Road south. Continue south through the light at M-46 on Alger. Turn left on Warwick, then right on Pine. Take US-27 to the first Alma exit. The exit ramp will merge onto Lincoln Road heading west under the overpass. Continue through the four-way stop heading west. Turn right on Pine Avenue.

West or East
Take M-46 to Alger Road. Turn left on Warwick, then right on Pine.

Alma Administration
Director: Robin Wybenga
Academic Dean: John Parham, Ph.D.

Department Contact Information
Academic Advising: (989) 463-8922
Admissions: (989) 463-8922
Bookstore: (800) 686-1600
Financial Services: (800) 686-1600
Library Information Commons (LiNC): (989) 463-8922
**Bad Axe**

Bad Axe Location  
150 Nugent Rd.  
Bad Axe, MI 48413

Phone: (989) 269-9288  
Toll-free: (800) 968-5894  
Fax: (989) 269-2772

**Driving Directions**

*From the North (Port Austin)*  
Take M-53 (Port Crescent Road) south to E. Huron Avenue. Turn left. Continue on Huron to Nugent Road. Turn right. Continue for 1/4 mile. Davenport is on the right (west) side of the road.

*From the South (Marlette)*  
Take M-53 (Van Dyke) north into town. Continue through the light 1 mile to Nugent Road and turn right. Continue for 1/4 mile. Davenport is on the right (west) side of the road.

*From the West (Bay City)*  
Take M-25 east to Sebewaing Road. Turn right at stoplight (east), and take Sebewaing Rd. to M-53 (Van Dyke). Turn left (north) and continue through the light in Bad Axe 1 mile to Nugent Road. Turn right. Continue for 1/4 mile. Davenport is on the right (west) side of the road.

*From the East (Harbor Beach)*  
Take M-142 (Sand Beach Road) west to Nugent Road. Turn left on Nugent Road and continue for 1/4 mile. Davenport is on the right (west) side of the road.

**Bad Axe Administration**

Director: Amy Monroe  
Interim Academic Dean: James Veneziano

**Department Contact Information**

Academic Advising: (800) 968-5894  
Admissions: (800) 968-5894  
Financial Services: (800) 968-5894  
Library Information Commons (LInC): (800) 968-9710

---

**Battle Creek**

Battle Creek Location  
200 West Van Buren St.  
Battle Creek, MI 49017

Phone: (269) 968-6105  
Toll-free: (800) 762-4173  
Fax: (269) 968-0763

**Driving Directions**

*From the North (Port Austin)*  
Take I-94 to exit 98B (M-66). Take M-66 north into downtown Battle Creek. Turn left onto Van Buren (the fourth downtown stop light). Continue on Van Buren for approximately 1.5 miles. Davenport is next to the Amerihost Inn.

**Battle Creek Administration**

Executive Director: John Hume  
Interim Academic Dean: Brenda Lauer

**Department Contact Information**

Academic Advising: (269) 660-6928  
Admissions: (269) 660-6909  
Financial Services: (269) 552-3322  
Library Information Commons (LInC): (269) 552-3373

---

**Bay City**

Bay City Location  
3930 Traxler Court  
Bay City, MI 48706

Phone: (989) 686-1572  
Toll-free: (800) 968-4416  
Fax: (989) 686-2380

**Driving Directions**

*From the North*  
Take I-75 to the Wilder Road exit. Turn left onto Wilder Road and left onto Traxler Court (behind Covenant Med Express and across the street from Meijer).

*From the South*  
Take I-75 to the Wilder Road exit. Turn right onto Wilder Road and left onto Traxler Court (behind Covenant Med Express and across the street from Meijer).

*From the East*  
Take Wilder Road west to Traxler Court. Turn right onto Traxler Court (behind Covenant Med Express and across the street from Meijer).
Dearborn

Dearborn Location
4801 Oakman Blvd.
Dearborn, MI 48126

Phone: (313) 581-4400
Toll-free: (800) 585-1479
Fax: (313) 581-4480

Driving Directions

From I-696 East
Take the Lodge Freeway (M-10 South) to the Southfield Freeway (M-39 South). Exit at Michigan Avenue. From Michigan, take a right on Oakman Boulevard. The Academic Building is on the right.

From I-696 West
Take I-75 south to I-94 West. Exit at Michigan Avenue, then take a left at Oakman Boulevard. The Academic Building is on the right.

From I-94 East
Take the Michigan Avenue exit and turn left onto Michigan. Take a left on Oakman Boulevard. The Academic Building is on the right.

From I-94 West
Take the Michigan Avenue exit onto Michigan. Turn left on Oakman Boulevard. The Academic Building is on the right.

From I-275 South
Take I-94 east to the Michigan Avenue exit. Continue on Michigan, then turn left on Oakman Boulevard. The Academic Building is on the right.

From M-39 (Southfield Freeway) North or South
Exit at Michigan Avenue East and drive 2-1/2 miles to Oakman Boulevard. Turn right (south) onto Oakman. The Academic Building is immediately on the right (west) side.

From I-75 North or South
Exit at I-94 West and drive about 6 miles to the Michigan Avenue exit. Exit at Michigan Avenue West. Turn left (or south) onto Oakman Boulevard. The Academic Building is immediately on the right (west) side.

Dearborn Administration
Vice President of Campus Operations: Lynda Wonn
Academic Dean: Donna Green, Ph.D.

Department Contact Information
Academic Advising: (313) 581-4400, x344/345
Admissions: (313) 581-4400, x304/305
Bookstore: (313) 581-4400, x365
Financial Services: (313) 581-4400, x344/345
Library Information Commons (LInC): (313) 581-4400, x273

Caro

Caro Location
1231 Cleaver Road (M-24)
Caro, MI 48723

Phone: (989) 673-5857
Toll-free: (800) 968-9710
Fax: (989) 673-7543

Driving Directions

From the East or West
Take M-81 to M-24, then go north on M-24 for about 1 mile. Our white brick building is on the left (east) side of the road.

From the North or South
Take M-24 to about 1 mile north of M-81. Davenport is a white brick building on the left (west) side of the road.

Caro Administration
Interim Executive Director: Ted Schunn
Academic Dean: Scott Miller

Department Contact Information
Academic Advising: (989) 673-5857
Admissions: (989) 673-5857
Financial Services: (989) 673-5857
Library Information Commons (LInC): (989) 673-5857
**Flint**

Flint Location  
4318 Miller Road, Suite A  
Flint, MI 48507

Phone: (810) 732-9977  
Toll-free: (800) 727-1443  
Fax: (810) 732-9128

**Driving Directions**

**From the North**
Take I-75 south to Miller Road exit # 117. Turn right (west) onto Miller Road. Davenport is located on the right side, just before Genesee Valley Mall entrance.

**From the South**
Take I-75 north to Miller Road exit # 117. Turn left (west) onto Miller Road. Davenport is located on the right side, just before Genesee Valley Mall entrance.

**From the East/West**
Take I-69 to Bristol Road exit #131, go west towards Genesee Valley Mall. Take to Linden Road turn right. Take to Miller Road turn right. Davenport is on left side (north) just past the mall.

**Flint Administration**

Director: Wilma Mitchell  
Academic Dean: Scott Miller

**Department Contact Information**

Academic Advising: (810) 732-9977  
Admissions: (810) 732-9977  
Financial Services: (810) 732-9977  
Library Information Commons (LInC): (810) 732-9977

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**Gaylord**

Gaylord Location  
80 Livingston Blvd.  
Gaylord, MI 49735

Phone: (989) 705-3720  
Toll-free: (888) 352-5191  
Fax: (989) 705-3727

**Driving Directions**

**From the North**
Take I-75 to Exit 282. Turn right on Main Street (M-32), then left onto Old 27 North/Center Street. Take Center for 2 miles to Livingston Boulevard and turn right. Davenport’s parking lot is the first left off Livingston.

**From the South**
Take M-32 to Old 27 North/Center Street and turn right. Take Center for 2 miles to Livingston Boulevard and turn right. Davenport’s parking lot is the first left off Livingston.

**From the East**
Take M-32 to Old 27 North/Center Street and turn left. Take Center for 2 miles to Livingston Boulevard and turn right. Davenport’s parking lot is the first left off Livingston.

**Gaylord Administration**

Executive Director and Academic Dean: Peter Raphael

**Department Contact Information**

Academic Advising: (989) 705-3720  
Admissions: (800) 894-0883  
Financial Services: (989) 705-3720  
Library Information Commons (LInC): (989) 705-3720

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**Grand Rapids – Fulton Street**

Fulton Street Location  
415 E. Fulton St.  
Grand Rapids, MI 49503

Phone: (616) 451-3511  
Toll-free: (800) 632-9569  
Fax: (616) 732-1141 (Administration)  
(616) 732-1145 (Student Services)

**Driving Directions**

**From the North**
Take US 131 south toward Grand Rapids. Merge onto I-196 East (Exit 86A) toward Lansing. Take the College Exit (EXIT 78) and turn right (south) on College. Take College to Fulton and take a right (west). Davenport is on the right (south).

**From the South**
Take US 131 north toward Grand Rapids. Merge onto I-196 East (EXIT 86A) toward Lansing. Take the College Exit (EXIT 78) and turn right (south) on College. Take College to Fulton and take a right (west). Davenport is on the right (south).
**davenport university locations**

**Holland Administration**
Academic Dean: Mary Margaret Cavera

**Department Contact Information**
Academic Advising: (616) 395-4612
Admissions: (616) 395-4600
Financial Services: (616) 395-4682
Library Information Commons (LInC): (616) 395-4670

**Kalamazoo**
Kalamazoo Location
4123 West Main St.
Kalamazoo, MI 49006
Phone: (269) 382-2835
Toll-free: (800) 632-8928
Fax: (269) 382-3541

**Driving Directions**

**From Battle Creek**
Take I-94 west to US 131 North. Proceed north on US 131 to M43 East (Exit 38A, West Main Street), turn right. Continue on M43 East, past Drake Road, for approximately 1.3 miles. Davenport is on the right.

**From Grand Rapids**
Take US 131 south to M43 east (Exit 38A, West Main Street), turn right. Proceed on M43 east, past Drake Road, for approximately 1.3 miles. Davenport is on the right.

**Fulton Street Administration**
Executive Director: Linda Sievert
Academic Dean: Patty Brechbiel

**Department Contact Information**
Academic Advising: (616) 732-1019
Admissions: (616) 451-3511
Financial Services: (616) 732-1220
Library Information Commons (LInC): (616) 732-1222

**Holland**
Holland Location
643 S. Waverly Road
Holland, MI 49423
Phone: (616) 395-4600
Toll-free: (800) 643-4630
Fax: (616) 395-4698

**Driving Directions**

**From Grand Rapids**
Take I-196 (Gerald R. Ford Freeway) to the 16th/Adams Street exit (Exit 52). Turn right onto 16th Street. Take 16th Street to Waverly Road (there is a Meijer store on the southeast corner). Turn left onto Waverly and drive past 24th Street. Davenport is the first drive on the left after 24th Street.

**From Grand Haven**
Take US-31 south into Holland and turn left onto 24th Street. Take 24th to Waverly Road and turn right. Davenport is the first drive on the left.

**From Saugatuck**
Take US-31 north into Holland. Turn right onto 24th Street. Take 24th to Waverly Road and turn right. Davenport is the first drive on the left.

**Lansing**
Lansing Campus
220 E. Kalamazoo
Lansing, MI 48933
Phone: (517) 484-2600
Toll-free: (800) 686-1600
Fax: (517) 484-9719
Driving Directions

North
Take US-27 to US-127. Take US-127 to I-496 and take the Grand Avenue-Downtown exit (Exit 7A). Keep right at the exit and merge right onto Grand Avenue. Turn right on Kalamazoo. Davenport is immediately on your right.

South
Take I-69 north to I-496 East following the Downtown route. Take the Pine/Walnut Street-Downtown exit (Exit 6). Turn left on Washington Street, then right on Kalamazoo. Davenport is just past Grand Avenue on the right-hand side.

East
Take I-96 to I-496. Take the Grand Avenue-Downtown exit (Exit 7A). Keep right at the exit and merge right onto Grand Avenue. Turn right on Kalamazoo. Davenport is immediately on your right.

West
Take I-96 to I-496. Take the Pine/Walnut Street-Downtown exit (Exit 6). Turn left on Washington Street, then turn right on Kalamazoo. Davenport is just past Grand Avenue on the right-hand side.

Lansing Administration
Executive Director: Tom Woods
Academic Dean: John Parham, Ph.D.

Department Contact Information
Academic Advising: (517) 484-2600
Admissions: (517) 484-2600
Financial Services: (517) 484-2600
Library Information Commons (LInC): (517) 367-8231

Lapeer
Lapeer Location
3333 John Conley Drive
Lapeer, MI 48446
Phone: (810) 664-9732
Fax: (810) 664-9756

Driving Directions
From the North
Take M-24 south to I-69 west. Go to the next exit, Lake Nepessing Road, and turn right. Go 1 block and turn right onto John Conley Drive. Davenport University is the second building on the right.

From the South
Take M-24 north to I-69 west. Go to the next exit, Lake Nepessing Road, and turn right. Go 1 block and turn right onto John Conley Drive. Davenport University is the second building on the right.

From the East/West
Take I-69 to Lake Nepessing Road (Exit 153). Go North for 1 block and turn right onto John Conley Drive. Davenport University is the second building on the right.

Lapeer Administration
Director: Ted Schunn
Academic Dean: Scott Miller

Department Contact Information
Academic Advising: (810) 664-9732
Admissions: (810) 664-9732
Financial Services: (810) 664-9732
Library Information Commons (LInC): (810) 664-9732

Merrillville
Merrillville Location
8200 Georgia St.
Merrillville, IN 46410
Phone: (219) 769-5556
Toll-free: (800) 748-7880
Fax: (219) 756-8911

Driving Directions
From Gary/Hammond/East Chicago (North)
Take I-80/94 east toward Detroit, Michigan. Exit on I-65 South (right) toward Indianapolis. Then exit west (right) onto U.S. 30 toward Merrillville/Schererville which is exit 253. Merge into the left lane. At the first signal light, continue turning left onto the frontage road. Davenport is located on the right, the second one-story brown brick building across from Outback Steak House.

From Schererville/St. John (West)
Take U.S. 30 east toward Valparaiso. Turn right at the light after Broadway (Hwy. 53) – before the I-65 overpass. Jog back to the left onto the frontage road. Davenport is on the right, the second one-story brown brick building across from Outback Steak House.
**From Valparaiso, Indiana (East)**
Take U.S. 30 west toward Merrillville/Schererville. Go under the I-65 overpass and turn left (south) at the second signal light. Continue turning left onto the frontage road. Davenport is on the right, the second one-story brown brick building across from Outback Steak House.

**From Crown Point/Lowell, Indiana (South)**
Take I-65 north toward Gary/Chicago. Exit right toward Merrillville/Schererville which is exit 253. Merge into the far left-hand lane. At the signal light, turn left (west). At the second signal light, turn left onto the frontage road. Davenport is on the right, the second one-story brown brick building across from Outback Steak House.

**Merrillville Administration**
Director: Scott Senak
Academic Dean: Gail Rogers

**Department Contact Information**
Academic Advising: (219) 650-5218; (219) 650-5219
Admissions: (219) 650-5201; (219) 650-5202
Financial Services: (219) 650-5200; (219) 650-5209
Library Information Commons (LInC): (219) 650-5235

**Midland**
Midland Location
3555 E. Patrick Road
Midland, MI 48642

Phone: (989) 835-5588
Toll-free: (800) 968-4860
Fax: (989) 835-8363

**Driving Directions**
Take the Midland exit off US 10 to the Waldo Road exit, then turn right on Patrick Road.

**Midland Administration**
Vice President of Campus Operations: Sheryl Beyer
Interim Academic Dean: John Parham, Ph.D.

**Department Contact Information**
Academic Advising: (989) 835-5588
Admissions: (989) 835-5588
Financial Services: (989) 835-5588
Library Information Commons (LInC): (989) 835-5588

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**Midland**

**Romeo**
Romeo Location
71180 Van Dyke Road
Romeo, MI 48065
Phone: (586) 752-5229
Fax: (586) 752-5756

**Driving Directions**

**From the North**
Take M-53 south towards Almont/Romeo and take the M-53 bypass on the right ("Old Van Dyke"). Davenport is on the left (east) side of Van Dyke, in the Fiddler's Cove Shopping Plaza. We have two store fronts; 71180 is the main office.

**From the South**
Take M-53 north (Van Dyke Avenue turns into M-53 at 18 Mile Road). Follow signs to Romeo and turn left at 32 Mile Road. Turn right on Main Street, and follow the road as it curves to "Old Van Dyke". Turn right (you'll see a church and motel at this intersection). Davenport University is on the right, in the Fiddler's Cove Shopping Plaza. We have two store fronts; 71180 is the main office.

**From the West or East**
There are three options depending on your location: If coming from the north part of the state, take I-69 (east from Lansing, west from Port Huron) to the M-53 exit. Proceed to Romeo and turn right onto "Old Van Dyke," then follow the "north" directions.

If coming from mid-state, take M-59 (Hall Rd.) east from Pontiac, or west from I-94, to M-53. Proceed north to 32 Mile Road, then follow the "south" directions.

If coming from Lansing take I-696 east, or if coming from St. Clair Shores, take I-696 west to M-53 (Van Dyke). Take Van Dyke north until it turns into M-53. Continue to 32 Mile Road, then follow the "south" directions.

**Romeo Administration**
Director: Stacy Taylor
Academic Dean: Dianne Rey

**Department Contact Information**
Academic Advising: (586) 752-5229
Admissions: (586) 752-5229
Financial Services: (586) 752-5229
**Saginaw**

Saginaw Location  
5300 Bay Road  
Saginaw, MI 48604

Phone: (989) 799-7800  
Toll-free: (800) 968-8133  
Fax: (989) 799-9696

**Driving Directions**

**From the North**

Take I-75 South to the M-84 exit (Exit 160), heading towards Saginaw Road. Turn right onto M-84 (Bay Road). Davenport will be on your left.

**From the South**

From I-75 North, take the I-675 exit towards downtown Saginaw. Merge onto I-675 North. Take the Tittabawassee Road exit (Exit 6) towards Zilwaukee, and turn left onto Tittabawassee Road. Turn right onto Bay Road. Davenport will be on your right.

**From the West**

Take the I-69 North ramp towards Clare. Merge onto US-27 North. Take I-69 East towards Flint/Port Huron. Take I-69 East to the I-75 exit (exit 133) towards Saginaw. From I-75 North, take the I-675 exit towards downtown Saginaw. Merge onto I-675 North. Take the Tittabawassee Road exit (Exit 6) towards Zilwaukee, and turn left onto Tittabawassee Road. Turn right onto Bay Road. Davenport will be on your right.

**From the East**

Take I-69 West to I-475 exit (exit 137) towards Detroit/Saginaw. Merge on to I-475 North towards Saginaw. Take the I-75 North exit towards Saginaw. From I-75 North, take the I-675 exit towards downtown Saginaw. Merge onto I-675 North. Take the Tittabawassee Road exit (Exit 6) towards Zilwaukee, and turn left onto Tittabawassee Road. Turn right onto Bay Road. Davenport will be on your right.

**Saginaw Administration**

Interim Executive Director: Bill Hart  
Academic Dean: Scott Miller

**Department Contact Information**

Academic Advising: (989) 799-7800  
Admissions: (989) 799-7800  
Bookstore: (989) 799-7800  
Financial Services: (989) 799-7800  
Library Information Commons (LInC): (989) 799-7800

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**South Bend/Mishawaka**

South Bend/Mishawaka Location  
7121 Grape Road  
Granger, IN 46530

Phone: (574) 277-8447  
Toll-free: (800) 277-8447  
Fax: (574) 272-2967

**Driving Directions**

**From Indiana Toll Road 80/90 (East and West)**

Take the Mishawaka Exit (No. 83) and turn right toward Granger. Turn left at the stop light on Cleveland Road and follow Cleveland (State Road 23) for approximately 2 and 1/2 miles to Grape Road. Turn right (University Park Mall is on the opposite side of Cleveland Road). Follow Grape Road for a short distance and turn left into the J.C. Penney Home Store parking lot. Davenport is located next to the store.

**From U.S. 31 (North and South)**

From U.S. 31, turn onto Cleveland Road heading east toward Granger. Follow Cleveland for approximately 6 miles to Grape Road. Turn left (University Park Mall is on the opposite side of Cleveland Road). Follow Grape Road for a short distance and turn left into the J.C. Penney Home Store parking lot. Davenport is located next to the store.

**South Bend/Mishawaka Administration**

Vice President of Campus Operations: Jean Wolfe  
Academic Dean: Chris O'Brien

**Department Contact Information**

Academic Advising: (574) 277-8447  
Admissions: (574) 277-8447  
Financial Services: (574) 277-8447  
Library Information Commons (LInC): (574) 277-8447
Traverse City

Traverse City Location
2200 Dendrinos Drive, Ste. 110
Traverse City, MI 49684

Phone: (231) 995-1740
Toll-free: (800) 894-0883
Fax: (231) 995-1743

Driving Directions

From the North
Take U.S. 31 south and turn left on South Airport Road. Turn left on Cass Road and drive 1/2 mile to Dendrinos Drive. Turn right on Dendrinos and left into the north-wing parking lot.

From the South/West
Take U.S. 31 north and turn right on South Airport. Turn left on Cass Road and drive 1/2 mile to Dendrinos Drive. Turn right on Dendrinos and left into the north-wing parking lot.

From the East
Take M-72 west to U.S. 31. Turn left on U.S. 31 and drive to 3 Mile Road. Turn left on 3 Mile and turn right on South Airport Road. Turn right on Cass Road and drive 1/2 mile to Dendrinos Drive. Turn right on Dendrinos and left into the north-wing parking lot.

Traverse City Administration

Executive Director and Academic Dean: Peter Raphael

Department Contact Information

Academic Advising: (800) 894-0883
Admissions: (231) 995-1740
Financial Services: (231) 995-1740
Library Information Commons (LINC): (231) 995-1740

Warren

Warren Location
27650 Dequindre Road
Warren, MI 48092

Phone: (586) 558-8700
Toll-free: (800) 724-7708
Fax: (586) 558-7868

Driving Directions

From the North or South
Take I-75 to the 11 Mile Road exit and turn east (left from the north, right from the south). Take 11 Mile to Dequindre Road and turn left. Davenport is about 1/4 mile north of 11 Mile on the east side of the street.

From the East
Take I-696 to the Dequindre Road exit and turn right. Davenport is on Dequindre about 1/4 mile north of 11 Mile, on the right side of the street.

From the West
Take I-696 to the Dequindre Road exit and turn left. Davenport is on Dequindre about 1/4 mile north of 11 Mile, on the right side of the street.

Warren Administration

Vice President of Campus Operations: Melody Gorno
Academic Dean: Dianne Rey

Department Contact Information

Academic Advising: (586) 558-8700
Admissions: (586) 558-8700
Financial Services: (586) 558-8700
Library Information Commons (LINC): (586) 558-8700

Davenport University Online

(800) 203 5323

Online Administration

Executive Director: Frank Minervini
Academic Dean: Sherry Roslund

Department Contact Information

Academic Advising: (616) 742-2080
Admissions: (616) 742-2080
Financial Services: (616) 742-2080
MBA concentrations by location

Dearborn

Master of Business Administration
- MBA Accounting
- MBA Health Care Management
- MBA Human Resource Management
- MBA Strategic Management

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

Traverse City

Master of Business Administration
- MBA Strategic Management

Post-Graduate Certificates
- Strategic Management

Warren

Master of Business Administration
- MBA Human Resource Management
- MBA Strategic Management

Post-Graduate Certificates
- Human Resource Management
- Strategic Management

Grand Rapids - W.A. Lettinga

Master of Business Administration
- MBA Strategic Management

Post-Graduate Certificates
- Strategic Management

Lansing

Master of Business Administration
- MBA Strategic Management

Post-Graduate Certificates
- Strategic Management

Davenport University Online

Master of Business Administration
- MBA Accounting
- MBA Health Care Management
- MBA Human Resource Management
- MBA Strategic Management

Post-Graduate Certificates
- Accounting
- Health Care Management
- Human Resource Management
- Strategic Management
## FALL 2006

<table>
<thead>
<tr>
<th>Event</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to finalize without late fee</td>
<td>Fri Aug 25</td>
<td>Fri Oct 20</td>
</tr>
<tr>
<td>Schedules dropped for unfinalized students</td>
<td>Mon Aug 28</td>
<td>Mon Oct 23</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Wed Sept 6</td>
<td>Wed Nov 1</td>
</tr>
<tr>
<td>Last day for drop/add and late finalization</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Tues Sept 12</td>
<td>Tues Nov 7</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;W&quot; grade</td>
<td>Fri Oct 6</td>
<td>Fri Dec 8</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>na</td>
<td>Wed Nov 22 - Sun Nov 26</td>
</tr>
<tr>
<td>Classes end</td>
<td>Tues Oct 24</td>
<td>Fri Dec 22</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Thur Oct 26</td>
<td>Wed Dec 27</td>
</tr>
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## WINTER 2007

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Last day to finalize without late fee</td>
<td>Fri Dec 29</td>
<td>Fri Feb 23</td>
</tr>
<tr>
<td>Schedules dropped for unfinalized students</td>
<td>Tues Jan 2</td>
<td>Mon Feb 26</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun Jan 7</td>
<td>Sun Mar 4</td>
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<tr>
<td>Last day for drop/add and late finalization</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri Jan 12</td>
<td>Fri Mar 9</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;W&quot; grade</td>
<td>Fri Feb 9</td>
<td>Fri Apr 6</td>
</tr>
<tr>
<td>Spring Break</td>
<td>na</td>
<td>na</td>
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<tr>
<td>Classes end</td>
<td>Sat Feb 24</td>
<td>Sat Apr 21</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Mon Feb 26</td>
<td>Tues Apr 24</td>
</tr>
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</table>

## SPRING/SUMMER 2007

<table>
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<tr>
<th>Event</th>
<th>Session 1</th>
<th>Session 2</th>
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</thead>
<tbody>
<tr>
<td>Last day to finalize without late fee</td>
<td>Fri Apr 27</td>
<td>Fri June 29</td>
</tr>
<tr>
<td>Schedules dropped for unfinalized students</td>
<td>Mon Apr 30</td>
<td>Mon July 2</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun May 6</td>
<td>Sun July 8</td>
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<tr>
<td>Last day for drop/add and late finalization</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri May 11</td>
<td>Fri July 13</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;W&quot; grade</td>
<td>Fri June 8</td>
<td>Fri Aug 10</td>
</tr>
<tr>
<td>Memorial Day weekend break</td>
<td>Sat May 26 - Mon May 28</td>
<td>na</td>
</tr>
<tr>
<td>Independence Day Break</td>
<td>na</td>
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<tr>
<td>Classes end</td>
<td>Mon June 25</td>
<td>Sat Aug 25</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Thur June 28</td>
<td>Mon Aug 27</td>
</tr>
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## FALL 2007

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<tbody>
<tr>
<td>Classes begin</td>
<td>Wed Sept 5</td>
<td>Wed Oct 31</td>
</tr>
<tr>
<td>Classes end</td>
<td>Tues Oct 22</td>
<td>Sat Dec 22</td>
</tr>
<tr>
<td>FALL 2006</td>
<td>DU Online MBA</td>
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<td></td>
<td>7-week online</td>
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<tr>
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<td>Last day for drop/add</td>
<td>Add Wed Sept 6</td>
<td>Add Wed Nov 1</td>
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<tr>
<td></td>
<td>Drop Tues Sept 12</td>
<td>Drop Tues Nov 7</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Tues Sept 12</td>
<td>Tues Nov 7</td>
</tr>
<tr>
<td>Last day to withdraw with &quot;W&quot; grade</td>
<td>Fri Oct 6</td>
<td>Fri Dec 8</td>
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<tr>
<td>Thanksgiving Break</td>
<td>na</td>
<td>Wed Nov 22 - Sun Nov 26</td>
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<tr>
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<td>Mon Oct 23</td>
<td>Fri Dec 22</td>
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<td>session 1</td>
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<tr>
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<td>Mon May 7</td>
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<td>Last day to use book vouchers</td>
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<td>Last day to withdraw with &quot;W&quot; grade</td>
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<td>Independence Day Break</td>
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<td>Wed Sept 5</td>
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<td>Classes end</td>
<td>Tues Oct 22</td>
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</table>
Davenport University believes that those students who successfully complete any diploma, associate’s, bachelor’s, or master’s program at the University should be able to demonstrate certain professional and academic abilities. These abilities embody both the key practical and theoretical skills taught and measured throughout all Davenport University academic programs and, in accordance with the mission of the University, prepare students for success in their chosen profession.

**Dynamic Leadership**

**Leadership**
The graduate will be able to:
- Keep a group focused on tasks and deadlines.
- Direct or guide a plan and adapt it as needed.
- Search for ways to improve the process or eliminate unnecessary or unneeded tasks.
- Set challenging yet attainable goals and implement strategies to achieve goals.
- Respond positively to different leadership styles.
- Work within the framework of an organization’s mission and goals.
- Evoke confidence in his/her ability to direct and carry through tasks.

**Reasoning and Problem Solving**
The graduate will be able to:
- Recognize and logically define a problem.
- Know when and where to seek assistance in solving problems.
- Locate and gather relevant data.
- Use the data to determine an appropriate process to solve the problem.
- Draw logical conclusions from data.
- Propose alternative solutions.
- Implement a solution.

**Teamwork**
The graduate will be able to:
- Demonstrate teamwork through an appropriate balance of membership and leadership.
- Shoulder responsibility in a group project with time, energy, and ideas.
- Cooperate with the varied styles and talents of group members.
- Volunteer beyond the requirements of a task.

**Universal Communication**

**Interpersonal Communication**
The graduate will be able to:
- Work effectively with people of diverse backgrounds.
- Listen attentively and with empathy and provide feedback.
- Effectively send verbal and nonverbal communication.
- Follow directions and ask for clarification.
- Constructively resolve conflict.
- Use the knowledge of differences between personalities and motivations to build effective personal and professional relationships.
- Apply the principles of group dynamics to interpersonal and small group situations.
- Adapt and appropriately respond to changing situations.
- Recognize individual differences in order to build relationships.

**Oral Communication**
The graduate will be able to:
- Confidently convey ideas that are clear, concise, and logically organized, using acceptable diction, grammar, and syntax.
- Effectively analyze the audience and adapt communication as needed.
- Create, present, interpret, and explain pictorial and graphic information to meet audience needs.
- Effectively use traditional and electronic presentation aids.
- Increase the clarity and persuasiveness of material presented through excellent presentation skills.
- Apply group dynamics to large group oral communication.
- Present ideas orally with a confident and professional manner.

**Written Communication**
The graduate will be able to:
- Edit own and others’ work for appropriate content, style, and usage.
- Create internal and external documents that accurately and thoroughly convey the intended message to targeted audiences.
- Create internal and external documents that are clear, concise, logically organized, meaningful, and creative.
• Use standard English grammar, punctuation, spelling, and sentence and paragraph structure in written communication.
• Use the correct forms and appropriate styles for a variety of types of written documents.
• Quickly and accurately read, comprehend, interpret, and explain the content of written, pictorial, and graphic information.

Global Perspective
The graduate will be able to:
• Recognize different cultural, conceptual, and ethical frameworks and adapt behavior and written and oral communication accordingly.
• Challenge his/her own cultural perspective.
• Analyze and solve problems using different political, economic, social, and religious perspectives.
• Evaluate the human impact on global resources and systems.
• Demonstrate civic responsibility by extending learning beyond the classroom to service in the community.

Professional Excellence
Honesty and Integrity
The graduate will be able to:
• Demonstrate ethical practices in the business community.
• Demonstrate respect for diversified viewpoints.
• Demonstrate accountability for his/her own actions.

Computer Proficiency
The graduate will be able to:
• Use current software applications appropriate to the task.
• Demonstrate proficiency in the use of current computer technology.
• Identify the appropriate legal use of e-mail, networks, the Internet, etc.
• Demonstrate knowledge of computer copyrights and licensing regulations.

Information Literacy
The graduate will be able to:
• Define information needs.
• Access appropriate information sources.
• Evaluate information to make decisions and solve problems.
• Demonstrate commitment to continuous educational development.

Mathematical Literacy
The graduate will be able to:
• Comprehend, interpret, and evaluate real-world problems.
• Apply mathematical solutions to real-world problems.

Career Skills
The graduate will be able to:
• Conduct a job search.
• Write an effective resume.
• Dress appropriately.
• Interview successfully for a job.
• Join professional organizations.
• Use a professional journal in a chosen career.
Tenets of the Sneden MBA Program

Upon completion of the program, students in the MBA program at Davenport University can expect to have:

1. Developed their potential for leadership roles.
2. Developed a theoretical as well as an applied focus to problem solving.
4. Developed strong research skills.
5. Developed strong analytical skills.

Master of Business Administration

Davenport University’s Sneden MBA Program 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
- Health Care Management
- Human Resources Management
- Strategic Management

Prerequisite Requirements

All students admitted into the Davenport University Sneden MBA Program are expected to have the necessary business foundations prior to entering the 600-level courses. Students not properly prepared 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.

ACCT 500  Frameworks of Financial Accounting
ACCT 520  Introduction to Management Accounting
FINC 510  Foundations of Financial Management
MATH 500  Statistics for Business
MGMT 510  Management Theory and Practice
MGMT535  Managerial Communications
MKTG 500  Marketing Policies

Post-Graduate Certificates

Students who have graduated from Davenport University with an MBA or students from other institutions with master’s degrees in business or business-related fields may complete a Post-Graduate Certificate program. This program consists of 18 credits from one of the four MBA concentrations. Students take sole responsibility for preliminary preparation of acceptance into any of these concentration programs. Post-Graduate Certificate courses may not be taken simultaneously while completing an MBA degree.

Post-Graduate Certificates may be awarded in any concentration area available in the Sneden MBA Program. Offerings vary by campus. These certificate programs are designed for recent MBA graduates who see new opportunities and career paths through acquiring knowledge of other concentrations; for those who have earned a master’s degree and need to update skills; or for those who are considering a career change.

Post-Graduate Certificates available:

- Accounting
- Health Care Management
- Human Resources Management
- Strategic Management
Accounting Concentration – 5MACT

Recognizing accounting as a dynamic profession, the MBA in Accounting 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 graduating with the MBA concentration in Accounting may not be eligible to sit for the CPA exam.

<table>
<thead>
<tr>
<th>Planned Semester</th>
<th>Core Courses</th>
<th>18 credits</th>
<th>Davenport Credits</th>
<th>Transfer Credits</th>
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<td>FINC620</td>
<td>Financial Management</td>
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<td>ACCT 781</td>
<td>Asset Recovery/Legal Environment</td>
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<td>ACCT 782</td>
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<td>ACCT 783</td>
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<td>MISG 620</td>
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<td>CAPS 799</td>
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Health Care Management Concentration- 5MHCC

The MBA in Health Care Management 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 the interdisciplinary approaches of health care organizations, managed care, insurance, and allied health, using care analyses and interactive technologies.

The MBA in Health Care Management 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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<th>Planned Semester</th>
<th>Core Courses</th>
<th>18 credits</th>
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Human Resources Management Concentration – 5MHRM

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 resources management especially important for all organizations. Workplace needs will be challenging in the twenty-first century, and the human resources 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 Resources 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.

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Strategic Management Concentration- 5MSMC

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.

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<td>MGMT 735 Managing Projects</td>
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Post-Graduate Certificates

Post-Graduate Certificates may be awarded in any concentration area available in the Sneden MBA Program. These certificate programs are designed for recent MBA graduates who see new opportunities and career paths through acquiring knowledge of other concentrations; for those who have earned a master's degree and need to update skills; or for those who are considering a career change.

Accounting Post-Graduate Certificate - 9AC

<table>
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<th>Planned Semester</th>
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<th>18 credits</th>
<th>Davenport Credits</th>
<th>Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select six of the following courses:</td>
<td>ACCT 730 Taxation of Corporations &amp; Trust</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>ACCT 750 Information Systems Auditing</td>
<td>3</td>
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<td>ACCT 760 Internal Auditing</td>
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<td></td>
<td>ACCT 780 Forensic Accounting</td>
<td>3</td>
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<td></td>
<td>ACCT 781 Asset Recovery/Legal Environment</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 782 Conducting Acct Fraud Exams</td>
<td>3</td>
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<td></td>
<td>ACCT 783 Forensic Acct Data Analysis</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>MISG 620 Accounting Information Systems</td>
<td>3</td>
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</table>
### Health Care Management Post-Graduate Certificate - 9HC

<table>
<thead>
<tr>
<th>Planned Semester</th>
<th>Concentration Courses</th>
<th>18 credits</th>
<th>Davenport Credits</th>
<th>Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FINC 730 Financial Management for Health Care</td>
<td>3</td>
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<td></td>
<td>HCMG 630 Health Care Organizations</td>
<td>3</td>
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<td></td>
<td>HCMG 740 Managed Care &amp; Delivery System</td>
<td>3</td>
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<td></td>
<td>HCMG 760 Administrative Research &amp; Report Methods</td>
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<tr>
<td></td>
<td>HCMG 770 Strategic Management in Health Care</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>MISG 730 Information Management in Health Care</td>
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### Human Resource Management Post-Graduate Certificate - 9HR

<table>
<thead>
<tr>
<th>Planned Semester</th>
<th>Concentration Courses</th>
<th>18 credits</th>
<th>Davenport Credits</th>
<th>Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FINC 720 Finance of Compensation/Benefits</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>HRMG 700 Managing Human Resources</td>
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<td></td>
<td>HRMG 715 International Human Resources</td>
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<tr>
<td></td>
<td>HRMG 720 Employment Law/Labor Relations</td>
<td>3</td>
<td></td>
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<td></td>
<td>HRMG 730 Public Policy/Administrative Law</td>
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<tr>
<td></td>
<td>HRMG 750 Organizational Training/Development</td>
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</table>

### Strategic Management Post-Graduate Certificate - 9SM

<table>
<thead>
<tr>
<th>Planned Semester</th>
<th>Concentration Courses</th>
<th>18 credits</th>
<th>Davenport Credits</th>
<th>Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HRMG 700 Managing Human Resources</td>
<td>3</td>
<td></td>
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<td></td>
<td>MGMT 725 Effective Leadership</td>
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<td></td>
<td>MGMT 735 Managing Projects</td>
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<td></td>
<td>MGMT 745 Operations &amp; Quality Management</td>
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<tr>
<td></td>
<td>MGMT 755 Strategic Planning &amp; Management</td>
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<tr>
<td></td>
<td>MGMT 780 Global Business Strategies</td>
<td>3</td>
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</tbody>
</table>
The Sneden MBA Program of Davenport University prepares individuals for leadership roles to meet tomorrow's business challenges and opportunities. The MBA faculty 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.S., M.A., Morgan State University

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Division Chairperson, Sneden MBA Program
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B.S., Wayne State University

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John V. Daniels
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C.P.A., State of Florida and Michigan

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C.M.A., C.I.A., C.F.E., C.P.A.

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B.A., Michigan State University

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C.P.A.

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B.S., University of Beirut

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C.P.A.

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B.S., Texas Technological University

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B.S., Florida State University

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M.S., Texas A&M
B.A., University of Houston

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B.S.E., University of Michigan

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M.A., B.A., Charles University of Prague

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M.S., Pennsylvania State University
B.A., University of Southern California

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M.B.A., University of Michigan
B.B., University of Michigan

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B.S., Shorter College

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M.B.A., Fairleigh Dickinson University
B.S., Lehigh University

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Ph.D., University of Michigan
M.S., M.S., University of Michigan
B.S., University of Beirut

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L.L.M., St. Thomas University School of Law
M.B.A., Florida Metropolitan University
B.A., National-Lewis University

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M.A., University of Delaware
B.S., Edinboro University of Pennsylvania
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Ph.D., Florida International University
M.B.A., University of Florida
B.B.A., American University of Beirut

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B.A., Northern Michigan University

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B.S., University of Maryland

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Ph.D., Walden University
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B.S., Michigan State University

Dale Prondzinski
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B.S., University of Northern Dakota

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B.S., The American College University

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B.B.A., Walsh College

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Ph.D., The RAND Graduate School
M.S., M.B.A., Wright State University

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B.A., University of Richmond
C.P.A.

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B.S., Ferris State University

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B.G.S., Wayne State University

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M.B.A., University of Detroit
M.A., Krukshe University
B.A., Panjab University

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M.A., B.A., Wayne State University

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B.B.A., University of Detroit

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B.M.E., Indian Institute of Technology

Kevin Stanko, J.D.
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M.B.A., B.A., Wayne State University

Michael Tremblay
M.B.A., Wayne State University
B.A., Michigan State University
Admissions Requirements
Applicants are eligible for admission to the Sneden MBA Program at Davenport University if they meet the following minimum requirements:

- A bachelors 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).
- GMAT scores must be submitted. Information regarding the GMAT testing process can be found at: http://www.gmat.com/
- Proof of successful completion of under graduate courses in accounting, finance, management, marketing, and statistics. Applicants who are not prepared in these areas are required to take appropriate prerequisite (500 level) courses.
- Students who score below 4.0 on the analytical writing section of the GMAT will be required to take MGMT 535, Managerial Communications.
- The Admissions Committee may request a candidate interview prior to a final admissions decision.

Admissions Procedure
Only a completed file is considered for admission. It is recommended that the completed file be submitted no later than two (2) weeks prior to the start of the requested session. A completed file submitted less than two weeks in advance will not be guaranteed to be reviewed prior to the start of that session.

1. Submit a complete graduate application plus a $50 nonrefundable application fee ($100 for international students).
2. Receipt of official transcripts from all accredited institutions attended be sent to Central Registrar’s Office at:
   Davenport University
   415 E. Fulton Street
   Grand Rapids, MI 49503
3. Receipt of GMAT test results; request GMAT score report be sent by Pearson VUE™ to Davenport University.
4. Submit a current resume.
5. Provide two professional letters of recommendation on Davenport approved form.
6. Submit the above items (except 2 above) to the admissions office at the local campus by the application deadline.

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, official transcripts must be sent the Central Registrar’s Office at:

Davenport University
415 East Fulton
Grand Rapids, MI 49503

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

The following 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 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 curriculum.
- 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 (9) semester hours (twelve [12] quarter hours) of transfer credit will be accepted, only at the time of admission.

International Applications
Only a completed file is considered for admission. It is recommended that the completed file be submitted no later than two (2) weeks prior to the start of the requested session. A completed file submitted less than two weeks in advance will not be guaranteed to be reviewed prior to the start of that session.

- Documentation of the completion of a bachelor’s degree with a minimum of 2.75 GPA from a regionally accredited U.S. institution or an equivalent degree from an accredited international institution. 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.
A student in good standing at another college or university may be admitted to the Sneden MBA Program 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/her degree. It is recommended that the completed file be submitted no later than two (2) weeks prior to 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 an MBA. To be granted Special Student Status it is necessary to meet minimal admission requirements: an application with an application fee, a completed undergraduate degree from an accredited institution with a 2.75 GPA, and an official transcript. Those with Special Student Status are allowed to enroll in no more than three graduate courses before making formal application for regular admittance. Awarding Special Student Status does not signify full acceptance into the graduate program, nor will all credits earned be transferred automatically into the program of choice.

Students will be required to have the necessary business foundation for the 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 Sneden MBA Program. It is recommended that the completed file be submitted no later than two (2) weeks prior to the start of the requested session.

**Military/Veterans Information**

Those eligible to receive educational benefits through the Veterans Administration 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.

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
All graduate courses are three (3) semester hours of credit. Graduate tuition is assessed as a per credit hour charge. Current tuition rates for on-campus and online classes are available on the Davenport website at www.davenport.edu.

Automatic Tuition Payment
Students may elect the deferred payment plan. This plan allows students to pay half of their tuition (balance after financial aid) at the time of finalization. The remaining balance and the deferred payment fee will be assessed monthly by electronic transaction. For more details, please contact the Student Services 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 $25 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, failure to attend, or schedule changes must be made by contacting the appropriate following office of the Sneden MBA Program at the local campus.

Dearborn
(313) 581-4400

Grand Rapids
(616) 554-5340

Lansing
(517) 484-2600

Traverse City
(231) 995-1740

Warren
(586) 558-8700

Davenport Online students outside the State of Michigan
(800) 203-5323

Time of Withdrawal  Tuition Charges

Completed withdrawal from 2 or more classes on or before the first days of classes  No charge
Withdrawal during the first 10% of the session 10%
Withdrawal between the end of the first 10% and the end of the first 25% of the seven-week session 50%
Withdrawal between the end of the first 25% and the end of the first 50% of the seven-week session 75%
Withdrawal beyond the first 50% of the seven-week session 100%

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 in the Student Services Office each session.

When Davenport University determines a financial aid recipient is due a refund, the Student Services Office uses federal and state refund guidelines to determine the amount of money to be returned, distributing funds in order to Federal Programs, Unsubsidized Stafford, Subsidized Stafford, MTG, Institutional, Other, Student. If the application of the refund policy indicates a refund due to the student after the appropriate refunds to financial aid programs, that refund amount will be retained to pay any unpaid charges owed the University for the semester. Examples of refund policy applications are available upon request from the campus Financial Services Office.

Students with a Federal Stafford Loan as a portion of their financial aid are, by applying for the loan(s), giving permission for the school to pay directly to the lender that portion of the refund and/or funds left following the student’s complete withdrawal from the University or dropping to less than half-time before the end of the semester. Furthermore, if the student does not register for or complete the loan period, he or she may not be eligible for the entire amount of the loan.

Upon withdrawal from the University before the end of the refund period, the student may (in lieu of a refund) leave the full tuition paid from personal funds as a credit to the student’s account to be applied in full against tuition charges in future semesters. This request must be made in writing to the Student Services Office within 30 days. Students who believe that an exception to the published refund policy is warranted should submit a written appeal documenting any mitigating or unusual circumstances. The written appeal must be submitted within 30 days of the date of official withdrawal notification to the University. A written response to the appeal will be provided within 30 days of its receipt. See the specific campus withdrawal schedule for each semester/session for actual charges and the name of the staff member to contact regarding an appeal.
**During the Refund Period**
Refunds for withdrawal from one or more classes will be based on the date on which the withdrawal form is filed with the Sneden MBA Program at the local campus.

**After the Refund Period**
Students who withdraw from one or more classes after the refund period will not be eligible for any tuition refund. It is the student's responsibility to contact their Career and Education Advisor (CEA) in order to withdraw from one or more classes. Withdrawal will be dated the same day the CEA receives the form. Any change in the original registration schedule may result in an adjustment of financial aid and registration charges for the session. Any adjustments of charges not covered by financial aid are the responsibility of the student.

Withdrawal procedures must be followed whether or not the student attended class. A student is not allowed to re-enroll for any session or receive transcripts of credits, letters of recommendation, or a diploma until all University accounts are settled.

**Fees and Other Expenses**

**Application Fee**
An application-processing fee must be paid at the time the graduate admissions application is submitted. It is not refundable and does not apply toward tuition.

**Transcript Fee**
Students should request an official copy of their University transcript in the Student Records office. The transcript fee is $5 per transcript copy.

**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 in advance of 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 finalize tuition payment after the designated registration/finalization period will be assessed a $50 late fee in addition to tuition costs.

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**Fees 2006-2007**

- Application fee $50
- International student application fee $100
- Registration fee $70
- Deferred payment fee $25
- Returned check fee $25
- Late registration fee $50
  *(new and re-entering students excluded)*
- Graduation application fee $50
- Transcript fee, per copy $5

*Note: All fees and tuition rates are subject to change. Fees are not refundable.*

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**Davenport University Online**

**Admission to Online Programs**
All Sneden MBA Program students are eligible for online courses. Davenport University Online (DUO) provides 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. Davenport University Online provides an excellent solution to round out student schedules or to get back on track if educational goals have been delayed or interrupted due to work or family commitments.

All Davenport University online courses are of the same high quality as on-campus courses.

Students may earn their entire graduate degree online.

**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's 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.
**Preparation for Class**

**Online Course Orientation**

Students should view the online tutorial by going to http://duo.davenport.edu/studentorientation. Students should also orient themselves with the Blackboard platform (the online learning environment for their courses) and should work through the online tutorials at: http://duo.davenport.edu/oasis/presidium/student_tutorial_bb6.htm.

To view a demo course, students should go to http://davenport.blackboard.com. Click on the log-in button, then enter the demonstration course by typing “demo” for both the username and the password.

**Purchasing Textbook/Course Material**

Students should purchase all online course materials through the online bookstore service, MBS Direct. Materials are available approximately 60 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. Go online to http://direct.mbsbooks.com/davenport.htm or call MBS Direct at (800) 325-3252 for more information.

Students who have financial aid and have excess funds allowing them to purchase textbooks should order by phone at (800) 325-3252.

**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 7 days a week, 24 hours a day at (888) 383-5010.

For additional information, visit the Davenport University Online Web site at www.davenport.edu or call (800) 203-5323.

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**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 to the course or invite others to a chat room for real-time conversation.

Students receive frequent feedback through the course software platform and/or e-mail. They are also welcome to communicate by phone or fax.

**Academic Expectations**

Online course work 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 DUO wants students to have a successful online learning experience, they are expected to have these skills before taking online courses.

DU Online strongly recommends that students actively participate in the virtual classroom at least five days a week. Students determine which days and times of day they attend. However, students will be expected to meet assignment deadlines established in advance by the instructor.

**Getting Started**

**Applying**

If students have never attended Davenport University, they may apply for admission by completing the university application at a Davenport University location or by applying online at www.davenport.edu.

Only a completed file is considered for admission. It is recommended that the completed file be submitted no later than two (2) weeks prior to the start of the requested session. A completed file submitted less than two weeks in advance will not be guaranteed to be reviewed prior to 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 on location with an academic advisor or online.

Students must be finalized no later than the first day of the session in order to begin an online course.
Technology Requirements

If you plan to take online courses, please make sure that you meet the following technology requirements:

Use Your Own Computer

We strongly suggest that you use your own computer but have a backup in case your primary computer crashes. Alternate sources can include friends, family, the public library, and any other reliable source of access to the Internet. It is strongly recommended that you are able to participate in the virtual classroom at least five days a week.

Maintain Minimum Skills Set

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

- send and receive e-mail
- 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, your computer system must meet certain hardware and software specifications. To see the most up-to-date online requirements, check the Davenport University Web site at www.davenport.edu/oasis > Technology > Technology Requirements. Please note that certain courses will require you to have additional software.

Use an Anti-Virus Program

Davenport Online highly recommends that your computer have — and constantly run — an effective anti-virus program. The anti-virus product that you select should automatically update itself via the Internet to provide you with the most comprehensive, up-to-date virus protection. You might consider an antivirus program from one of the following companies:

- McAfee—www.mcafee.com, or
- Symantec—www.symantec.com
Application Process for Financial Aid

Davenport University makes every effort to assist qualified students in need of financial help. Students who are interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). This form is available on-line at www.fafsa.ed.gov. Students who need assistance completing the financial aid process should contact Financial Services.

Important: To be eligible for financial aid, students must be a citizen of the United States or eligible non-citizen and be enrolled in an eligible program of study. Students must also be meeting standards of satisfactory progress to maintain eligibility. Students must re-apply each academic year. The financial need equation is as follows:

\[
\text{Total University Expenses} - \text{Family Financial Contribution} = \text{Financial Need}
\]

The expense budget is set by the University and reflects indirect costs (travel, room and board, and personal expenses) beyond the standard tuition, fee, and books. 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 is the difference between "Total College Expenses" and the "Family Financial Contribution".

Students' Rights and Responsibilities

As a recipient of federal financial aid, a student has certain rights and responsibilities. This puts the student in a better position to make decisions about educational goals and how to achieve them.

The student has the right to

- Know what financial aid programs are available.
- Know the deadlines for submitting applications for each of the financial aid programs.
- Know how financial aid will be determined, how decisions on the distribution are made, and what the basis is for those decisions.
- Know how financial aid need is determined (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).
- Know how much financial need has been met, as determined by the institution.
- Request and receive an explanation of the various programs in his or her financial aid package.
- Know the school refund policy as stated in the University catalog.
- Know how the school determines satisfactory academic progress, the consequences of failure to meet these standards.
- Know the total amount in loans that must be repaid, the repayment procedures, the length of time the student has to repay the loan, and when repayment is to begin.
- Know what portion of the financial aid received must be repaid and what portion is gift aid; and if the student receives a loan, to know the interest rate.

The student has the responsibility to

- Complete all applications accurately and submit them on time to the correct office.
- Provide correct information (in most instances, misreporting information on financial aid forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code).
- Return, in a timely manner, all additional documentation, verification information, corrections and/or new information requested by either the Financial Aid Processing Center or the agency to which the application was submitted.
- Read, understand, and keep copies of all forms on which he or she supplies a signature.
- Comply with the terms of all agreements that are signed.
- Be aware of, and comply with, deadlines for application or reapplication for financial aid.
- Be aware of the school refund policy, satisfactory progress requirements, and withdrawal procedures as found in the University catalog.
- Be enrolled in an eligible program leading to a degree prior to receiving financial aid.
- Be aware that no adjustments or changes to tuition, fees, or books are made for students who stop attending without official notice of withdrawal made to the Financial Services/Advising/Enrollment Office (see specific refund grids published each semester).
• Be aware that withdrawal from all classes before 60% of the semester has passed requires the University to calculate an amount to be returned to the federal aid programs.
• Understand that at the end of every semester students who withdrew unofficially from the University (stopped attending classes prior to the end of the session/semester) may be required to have a return of federal funds calculation, if their documented last date of attendance, as reported by the faculty, is prior to the 60% point of the session/semester.
• Be aware that if the amount of federal aid disbursed exceeds the amount of federal aid earned, either the University or the student (or both) are required to return some portion of federal aid.
• Finalize for all classes that the student will be attending during any one semester, prior to the start of the semester.

Financial Aid Programs and Services

Michigan Tuition Grant — The Michigan Tuition Grant is a state funded program designed to provide financial assistance to Michigan residents. This grant of up to $2,000, is based solely on financial need. Students must apply by completing the Free Application for Federal Student Aid (FAFSA).

To qualify, the student must be:

• A continuous resident of Michigan for the preceding 12 months and not be considered resident of any other state;
• A citizen of the United States, permanent resident, or refugee with approved status;
• Able to demonstrate financial need;
• Enrolled at an eligible, independent, nonprofit Michigan college or university; and
• Not in default on any educational loans.

College Work-Study Program — Davenport University participates in both the federal and state work-study programs. It is the intent of these programs to help students earn part of their college expenses by working part-time (usually 20 hours per week) on- or off-campus. All work-study awards are based on financial need. The Financial Aid Processing Center determines work-study eligibility.

Education Loan Programs — Most long-term educational loans are awarded on the basis of financial need of loans; repayment does not begin until after graduation, withdrawal from the University, or dropping below three (3) hours of enrollment, whichever comes first. Before deciding whether to accept loans, students should read the section below which describes the loan that may be offered. Students are urged not to accept a loan for an amount larger than absolutely necessary and are encouraged to consider both part-time employment and reducing personal expenses as a means of keeping their aggregate loan debts to a minimum.

The University will conduct entrance interviews for all first-time Davenport University borrowers. The University will conduct exit interviews with all federal loan borrowers dropping below half-time attendance to explain their repayment options and responsibilities.

The interest rate on federal student loans is fixed at 6.8%.

Subsidized Stafford Loan — This educational loan is offered to students enrolled at least half-time. Financial need is required. Aggregate indebtedness at the undergraduate plus graduate level cannot exceed $138,500 under the program. For loans disbursed on or after July 1, 2006, the interest rate is fixed at 6.8%. Repayment normally begins six months after half-time enrollment ceases. Ten years may be allowed for repayment. If qualifying student borrowers do not complete the courses related to the loan period, they may no longer be eligible for the entire loan amount.

Unsubsidized Stafford Loan — This education loan is not based on financial need and is available to students who may not qualify for the Subsidized Stafford Loan. The same terms and conditions as the Subsidized Stafford Loan apply, except the borrower is responsible for interest that accrues while he or she is in school.

Institutional Scholarships/Grants — In order to be eligible, scholarship applicants must not be in default on any educational loan and must maintain satisfactory academic progress as outlined in this catalog. In addition, they must file separately for any federal, state, or other external sources of financial aid for which they may qualify. Scholarships can only be applied toward outstanding tuition, fees, and book costs after all federal, state, and other sources of gift aid have been properly applied. In addition, the scholarship will be included within the student’s financial aid package and may be adjusted downward based on eligibility.

Davenport University Foundation Scholarships — The Davenport University Foundation offers need-based grants on a priority award basis. Preference is given to students whose FAFSA forms are filed prior to March 1 for the ensuing award year and are awarded based on donor criteria and foundation application receipt date.
Disbursement of Financial Aid

Most financial aid is directly credited to the student’s account each semester. The credit will normally appear on the finalization/billing form prior to each semester. 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 by check, prompt endorsement of the loan check is necessary. First-time borrowers are required to have 30-day delayed disbursement on Stafford Loans. One-semester loans require multiple disbursements. Campus employment earnings are not credited to the student’s account. Any monies credited to student accounts not needed for direct institutional charges will be refunded to the student in accordance with federal regulations. Any credit balances remaining on the student’s accounts at the end of the semester will be refunded to the student, provided the student has successfully completed the semester (i.e., not completely withdrawn from the University, failed their courses, or dropped to less than half-time status during the semester).

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

1. State 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 only covering tuition and books).
3. Student loans are applied to cover any remaining balance on the student’s account as they are received and properly endorsed, if applicable.
4. Institutional grants and scholarships are only applied to a student’s account to cover any balance due after all other gift aid has been applied.

Note: If an outside funding agency specifically requests a different order of application, the campus Financial Services must receive both oral instructions and written confirmation from the agency before authorizing an exception.

Title IV Credit Balance

After a student loan disbursement, money not needed for charges will be refunded to the student who is enrolled at least half-time and attending classes, within 14 days after the credit balance occurs or the first day of classes, whichever takes place later.

Excess loan funds for the loan period will not be held on account.


Students who give Davenport University written authorization (1) to credit loan funds to the student’s account by means of Electronic Fund 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, can modify or cancel that authorization at any time. Any interest earned on funds held on account is retained by the University.

Coursework Eligible for Financial Aid

Student status for financial aid eligibility is determined by including all graduate-level classes for which the student has not already earned credit. If a student repeats a course for which credit has already been earned, this repeat may not be used for determining financial aid eligibility.

Financial Aid Verification Policy & Procedure

Students are required to provide certain documentation at the time of application. Normally this documentation should be submitted within two weeks of the request. However, the University also recognizes that sometimes it is necessary to contact outside sources, resulting in additional delays. Therefore, while students must provide evidence of having made all efforts to obtain the necessary documentation, more time is permitted as long as students meet all submission deadlines for state and federal programs. Further, a student’s aid offer is not formally made for any federal, state, or institutional financial aid programs until documentation is on hand. Because funds are limited, students may lose access to them entirely if documentation is not submitted promptly.

The student will receive, either in person or by mail, a clear understanding of the forms and other documentation needed to verify the application. If a student is at all unsure of what is needed, further explanation should be requested until all matters are clarified.

If the submitted information fails to meet requirements, the Financial Aid Processing Center and Financial Services will contact the student either by letter (to the address on their financial aid application) or by telephone, requesting that they contact the Financial Aid Processing Center. When the verification process is completed, the student will be notified of the financial aid awarded.
The institution is required by federal regulation to contact the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. Davenport University is very serious about the proper stewardship of federal funds and will cooperate with government agencies in the prosecution of students who are found to have provided falsified data.

**Veterans’ Benefits**

Any veteran who wishes to use benefits should contact the VA Certifying Official located in the Registrar’s Office for information and certification.

**Academic Year**

Davenport University defines the academic year as two semesters, generally fall and winter. The spring/summer semester is optional and can be added either to the beginning or the end of an academic year. To maximize financial aid, students should finalize at the beginning of each semester for all courses in each session within a semester.

**Graduate Financial Aid Standards of Satisfactory Academic Progress (SAP)**

Students are required to make satisfactory progress toward their degree or certificate.

All withdrawals, incompletes, and repetitions are taken into consideration with determining SAP. Incompletes and withdrawals are not considered as credits completed. Transfer credit is not taken into account when determining SAP, except for a reduction in the maximum time frame for completion of the program. Satisfactory progress standards apply to all students, regardless of enrollment status (full, three-quarter-time, half-time, or less than half-time). All credit hours for which a student has incurred a financial obligation are considered.

A student is considered in good standing if he or she meets standards contained herein. The student’s cumulative grade point average (CGPA) is reviewed and a comparison of credit hours successfully completed versus the hours attempted is made each time the student has attempted one semester of attendance. Accountability starts with a student’s entry at the university.

If a student does not meet the required standards at an SAP checkpoint, the student will lose financial aid eligibility. The student may appeal this loss of financial aid under the appeal policy outlined below.

<table>
<thead>
<tr>
<th>Cumulative Total of Semesters Attended</th>
<th>Minimum Percentage of Attempted Hours</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>After First Semester</td>
<td>70%</td>
<td>3.00</td>
</tr>
<tr>
<td>After Each Semester Thereafter</td>
<td>70%</td>
<td>3.00</td>
</tr>
</tbody>
</table>

For the first semester of each two-semester period, students will receive an SAP warning letter if they do not meet the appropriate satisfactory progress standards. Students are also reviewed each semester for compliance with Academic Standards. A student who is suspended from school under the academic standards policy will lose financial aid eligibility for that time period and, if readmitted to the college, may appeal for reinstatement of financial aid.

**Maximum Time Frame**

All students who are financial aid recipients must complete their program within 150% of the normal program length, as measured in semester credit hours. Students who exceed their maximum time frame are subject to the loss of financial aid, which can be appealed following the procedure outlined below.

**Appeal and Reinstatement**

Students who lose financial aid eligibility for not maintaining satisfactory progress will be notified in writing of the cancellation of financial aid and are urged to contact the Financial Aid Processing Center. Students with mitigating circumstances wishing to appeal the financial aid cancellation may do so, in writing, to the Financial Aid Processing Center according to the schedule stated on the financial aid notification letter. The Financial Aid Processing Center will evaluate the appeal and determine whether the student’s progress is considered satisfactory despite nonconformance with the above criteria. Students who appeal and have financial aid reinstated on a probationary status must meet all criteria in the financial aid reinstatement notice or financial aid will be terminated.
Davenport University
Refund, Repayment, and Withdrawal Policy

Official notice of all withdrawals, failure to attend, or schedule changes (including no attendance in any class or classes) must be made verbally or in writing to the Student Services/Advising/Enrollment Office. 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 charges per course; fees, room, board, and books are nonrefundable.

Upon withdrawal from the University or a course before the end of the refund period, the student may, in lieu of a refund, choose the option of leaving the full tuition paid from personal funds as a credit to the student’s account to be applied in full against tuition charges in future semesters. This request must be made in writing to the campus Financial Services within thirty days of the date of withdrawal.

Students who believe they warrant an exception to the refund policy may submit a written appeal to the campus Financial Services, with supporting documentation explaining any extenuating circumstances on which the appeal is based. The written appeal must be submitted within thirty calendar days of the withdrawal day, and a written response will be issued within thirty calendar days of the University’s receipt of the appeal.

When a financial aid recipient withdraws from all classes prior to the 60% point in time of the semester, the University calculates an amount to be returned to the federal aid programs in accordance with applicable regulations. The financial aid earned by the student prior to withdrawal is determined by calculating the amount of the semester the student completed as of the date of official notice of withdrawal. 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. Late disbursements for which the student is eligible are required to be included.

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, calculate the amount of the semester completed by the student as of the date of withdrawal. Scheduled breaks of five days or longer are excluded from the calculation.

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. The student is required to return any unearned aid less the amount returned by the University. If the student is required to return any grant (Federal Pell Grant or Federal SEOG), the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to the University or to the U.S. Department of Education. The University will notify any student who owes an overpayment in writing, within thirty days of the official date of withdrawal.

Federal funds are returned in the following order, both by the University and the student: (1) Unsubsidized Federal Stafford Loans; (2) Subsidized Federal Stafford Loans; (3) Federal PLUS Loans; (4) Federal Pell Grants; (5) Federal SEOG; (6) Other federal aid programs. Students will receive a written notice of any federal funds returned by the University and an invoice for any balance owed the University.

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 to the University, and any remainder will be returned to the lender or aid program.

### Refund, Repayment and Withdrawal Schedule

#### Number of Weeks in Session

<table>
<thead>
<tr>
<th>Refund/Charges</th>
<th>16 Weeks</th>
<th>15 Weeks</th>
<th>12 Weeks</th>
<th>11 Weeks</th>
<th>10 Weeks</th>
<th>9 Weeks</th>
<th>8 Weeks</th>
<th>7 Weeks</th>
<th>5 Weeks</th>
<th>4 Weeks</th>
<th>3 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%/0%</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
<td>Prior to Day 2</td>
</tr>
<tr>
<td>90%/10%</td>
<td>Day 2-12</td>
<td>Day 2-11</td>
<td>Day 2-9</td>
<td>Day 2-8</td>
<td>Day 2-7</td>
<td>Day 2-12</td>
<td>Day 2-6</td>
<td>Day 2-5</td>
<td>Day 2-4</td>
<td>Day 2-3</td>
<td>Day 2-3</td>
</tr>
<tr>
<td>50%/50%</td>
<td>Day 13-28</td>
<td>Day 12-27</td>
<td>Day 10-21</td>
<td>Day 9-20</td>
<td>Day 8-18</td>
<td>Day 8-16</td>
<td>Day 7-14</td>
<td>Day 6-13</td>
<td>Day 5-9</td>
<td>Day 4-7</td>
<td>Day 4-6</td>
</tr>
<tr>
<td>0%/100%</td>
<td>After Day 56</td>
<td>After Day 53</td>
<td>After Day 42</td>
<td>After Day 39</td>
<td>After Day 35</td>
<td>After Day 32</td>
<td>After Day 28</td>
<td>After Day 25</td>
<td>After Day 18</td>
<td>After Day 14</td>
<td>After Day 1</td>
</tr>
</tbody>
</table>
Davenport University
Foundation Scholarships

Davenport University
Office of Advancement

The Davenport University Foundation provides financial assistance for student scholarships, programs, and capital projects. The scholarships that follow were established through generous contributions from alumni, friends, and companies. The following scholarships are awarded to students who show financial need through the FAFSA application and/or meet specific scholarship criteria. Foundation scholarships are awarded as a portion of the student’s financial aid package, and a student may need to attend a specific campus or meet specific criteria to qualify for assistance. Please visit the local campus Financial Services office for more information or to apply for the scholarships listed.

Endowed Scholarships

Carol J. Adams
Alpha Iota of Grand Rapids
Michael D. Allie
Alticor Inc.
Alumni Association (Dearborn)
Alumni Association (Warren)
Samuel Anderson
Anonymous (3)
BDO Seidman
Paul and Julie Baker
Battle Creek Employees
Batts Foundation (John H. Batts)
Ed and Mako Bauer
Dr. Michael Berry
Beta Scholarship (Frank Dunten)
Bil Mar Foods, Inc.
Basil and Intisar Boji
Henry and Carolyn Bouma
Ronald D. Brady
BRONNER’S CHRISTmas WONDERLAND
Brooks Beverage Management, Inc.
Thomas H. Brown, Ph.D.
Mr. and Mrs. Nozer Buchia
John and Mildred Burt
Louis and Catherine Buzzitta
Jerry and Suzanne Callahan
Canteen Service Company (Fred Tiggleman)
Thomas A. Carey
Matthew and Rosemary Cawood
Chemical Bank West
Rudolfo and Judith Cifolelli
Casey J. Crossen, Jr.
Paul Collins
Comerica Bank
Peter C. and Emae Jean Cook
Custer Office Environments, Inc. (David Custer)
Ralph, Berniece & Ralph Jr. Damstra
The Daoud Foundation (Dr. Tarik & Helen Daoud)

Helen L. and Dallas L. Darling
Davenport University Alumni Fund for Graduate Students
Davenport University Employees
M. E. Davenport Family (Margaret & Kathleen Sneden)
John Davis
Michael D. Davis
Dearborn Agency (Robert Putnam & Kathryn Cude)
Dearborn Exchange Club Foundation
Metropolitan Hospital Tribute to James N. DeBoer, Jr.
Alfred and Eleanor Dinsmore Scholarship for Nursing
Droski, Lindsay and Meyers Co.
Dykhouse Construction
Engineered Comfort Systems, Inc. (Ronald A. Rodorigo)
Fairlane Car Wash (James & John Masouras)
Ronald E. Falk
Ned Fawaz
The Flechsig Family
(West Mi/Northern IN)
The Flechsig Family (Tri-Cities/Thumb Area)
Fifth Third Bank
Larry D. and Judith C. Fredricks
Dr. Robert and Christine Funaro
G. M. Lansing Women’s Club
Inez Gaskill
Geerlings Development/Scott Geerlings
Daniel and Michelle Georgevich
Godwin Hardware & Plumbing, Inc.
Grand Rapids Press Minority (Dan Gaydou)
gunnelevine architects
Donald and Nancy Hamelink
Edward J. and Sandra S. Hanenburg
Charles F. and Helen J. Harrison
Art and Betsy Hasse
H. J. Heinz Company
Alan G. Hering (Gail Hering)
Lou Holtz
Robert Hooker Jr. and Michelle Harmody Hooker
Howard Miller Company (Jack Miller)
H. S. Die & Engineering (Harold Steele)
Huntington National Bank
Interphase Office Systems, Inc.
Islamic Institute of Knowledge
Johnson Controls
Donald P. Jurgens, Jr.
Jim and Ginger Jurries
Kalamazoo Campus Employees
Gerrit and June Kamphouse
The Kane Group, Inc. (Grand Rapids Campus)
The Kane Group, Inc. (Dearborn Campus)
Angeline Keller (Dr. Bradley & Nina Keller)
Keith A. Klingenber
Knapke & Vogt Manufacturing Co. (Ray Knapke)
Robert and Ellie Kunkel
James R. and Clarine L. Lanting
Deborah Lee
Michael and Connie Lettinga
Sharon Lettinga
Wilbur A. Lettinga
William and Rochelle Lettinga
Les Lindsay
Linda R. Lindsay-Byington
Lumbermen’s Incorporated (Henry Bouma)
The Malkiewicz Family
Marble & Tile (Dr. William T. Piersante)
Edward Marley
McDonald Plumbing (Ed & Nancy McDonald)
Meijer, Inc.
Dr. James and Barbara Mendola
Michigan Food and Beverage Association (Dr. Edward Deeb)
Michigan National Bank
Midwest Health Center (Dr. Mark Saffer)
Barbara A. Mieras, Ph.D.
Henry Milanowski
MJK Architects Engineers Planners
Martin Morales Minority Scholarship
Dr. Alberta Muirhead
John A. and Elimore Mulder
Patrick and Katherine Mullen
John H. Myaard
Dr. Woldemar H. Nikkel
Chris and Joan Panopoulos
Paper Plas, Inc./Donald Snider
Perrigo Company
Phi Theta Pi Fraternity
Research Federal Credit Union (Dr. Catherine A. Roberts)
Earl Rhodes
Ernie P. Robinson
Rockford Construction Company, Inc.
C. Dexter and Sandra Rohm
Lewis C. Rogers (Catherine Roberts)
Charles and Stella Royce
Robert and Ellen Sadler
Thomas and Kathryn Seabron
Robert and Helen Jean Schmiedicke
H. B.Shaine & Company, Inc.
Smiths Industries Aerospace
(Robert Ehr)
Robert W. and Margaret D. Sneden Student Aid Fund
Harold and Bernice Sowle
Spartan Stores (James B. Meyer)
John and Judy Spoelhof
David J. Steenstra, Ph.D.
Senator Glenn D. Steil
Leo G. Stevenson
Stephen A. and Ruth Stream
Carroll K. and Frances Streeter
Jerry and Judy Subar
Jacqueline D. Taylor
Gary J. and Mary A. Ten Hamsel
Aubrey J. Terbrack
Dave Thomas, Founder of Wendy’s
Richard and Gretchen Tierney
The TLC Group
Universal Forest Products, Inc. (Ambassador Peter Secchia)
Fred E. and Gretchen Vandenberg
Roger and Clare VanderLaan (Holland)
Roger and Clare VanderLaan (Dearborn)
P. Robert and Charlene Vanderson
Bernard and Jean VanderVeen
Varnum, Riddering, Schmidt and Howlett, PC
VKW Hardwoods
Robert Voetberg Scholarship for Students with disAbilities
The Volk Family
Elmer Vruggink, Ph.D.
Mary Warner
Russel Warner
Kathryn L. Wiese
Tyrus R. Wessell Student Aid Fund
West Side Beer Distributing (Donald Klopcic)
Irvine E. and Birdella White
Hugh and Melbarose Wichert
Bruce and Lavinda Wynalda
Yoshiko Yamagishi
Kenneth and Carole Yerrick
Max and Micki Young

Endowed Memorial Scholarships
Paul Ames
Charles “Andy” Anderson
Amy Barnaby (Merle & Dixie Barnaby)
Dr. Rosemary Bartolameolli (Robert Bartolameolli)
Dr. Ronald Bartson
Hy and Greta Berkowitz
Rosemary Braun (Fred Braun)
Frank Breukink
Paula Brown
Wilma D. Brudy
Marvin “Red” Brummel
Jason Bruso (Life EMS and The Bruso Family)
Nilda Caceres
Mila Crkovski (Louie & Susan Crkovski)
Davenport University Memorial Fund
Robert J. DenHerder
John Dishaw Memorial
Thomas Dulude Memorial
James A. Farmer, Sr. (James & Ginny Farmer)
Matthew Brian Feko (Joseph & Marie Feko)
Helen Frays
Everett Gibbons
Bruce W. Gilmore
Rhonda Goodyke-Hoorn (Roger & Clare VanderLaan)
William R. Heible
Betty Igrisan Memorial Scholarship
John P. Keller (Dr. Bradley & Nina Keller)
William R. Kingma (Betty Kingma)
Jean F. Kinsman
Dorothy Kleckley (Dr. Ivan Louis Cotman)
Mary Walsh Kole Memorial for Nursing
George Kovtun (George & Linda Kovtun)
Irene & Scott Krandall (Stanford Krandall)
Nichole Lake
Judith A. Lettinga
Mary Kay Lettinga
Jean E. Lindsey
Edna Losgar & Marilyn Losgar Smith (Peter Wege)
The Maine Family
Robert J. and Inez M. McBain
Emerson G. McCarty (Grand Rapids) (James E. McCarty)
Emerson G. McCarty (Dearborn) (James E. McCarty)
Anna B. McPherson, R.N. (H. William Moerdyk)
Kelli Mountford (Mark & Robyn Morton)
Blaise Newman
Josephine M. and John Oonk Jr.
Robert T. Orlikowski
Gordon H. Poll
Thomas Fisher Reed
Pauline Roskam (Donald Roskam)
Kevin L. Rotman
Bernice G. Rudzinski (Ruth Ann Lomas)
Raymond T. Sambrano
Glenn D. Sanderson
Sandra S. Scoville
Dr. Robert W. Sneden (Margaret & Kathleen Sneden)
Eleanor Spidell
Janice K. Stauffer (Tom Stauffer)
Kristin M. Ten Harmsel Anderson (Gary & Mary Ten Harmsel)
Lisa Trombley
Elton Carl Twork (Margaret E. Twork)
John S. Vander Heide, III (John & Jane Vander Heide)
Herman and Jennie VanderLaan (Roger & Clare VanderLaan)
The Vander Wall Family
Jane Wetherell (Al Wetherell)
Clifton C. Wonders
Antoinette (Toni) Wykstra
George L. Young
Ron Zoulek (Jim & Pat Zoulek)

Annual Scholarships

Alumni Ambassador
Alpha Beta Gamma / Gamma Gamma Chapter
Amical Foundation (Donald J. Phillips)
Patricia Beggs
Beta Sigma Phi
Jack T. Berke
Ray and Dr. Peggy Campbell
Austin J. Cellich (Dr. Claude Cellich)
Bob Clarkson
Construction Financial Management Association Saginaw Valley Chapter
Randall L. and Cathleen A. Coley
Jean Conyers
Larry and Mary Cross
Custom Office Systems (Dave and Cindy Holliday)
Mario J. Daniels & Associates
Davenport Alumni Association (West Michigan Campuses)
Davenport Alumni Association (South East Mich. Campuses)
Davenport University Foundation (Dearborn)
Davenport University Foundation (West Mich. and Northern Indiana Campuses)
Davenport University Foundation (Southeast Michigan Campuses)
Davenport University Foundation (Tri-Cities/Thumb Area)
Bobbie Joe Davis, Jr.
Dearborn Federal Savings (William White)
Eileen J. DeVries
Distinguished Alum Mentor
Robert A. Dubill
Dr. Robert and Christine Funaro
General Motors Foundation Fund-Graduate Studies
Bernie and Janet Guggenheim
Mayor Michael and Kari Guido
Maria Harris
Betty Igrisan
Kirco Construction Corp. (Alan and Marilyn Kiriluk)
John Klanderman
Susan Margaret Kovach Cultural Diversity
Dr. James and Madelaine Krolik
Dr. John and Mary Ellen Kushner
David and Cathie LaBeau
Lacks Enterprises
Lamphear Excellence Award
Lawrence and Cynthia Leaman
Lynda Menard
Dr. Alberta Muirhead
National Association of the Physically Handicapped
NBD Bank
Nelnet Corporation
Ginger L. Nickloy
Northern Michigan Staff Annual Scholarship
Donald E. Offermann Scholarship
Felicia Jadesola Ojo Memorial
Park Place Catering (Gary Kuhlmann)
Pyper Products/Doyle Hayes
The Saginaw Spirit
David Rausch & Kristin Stehouwer - Traverse City
David Rausch & Kristin Stehouwer - Tri Cities
Restaurant & Lodging Management
John and Zephra Selmon
Signature Applications, LLC
Mayor Woodrow Stanley
Steelcase, Inc.
Ralph and Carolyn Stingel
Senator Glenn Steil fund for Creston High School Students
Senator Glenn Steil fund for Single Mothers
South Bend Employees Scholarship
Tim and Bob Sullivan Scholarship
Lisa Trombley
Raymond T. and Sylvia C. Trudeau
David and Kate Veneklase
The Volk Family
Norma Wallis
Hugh and Melbarose Wichert
Harold F. Williamson
Zambian Students
Advising
Although the student is primarily responsible for meeting curriculum requirements, advising is available through the Sneden MBA Program at the student's local campus.

All students officially accepted into the graduate program at Davenport University will work with an advisor to develop an academic plan of work prior to scheduling graduate classes.

Course Scheduling
Graduate students should schedule courses in consultation with their advisor. It is also possible to schedule courses via Student Online Services on the Davenport web site. Tuition payments are handled through Student Services or online.

Course Cancellation
The Sneden MBA Program reserves the right to cancel a course due to low enrollment or for other administrative reasons. Students will be notified of courses being cancelled and graduate advisors will assist them in their scheduling needs.

Course Scheduling Changes
To make an official change in schedule, complete the proper form with the local campus offering the MBA program. Refer to the graduate academic calendar to ascertain the last day for schedule changes.

Adjusting Course Schedule (Drop/Add)
Students may drop a course and/or add a course prior to the first day of the session. Procedures may vary by campus. Contact the local campus, or Davenport University Online to obtain information on the required procedures. Follow all required steps to ensure a successful Drop or Add.

Withdrawal from Class
Contact your local campus advisor in order to withdraw from one or more classes. Changes to an original schedule may result in an adjustment in financial aid. Therefore, every student who receives financial aid must contact Financial Services 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 of the Sneden MBA Program.
- 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 procedure for withdrawal receives a grade of "F" for the course.
- A student not attending class at the University who follows the proper procedure for withdrawal 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 (6) hours or more per session (Fall I and II, Winter I and II, Spring/Summer I and II). Graduate students who carry fewer than six (6) credit hours are considered half-time. Graduate students with financial aid must be aware of their fulltime and half-time status in order to maintain their level of funding.

Student Identification (ID) Cards
An ID card is given to students at most campuses annually upon registration for the first semester of the academic year. ID cards are used to check out library materials, to pick up or sign checks at the Financial Services office, and to pick up diplomas. ID cards may also be used to obtain student discounts where available.

E-Mail/Webmail
The University provides webmail accounts for students registered for the current semester. These accounts are provided so that we can better communicate with students, and students with us, throughout the school year. This will be a primary information source for students to learn dates, deadlines, policies, and activities related to Davenport. In addition, students will use this webmail account as the e-mail address for all online Blackboard course(s). They can be accessed from any PC on campus. Discounted Internet dial-up service is also offered through the University’s e-mail provider. More information is available in the computer lab.
Change of Name, Address, Phone Number, or E-Mail

It is the student’s responsibility to inform the University of changes in their name, address, phone number, and/or e-mail address. Students may pick up a Change of Address, Phone Number or E-Mail form at the Student and Career Services Office. This information can also be updated online through the Student Online Services in the Current Student section of our web site, www.davenport.edu.

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 (1990) or Section 504 of the Vocational Rehabilitation Act of 1973.

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

Policies and Procedures for Students with Disabilities

The University policy and state law require that qualified students with disabilities be given reasonable academic adjustments 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.

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 non-discrimination based on disability provides reasonable accommodations to qualified students with disabilities in the most integrated, appropriate setting and include but are not limited to:

- **Opportunities**—Opportunities are provided to participate in academic programs and sanctioned cocurricular activities.
- **Examinations**—Examinations, written assignments, or other evaluation procedures may be modified to minimize the effects of a disability and to more accurately measure student achievement.
- **Advising**—Advising, support services, and employment assistance are provided without discrimination toward 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 that requires accommodation to meet course or program requirements should please contact their advisor to secure an Accommodation Request Form. Along with a completed Accommodation Request Form, they must also submit appropriate documentation specifying the nature of the disability, including diagnostic results. This information will help the University work with students to plan effective academic adjustments and auxiliary aids and services while they are attending Davenport University.
Graduation Application and Commencement Ceremony

Graduation Application

Every candidate for graduation must submit an application for graduation with a $50.00 fee. The $50.00 graduation fee is paid once with the completion of a Master of Business Administration degree or a Post-Graduate Certificate. The student pays the fee when he/she submits the application for graduation. Students who elect not to participate in the commencement ceremony must still file a graduation application and pay the graduation application fee. Graduation applications are available at the Student Services Office, Financial Services, or the Records/Registrars Office.

Graduation Honors

Students completing their MBA with a cumulative grade point average of 4.0 are recognized as graduating With Distinction.

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 for MBA graduates will be indicated on the diploma and transcript.

Outreach

Davenport University Benefits for Graduates

Davenport University Alumni Association

The Davenport University Alumni Association helps graduates keep alive the friendships, 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 40,000 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 e-mail address: alumni@davenport.edu.

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University automatically receives free membership into the Alumni Association. Your membership entitles you to the quarterly published Davenport Magazine and many university services.

You’ll also receive:

• **Lifetime Employment Assistance** including Career Link 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
• 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 Alums.

• International Travel Program
• MBNA 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 our website www.davenport.edu.

Corporate Services

Davenport University Corporate Services’ core mission is to create and deliver superior corporate training and consulting services and solutions to companies throughout Michigan and Indiana. Leveraging the University’s breadth of technical, business and health courses offered at our campuses, Corporate Services is ideally positioned to assist any company with employee development. Our flexibility is unrivalled.

Corporate Services offers a wide range of courses and delivery methods. Many credit courses offered by the University can be delivered through Corporate Services at any company site in Michigan or Indiana. If other training topics are desired, Corporate Services’ non-credit offerings—focusing on leadership, communications, customer service, manufacturing, etc.—may be of interest. These courses, along with others found at www.davenport.edu can be tailored to meet customers’ specific needs. Course delivery can take place at a Davenport University campus, corporate site, or even online. Call for more information at (866) 840-0005.
**Requirements and Limitations**

**Prerequisite (Foundation) Requirements**

All students admitted to Davenport University are expected to have adequate business foundations as determined by the Sneden MBA Program prior to 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. Students who score below 4.0 on the analytical writing section of the GMAT will be required to take MGMT 535, Managerial Communications. Prerequisite course hours are not included in the credits required for graduation.

Graduate courses at the 600 level or above are only open to students formally admitted into the Sneden MBA Program or in a post-graduate certificate program; undergraduate students are not eligible to register.

**Graduation Requirements**

Students are responsible for completing the Plan of Work with their advisor within the chosen curriculum as outlined in the catalog during their first session of attendance. If a modification occurs, the degree requirements will be adjusted at the time of the change. Students who do not complete their requirements for a degree within six years of the date of the end of the first session of attendance are required to have all credits reevaluated.

Students are encouraged to contact their advisor prior to their last session to review eligibility requirements for graduation. All students are required to have a cumulative 3.0 GPA as well as a 3.0 GPA in their concentration and a minimum of 3.0 in the Capstone Experience course.

**Time Limitation**

Students admitted into the Sneden MBA Program have a six year time limit to complete all requirements for the MBA. This time period begins at the completion of the first MBA degree-relevant course.

**Credit Designation**

The Sneden MBA 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 Campus Academic Dean. Review of the courses being requested, past academic record, and work requirements will be taken into consideration in granting approval. During the last session, students will not be allowed to take more than one course in addition to CAPS799 – Capstone Experience.

**Residency Requirements**

The University Policy for residency is as follows:

*Post-graduate Certificate*  All credits required for the post-graduate certificate.

*Master’s Degree*  A minimum of 30 semester credits, including the Capstone Experience; no transfer courses may be brought in after MBA credits have been earned at Davenport 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 on-campus courses, or complete the entire MBA online. Students may enroll in online courses through their graduate advisor or schedule online through Student Online Services. For more information about online learning, see the Admissions section of this publication.
Videoconference Courses

Videoconferencing format allows the students at one campus to take a class with students at another campus via a closed circuit television system. An instructor and students at the origination site are broadcast to the students at the receiving site and vice versa. Using television monitors and microphones, both locations can see and hear each other. Thus, all students can interact with each other and with the instructor. Graduate courses in videoconferencing format are indicated on the course schedule.

Capstone Experience

Students are required to submit a Capstone Intent Form to their home campus for review and approval. Students will not be allowed to register for the Capstone Experience class if an 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 session prior to taking the Capstone. The Capstone Guidebook, which outlines the course requirements and contains necessary documents, will be provided by the Coordinator.

The Capstone Experience can 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. A grade of "B" or better in the Capstone class is required for graduation. The Capstone Experience can be repeated only once.

Post-Graduate Certificates Conditions

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

- A graduate admission application is required to admit new students to the Sneden MBA Program and a $50 application fee. Transcripts indicating completion of a master's degree will be required prior to 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.
- Records and transcripts will indicate certificates awarded. Students wishing to take one or two courses and not earn a certificate will still apply under the Post-Graduate Certificate program. Students entering this program have all rights and privileges of Davenport University students, including use of libraries, Career Services, and other services.
- All other policies and procedures of the Sneden MBA Program (e.g., GPA) and Davenport University will apply.

Standards and Expectations

Academic Integrity

Graduate students must realize the success of their studies depends entirely upon their own efforts. Consequently, plagiarism and any other forms of cheating are not tolerated.

Plagiarism is the use of words, phrasing, or ideas — including content and design of computer programs — of another person without acknowledging the source, thereby attempting to receive undeserving credits. Plagiarism may lead to failure of the class or academic dismissal from the Sneden MBA Program.

Attendance Policy

The Sneden MBA Program believes class attendance is vital in achieving learning outcomes and may be 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 as statements of intent and not as contracts.

Academic Standards of Progress

Academic Probation

If at any time a graduate student's cumulative grade point average falls below 3.0, the student will be placed on academic probation. Students on probation are required to contact their graduate advisor to discuss measures to improve academic standing. Students on probation will be allowed to take only one class per seven-week session until probationary status is removed.

Academic Dismissal

A graduate student whose GPA falls below 3.0 after two consecutive seven-week sessions may be dismissed.
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 two consecutive sessions (including the spring/summer sessions) following the first dismissal.
- A letter requesting readmission should be submitted to the Campus Academic Dean at least four weeks prior to the session in which the student wishes to re-enter. Once readmitted, the student must maintain a 3.0 or better in each subsequent session or he/she may face final dismissal.
- No readmission will be considered after a second dismissal.

Incompletes

If faced with an emergency such as a severe illness that prevents the completion of a course within the semester, students may request an Incomplete, using the Incomplete Request Form. Students must have completed at least 70% of the coursework for that course for the request to be considered. The faculty member may accept or deny the request. Documentation may be required. If accepted, the faculty member will sign the form and forward it to the Academic Dean.

If approved, a grade of "I" will be recorded on the grade report. A copy of the Incomplete Request Form will be filed in the Student Records office, and the student and the faculty member will each receive 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 yet reflect credit in the course. If a course with an "I" grade is a prerequisite for another course, that other course may not be taken until the "I" grade has been changed to reflect a passing grade.

Coursework and Grades

Grading System

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

Grading Scale

The grading scale and grade-point values used by the Sneden MBA Program are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>Above Average</td>
<td>3.70</td>
<td>A-</td>
</tr>
<tr>
<td>Above Average</td>
<td>3.30</td>
<td>B+</td>
</tr>
<tr>
<td>3.0 (Acceptable level of attainment)</td>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>2.70</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>2.30</td>
<td>C+</td>
</tr>
<tr>
<td>2.0 (Lowest acceptable level of attainment)</td>
<td>2.00</td>
<td>C</td>
</tr>
<tr>
<td>Failure</td>
<td>0.00</td>
<td>F</td>
</tr>
<tr>
<td>Incomplete</td>
<td>0.00</td>
<td>I</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>0.00</td>
<td>W</td>
</tr>
<tr>
<td>Withdrawal–Military</td>
<td>0.00</td>
<td>WM</td>
</tr>
<tr>
<td>Audit</td>
<td>0.00</td>
<td>AU</td>
</tr>
</tbody>
</table>

Grade Reports

The grade report identifies letter grades earned for courses. Included in the grade report are course grades, cumulative grade point average, and total hours attempted and earned at Davenport University. Grade reports are available electronically through Student Online Services on the University web-site at the end of every seven-week session.

Return of Student Coursework

Students who wish 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 only to one designated student. The Sneden MBA Program 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 receiving a grade of "B-" (2.70) or lower may request permission to repeat a course. The student is responsible to submit the request in writing to the Campus Academic Dean of the location for approval. No more than two graduate-level courses may be repeated during the program of study, excluding the capstone course.

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 grade point average (GPA). Course credit can only be received once for the same course.

**Appeal of Final Grade(s)**

All final grade appeals must be initiated no later than three business days into the following session; otherwise, the appeal will not be processed. Further, grade appeals submitted without complete documentation will not be accepted. Any graduate student who elects to appeal a final grade must follow the process stated below:

- The student must first contact the instructor and address the final grade dispute.

- The student must have the necessary documentation to support his or her position and share the information with the instructor. Documentation including all assessment activities is required: letter requesting the appeal, course syllabus, pertinent class handouts, and copies of all relevant assignments (graded and un-graded). All documents must be clearly labeled and identified. Failure to provide complete, clear, and accurate documentation may affect an academic decision at any level of the grievance process.

- The instructor must have available the documentation that was used for evaluation purposes to discuss with the student.

- If the grade dispute is resolved at this level, the instructor will complete a Change of Grade Form, if necessary.

- If the appeal is not resolved the student may further appeal to the appropriate academic dean and division chair. If not resolved, final appeal may be made to the School of Business dean. The decision of the school dean is final.

**Student Amenities**

**Computer Labs**

Davenport University makes technology available to students through open lab time, enabling them to complete course projects as well as gain proficiency on the equipment. Computer services include the following:

- Free Internet access in the Lab
- Free e-mail accounts for current students
- One-on-one orientation for first time users (if time allows)
- Lab consultants who are on duty to answer questions
- Current software guides
- Flexible, convenient hours

**Library Information Commons**

The Davenport University Library Information Commons’ traditional and electronic resources are carefully selected to support the University’s curriculum. Help with research or with questions is available by coming in, calling in or e-mailing one of the Davenport Library Information Commons. For more extensive help, students can schedule a bibliographic instruction session tailored to their research needs.

The Library Information Commons’ web pages offer access to many of its resources and services. The electronic catalog can help students locate what they need from over 100,000 titles of books, DVDs, VHS tapes, e-books, web sites and other resources. Using the catalog, students can request items from other Davenport Library Information Commons, check when items are due, check on fines and renew materials.

Most of the Library Information Commons’ extensive electronic databases that are available on campus are also available through its web pages. Students can find periodical articles, newspapers, annual reports, company information, reference articles, NoodleTools for APA help, magazines by name, or databases by subject.

Other services offered through the Library Information Commons’ web pages are “Ask-a-Librarian” and “Ask-a-Tutor” email services, interlibrary loan (borrowing materials from non-Davenport Libraries), bibliographic instruction scheduling, and media equipment scheduling for faculty.

The Library Information Commons’ web pages can be found on www.davenport.edu. Choose the “Libraries” link.
Career Services

Graduate students can benefit from registering with the Career Services Department, which provides assistance in finding suitable employment. This assistance includes resume critiquing, interview technique workshops, job search seminars, and individual advising. Current job information is available to all students campus-wide. Graduates can also register online at www.davenport.edu/careerlink.

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 these
- 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, e-mail address, birthday, academic program (major field of study), dates of enrollment, degrees, awards, honors, past and present participation in officially recognized sports and activities, and physical factors of athletes (height and weight.)

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 1998 and graduated during 2003/2004 academic year is 23%. These first-time full-time students made up less than 20% of the university enrollment.
nonacademic policies & procedures

Campus Safety
Davenport University places a high priority on keeping its campuses 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 from the campus. 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, completion rates, and other matters. Printed copies of the University's security report are available by contacting Duane Terpstra, Vice President Plant & Security Facilities/Maintenance, at (616) 732-1155 or by accessing the web site at http://www.davenport.edu/tabid/508/default.aspx.

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 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, harassment will not be tolerated at this 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 work performance or access to educational activities and programs
3. Otherwise adversely affecting an individual's employment 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 Title VII and Title IX of the Civil Rights Act and of the Elliot-Larsen Civil Rights Act. 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 a term or condition of an individual's employment or access to educational activities and programs,
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions 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 are 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/Executive 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 Campus Director/Executive Director may contact the Department of Campus Safety 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/Executive Director will review complaints in accordance with applicable University policies and procedures.
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 the Human Resources designee for their campus.

Harassment Accusations
The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made nor 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. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.

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 University 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 complaint is prohibited by this policy and by law. Any attempt to retaliate is subject to the above sanctions and legal charges.

Anti-Violence Policy
Policy Statement—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 in 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**—Intimidation is to coerce or inhibit by threats.
- **Act of Violence**—An act of violence is conduct that causes bodily or emotional injury to another person or damage to property.
- **Staff**—Faculty/Staff are all regular, temporary, contract, and adjunct full-time and part-time faculty, staff, and student employees.
- **Students**—Students are all individuals enrolled in a course or courses at Davenport University.

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 threat to destroy or 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**—Threatening and attempting suicide.
- **Weapons**—Possessing or displaying weapons.
- **Assault**—Assault, arson, homicide, or inflicting bodily harm.

Notification of Personal Protection Order
To increase safety awareness, a faculty member, staff member, or student who is under the protection of a Personal Protection Order or Protection Order should inform those individuals responsible for campus safety. These individuals could be a campus safety officer, contract security personnel, physical plant employee, or an administrative position. In addition, a student should notify other individuals according to established policies of the specific campus, site, or facility.
Complaint Procedures
If there is an emergency that requires police and/or medical personnel, please contact the local police or sheriff department and then notify those individuals responsible for campus safety. 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 campus safety. 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 campus safety.

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 and/or termination of employment.

Drug and Alcohol Policy
The use of any drugs in the Davenport University community must be within 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 illicit 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, and 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 in utilizing available drug and alcohol counseling, treatment, or rehabilitation or re-entry programs.

Federal Information on Controlled Substances
For federal information on controlled substances see the following:

- Drug 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 Campus Director/Executive Director (or designee) to provide prompt evaluation and to obtain medical attention if necessary. The University does not operate a health care facility on any campus. Injuries must be documented on the Accident/Incident Report Form. This form is to be completed by the student, Campus Director/Executive Director and any witnesses to the injury.

Safety is everyone’s responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Campus Director/Executive Director
**Reporting Criminal Activity or Other Emergencies**

Any criminal action or emergency that occurs on campus or at a school-related function should be promptly reported (by Accident/Incident Report forms) to the Campus Director/Executive Director or his or her designee. These individuals 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 Forms are directed to, and maintained by, the Human Resources Coordinator.

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.
nonacademic policies and procedures

Campus Use Guidelines

Bookstore
The campus bookstore and availability of books and supplies required for courses varies by campus. Students may order textbooks online through Davenport University's online book provider. Information for online ordering can be found on the Davenport web site 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, 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 or licensed from third parties. Email messages are automatically deleted after 90 days. If you wish to maintain copies for future reference, please refer to the procedures for archiving email.

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 completed by someone who is authorized to put them on the University's computers or networks.

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, and
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

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 any time 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 on-line network. Any person that 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.

E-Mail General Information
Internet/E-mail is available at all PCs throughout the campus, supplying a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

Falsification of University Records
Each student is expected to complete any University record accurately and honestly. Falsification of a University record is cause for cancellation of registration or dismissal.
Parking

Parking is free at all campuses. Unauthorized automobiles and those not parked according to regulations are ticketed, and a fine will be assessed. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless or negligent driving, will result in the loss of parking privileges and possibly 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. Some Davenport University campuses require a parking permit, which can be obtained through the Student Services Office.

School Closing for Inclement Weather

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

Student Centers

Most locations have Student Centers where students may meet informally, and most of these have food and beverage vending machines. Some locations also have a microwave oven for heating food.

Bulletin boards are located at campuses for information regarding student events.

Student Illness Statement

As permitted by law, Davenport 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.

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

Location 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 Administration.

If classroom equipment is not operating properly, it must be reported to the instructor or the Campus Director/Executive Director 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.
Student Code

Introduction

The purpose of the Student Code is to provide all Davenport University students with guidance in promoting 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 Judicial Process. Any question regarding the interpretation or application of the Student Code and its Judicial Process will be answered by the Group Vice President for Campus Operations. All students and student organizations will be bound by the Vice President’s answer.

The following is the official policy of Davenport University regarding student rights and responsibilities and disciplinary procedures, including the hearing process, appellate process, final review, and sanctions. 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

- “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, University Catalog, University Residence Hall publications, the University web site, this policy statement, and any other official publications of the University.
- “University” means Davenport University.
- “Student” includes all persons at the University enrolled both full-time and part-time, pursuing undergraduate or graduate studies in any delivery format.
- “Student Organization” includes all student-based organizations, including fraternities and sororities, registered with the University through the local campus office.
- “University Official” includes any person employed by the University who performs assigned administrative or professional responsibilities.
- “Member of the University community” includes any person who is a student, faculty member, University official or other person employed by the University.
- “University property and University premises” includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.
- “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.
- “Respondent” refers to a student organization or student charged with a violation of University policy, and not the University itself.
- “Ombudsperson” is defined as select individuals employed by the University and trained with respect to judicial policies and procedures. The Ombudsperson may help a respondent in the correct filing of a written appeal, lend moral support, and assist in the hearing process, and will act in the best interests of the student. The Ombudsperson role is to assist the student but not to speak on the student’s behalf or obstruct in any way the hearing process. It should be noted that this person cannot be a member of the Hearing Council, as that would be considered a potential or perceived conflict of interest.
- “Campus Designee” refers to a University appointee who is responsible for initiating the judicial process at the local level.
- “Witness” refers to an individual who was present at the time of the alleged policy violation or who can provide information relevant to the case during the judicial hearing.
- “Hearing Council” refers to the group of individuals selected to administer the formal judicial process as outlined later in this document, to determine whether there has been a violation of the Student Code, and to determine appropriate sanctions. The Council will consist of one faculty member, one staff member, and one student from the campus at which the incident occurred or is associated.

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 join University organizations to pursue common educational interests.
4. The right to confidentiality 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 due process as outlined in this document.

7. The right to select one employee of the University to act as an “Ombudsperson” to advise the student during the judicial process. It should be noted however, that this person cannot be a member of the Hearing Council, as that would be considered a potential or perceived conflict of interest.

Student Responsibilities

Students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are also expected to observe national, state, and local laws as well as University rules, regulations, and policies — including the use of existing procedures to resolve disputes.

Misconduct

Any student or student organization found to have committed the following misconduct while on or adjacent to University premises, including virtual communications sanctioned by the University or at a University function, is subject to disciplinary action by the University. 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. Matters of academic dishonesty are subject to the academic integrity grievance procedure published in the University catalog.

2. DISORDERLY CONDUCT. Engaging in intentional expression or conduct on University owned or controlled property or at a University sponsored or supervised function that substantially disrupts or interferes with the University’s normal functions or the rights of others or that causes substantial disorder. This prohibition includes the following:
   a. Taking action that threatens or endangers the safety, health, or life of others or behavior which creates the impression of such endangerment;
   b. Obscene conduct or behavior;
   c. Lewd, indecent, or vulgar conduct or expression; or
   d. Public intoxication
   e. Abusive or Offensive language inherently likely to provoke an immediate violent reaction whether or not it actually does so, or grossly indecent or offensive to a reasonable member of the University community.
   f. Damage to University property or any property that is not the student’s own.

3. VIOLATION OF THE UNIVERSITY ANTI-HARASSMENT POLICY. As outlined in the University Catalog.

4. VIOLATION OF THE UNIVERSITY ANTI-VIOLENCE POLICY. As outlined in the University Catalog.

5. THEFT. Unauthorized possession or use of University property or the property of another person.

6. 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;
   d. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.

7. UNAUTHORIZED ENTRY. Unauthorized entry, occupancy, or use of physical or virtual University premises or property.

8. FAILURE TO COMPLY. Failure to comply with reasonable directives of University officials when such officials are acting in the performance of their duties.

9. DISHONESTY. Acts of dishonesty, including, but not limited to, the following:
   a. Furnishing false information to any University official, faculty member, or office.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
   c. Tampering with the election of any University-recognized student organization.
   d. Falsification of University records.
   e. Providing false information or false testimony.

10. COMPUTER ABUSE. Theft or other abuse of computers and related computing equipment including but not limited to the following:
   a. Unauthorized entry into or use of a file.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and/or password.
   d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
e. Use of computing facilities for personal gain or profit.

f. Use of computing facilities to send obscene or abusive messages.

g. Use of computing facilities to send or view pornographic material.

h. Use of computing facilities to interfere with normal operation of the University computing system.

i. Use of computing facilities to threaten, intimidate, or otherwise violate University anti-harassment and anti-violence policies.

11. MISREPRESENTATION. Representing or acting on behalf of the University or another individual when not authorized to do so.

12. WEAPONS. Possession, use, control, or distribution of any firearms, explosives, dangerous chemicals, 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, fireworks, BB and pellet pistols and rifles that are spring, gas or air powered, sling shots, whips, hunting knives, and bows and arrows.

13. FIRE AND SAFETY EQUIPMENT. Improper use or disablement of safety or fire fighting equipment, such as fire extinguishers, fire alarms, exit signs, or smoke alarms.

14. SEXUAL ASSAULT/ATTEMPTED SEXUAL ASSAULT. Physical contact of a sexual nature by one person against the will of or without the consent of another.

15. ILLEGAL DRUGS AND ALCOHOL. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and/or alcohol on University property or as a part of its activities.

16. HAZING. Hazing is defined as any action or situation that recklessly or intentionally, on or off University property, endangers the mental 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, or affiliation with, or as a condition for continued membership in, any student organization, including fraternities/sororities and sports teams. 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, or any forced activity which 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 as described in this definition upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

17. VIOLATIONS OF CAMPUS SPECIFIC POLICIES. As outlined in University publications, including those related to University supported housing, the Residence Hall Handbook.

18. VIOLATION OF LAWS. Violation of federal, state, or local law on University premises or at University sponsored or supervised activities. 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 on University premises or at functions sponsored by, or participated in by, the University.

19. OFF-CAMPUS MISCONDUCT. Participation in events that involve students or student organizations where this Code has been violated, where the University community or University operations are jeopardized, or that negatively impacts the reputation of the University, where the University’s name is authorized in an activity or that relate directly to the student’s or organization’s continued suitability for enrollment or continued registration.

20. USE OF DAVENTPORT 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.
Judicial Process

Incident Reporting Process

Anyone wishing to report a violation of the Student Code shall document the alleged violation via incident report to a member of the campus administration within 5 business days of the alleged incident.

When a written violation is filed, it shall be forwarded to Student Affairs personnel, or their designee, at the campus where the incident occurred. 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.

Interim Suspensions and No Contact Orders

In certain circumstances, the Vice President of Campus Operations, Campus Director/Executive Director, or a designee may impose a University or residence hall suspension prior to a hearing before a hearing council. Interim suspension may be imposed to ensure the safety and well-being of members of the University community or to preserve University property; or to ensure the student’s own physical or emotional safety and well being; or if the student poses a threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other University activities or privileges for which the student might be otherwise eligible. A student may request a hearing regarding an interim suspension with the Vice President of Campus Operations, Campus Director/Executive Director, or a designee within five days of notice of the interim suspension. The purpose of this hearing will be to determine the duration of the interim suspension. The decision of the Vice President of Campus Operations, Campus Director/Executive Director, or designee is final and not subject to review.

In judicial action resulting in suspension or expulsion, tuition, fees, and residence hall room and board are neither refunded nor remitted in whole or in part.

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 "no contact" order. Unlike a court order, a University "no contact" order is issued by the Vice President of Campus Operations, Campus Director/Executive Director, or a designee. This order is issued when it is believed necessary to protect one’s safety and preserve a peaceful environment for all students to work, study, and live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Campus Safety. Violation of a "no contact" order is considered violation of the Student Code of Conduct and will result in disciplinary action that could include immediate suspension from classes and the entire campus.

Initial Meeting

If it is determined that charges should be filed, the campus designee will prepare a letter indicating the misconduct charges that have been filed and stating the content of those charges or otherwise attaching the incident report. The letter will request that the respondent meet with the campus designee at a time and date scheduled within three (3) business days from receipt of the letter. Failure to attend this meeting constitutes acknowledgment of responsibility for the original charge and will result in the appropriate sanction(s) being levied by the campus designee.

At the initial meeting, the campus designee will review with the respondent the report that led to the 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, and the following will result:

- If the respondent admits to or accepts responsibility for the charge, the campus designee will decide the sanction, in possible consultation with other University leadership. The respondent will be notified of the outcome and sanction in writing within 5 (five) business days of the meeting.
- If the respondent denies the charge and there is enough information about the incident to go forward, the campus designee will advise the respondent that the University may convene a hearing on the matter. The designee will advise the student of the Hearing process including his or her right to select an Ombudsperson. The designee will convene the campus Hearing Council, within ten (10) business days of the initial meeting date.

Hearing

Overview

The purpose of the hearing is to provide the opportunity for complainants and respondents to present all relevant testimony and evidence with regard to alleged violations of the Student Code. It is the responsibility of the Hearing Council to consider impartially all relevant testimony and evidence, determine the facts, apply University policy, and impose appropriate sanctions if the respondent is found responsible for the alleged violation.

University judicial hearings are administrative hearings that allow flexibility and are not courts of law. The judicial 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. Councils are expected to find students responsible for violations of University policies only if the information shows that it is more likely than not that a policy was violated.
Hearing Council

The Hearing Council shall consist of one faculty member, one staff member, and one student from the campus where the incident occurred or is associated. The members of the Hearing Council will be chosen by the Vice President of Campus Operations or Campus Executive Director from the available pool of current employees/students at the location at the time of the hearing. The Vice President of Campus Operations or Campus Executive Director will identify individuals who, in his/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 Council by the Vice President of Campus Operations or Campus Director/Executive Director.

Hearing Procedures

Whenever a hearing is to be held regarding an alleged violation of the University’s Student Code, the 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/her absence.

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

1. Introductions and reading of the charge by the Chair
2. Opening statements by the Complainant and Respondent.
3. Presentation of witnesses/evidence by the complainant
4. Questioning of witnesses/evidence by the respondent
5. Presentation of witnesses/evidence by the respondent
6. Questioning of witnesses/evidence by the complainant
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 Council desires clarification or further information.

All hearings shall be closed to everyone except the Hearing Council, appropriate University staff, the respondent, the complainant, the respondent’s Ombudsperson, the observer/recorder selected by the University, and witnesses during the actual time of their testimony. The proceedings of 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.

The respondent is entitled to be accompanied by a Davenport University Ombudsperson. The Ombudsperson may not address the board, ask questions, or make arguments, but may consult with the respondent before and during the course of the hearing.

Witnesses must be members of the Davenport 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 witnesses fail to appear, the hearing shall be held in their absence.

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

All evidence and testimony presented to the Hearing Council are expected to be truthful, accurate, and complete. Failure to give truthful and complete testimony at a hearing may result in disciplinary action for the 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 charge based on the Council’s judgment of whether a violation of University policy more likely than not 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. If the respondent is found responsible for the violation, the Hearing Council will set a sanction and will take into consideration any prior violations and the student’s or student organization’s overall record.

The Council Chair will send the respondent and the complainant 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

Appeal of Initial Decision or Sanction

Decisions of the campus designee may be appealed to the Vice President of Campus Operations or campus Director/Executive Director, or his or her designee. Appeals must be filed in writing with the Vice President of Campus Operations or Campus Director/Executive Director, or his or her designee, within three (3) business days after receipt of the written notification of the decision. The Vice President of Campus Operations or Campus Director/Executive Director, or designee, will decide whether or not there is a basis for appeal and, if so, upon consideration of the appeal may change any determination made by the campus designee or any sanction levied by the campus designee. Written response to the appeal will be provided within five (5) business days.

Appeal of a Hearing Council Decision or Sanction

Decisions of a Hearing Council may be appealed to the Vice President of Campus Operations or Campus Executive Director or his or her designee. Appeals must be filed in writing with the Vice President of Campus Operations or Campus Executive Director or designee within three (3) business days of receipt of the written notification of the decision. The complainant or the respondent, including the University in case of University charges, may appeal the decision of a Hearing Council based on one or more of the following:

- New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome 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;
- Appropriateness of the sanction.

The Vice President of Campus Operations, Campus Executive Director, or designee, will decide whether or not there is a basis for appeal and, if so, upon consideration of the appeal may, in his or her discretion, change any determination made by the Hearing Council or any sanction levied by the Hearing Council or the campus designee or remand the matter back to the Hearing Council for further consideration. Notification will be provided within five (5) business days.

The decision of the Vice President of Campus Operations, Campus Executive Director, or designee, is subject only to a final review by the Group Vice President for Campus Operations.

Final Review

Review by the Group Vice President for Campus Operations or his or her designee may be requested by the respondent and/or the University only on the basis of extreme or unusual, relevant circumstances. Requests for final review must be made within three (3) business days of receipt of the written notification of the initial appeal from the Vice President of Campus Operations or the Hearing Council or Vice President of Campus Operations or Campus Executive Director or designee. The decision of the Group Vice President for Campus Operations, or his or her designee, to grant or deny review shall be final and, if granted, his/her decision on review shall be final. The Group Vice President for Campus Operations or designee in their sole discretion, in order to provide consistency to the process and serve the best interests of the community, will decide whether or not there is a basis for appeal. If a basis for appeal is established, upon consideration of the appeal, the Group Vice President for Campus Operations or his or her designee may change any determination made by the Hearing Council or Vice President of Campus Operations or Campus Executive Director or any sanction levied by the Hearing Council or the Vice President of Campus Operations or Campus Executive Director or designee.

Sanctions

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. 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: Probation is a period of observation and review. A violation of the student code determined to be at probation level will result in a minimum of four weeks or up to six months on probation. 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: This sanction 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 this time the student is not permitted to visit the University or attend any University functions without written permission from the Vice President of Campus Operations or Campus Executive
student code

3. Suspension: Suspension for an organization will result in a loss of all meeting and activity privileges for a minimum of one full academic year up to four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any organization that is suspended or expelled for cause of misconduct shall not be entitled to any refund of member dues or other fees.

4. Expulsion: The most severe violation of the University judicial code by an organization will result in dismissal and permanent separation from the University.

Additional Sanctions

5. University property restrictions: Students may be restricted 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. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
10. Educational sanctions: Sanctions that require an 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 from receipt of institutional financial aid.

Sanctions for Organizations

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations can result in increased sanctions up to and including expulsion from the University. The sanctions listed are not inclusive but merely serve as guidelines.

Primary Sanctions

1. Formal warning: A written reprimand that expresses disapproval of the organization’s actions and warns against any future violations of University policy.
2. Probation: Probation for an organization 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 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.
Davenport University Student Arbitration Policy

It is the policy of Davenport University (the "University") to encourage wherever 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 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’s 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 to resolve disputes ranging from discussions with the Student’s professor to more formal review. 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 shall be resolved by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association ("AAA"). The arbitration process shall be administered by the AAA. The arbitrator shall issue a written decision which shall include a rationale supporting the decision, findings of fact and conclusions of law. Such decision shall be final and binding on the parties and enforceable 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 the 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, as defined below, which they have against each other which 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 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 eighty (180) calendar days. The 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, and 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. The Student understands that this Policy is voluntary and is not a precondition to attending the University.
course descriptions

Course Codes
Accounting = ACCT
Capstone = CAPS
Economics = ECON
Finance = FINC
Health Care Management = HCMG
Human Resource Management = HRMG
Management = MGMT
Management Information Systems = MISG
Marketing = MKTG
Mathematics = MATH

Accounting (ACCT)

ACCT500 Frameworks of Financial Accounting 3 CR
Prerequisite
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.

ACCT520 Introduction to Management Accounting 3 CR
Prerequisite
This course is an introductory-level study in management accounting. It is designed for students who have had minimal exposure to the subject. Students are introduced to basic topics typically encountered in management accounting and to recent developments and trends in this area. Topics include cost terms and flows, cost systems, activity-based costing, planning tools such as operatal costing, and control devices such as responsibility accounting and performance evaluation, variance analysis, and analysis of financial statements.

ACCT600 Professional Accounting Seminar 1 CR
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: ACCT320 and 90 hours of undergraduate credit completed

ACCT640 Managerial Accounting Core 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 systems 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.
Prerequisites: ACCT 500, ACCT 520

ACCT650 CPA Responsibilities & Ethics 3 CR
Concentration (Professional Accounting and Honors Program 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.

ACCT670 Taxation of Corporations and Trust 3 CR
Concentration
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.

ACCT750 Information Systems Auditing 3 CR
Concentration
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.
ACCT760 Internal Auditing 3 CR
Concentration
This course is a study of professional internal auditing. Topics focus on the study of internal controls, auditing controls, and procedures as it relates to the role of the internal auditor within the organization. Special attention is given to operational audits and professional standards/ethics which govern internal auditing.

ACCT780 Forensic Accounting 3 CR
Concentration
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.

ACCT781 Asset Recovery/ Legal Environment 3 CR
Concentration
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 admissibility of evidence, and the testimony of expert witnesses.

Prerequisite: ACCT780

ACCT782 Conducting Acct Fraud Exams 3 CR
Concentration
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: ACCT780

ACCT783 Forensic Acct Data Analysis 3 CR
Concentration
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: ACCT780

ACCT795 Accounting Research 3 CR
Concentration
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: MATH500

Capstone (CAPS)

CAPS799 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 workplace. Note: A grade of B or better must be earned to pass this course successfully.

Economics (ECON)

ECON62 Managerial Economics 3CR
Core
This course is an exploration of the micro- and macroeconomic principles that aid managers regarding pricing, production, and investment decisions. Utilizing a practical approach to these complementary topics, the course also offers insight into the basic economic factors affecting a company’s market at the consumer level as well as within the larger context of national and international economic policies. Microeconomic topics address the nature of economics, supply and demand, elasticity of demand, production and costs, and market structures. Macroeconomic topics examine the monetary and banking system, inflation, economic fluctuations and growth, and monetary and fiscal policies for maintaining stability and growth.

Prerequisite: MATH500
Finance (FINC)

FINC510 Foundations of Financial Management 3 CR
Prerequisite
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.

FINC620 Financial Management 3 CR
Core
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: FINC 510

FINC720 Finance of Compensation and Benefits 3 CR
Concentration
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.

FINC730 Financial Management for Health Care 3 CR
Concentration
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: Graduate Accounting course

Health Care Management (HCMG)

HCMG630 Health Care Organizations 3 CR
Concentration
This course presents the components of health care organizations, including operations and financing, and discusses the integration of those components for effective health care delivery systems. It reviews the events that have shaped our current health care system and discusses the future of health care as well. Finally, it applies these concepts through review of several case studies.

HCMG740 Managed Care and Delivery System 3 CR
Concentration
This course covers the fundamentals of system reengineering, organizational transformation, continuous quality improvement, clinical process redesign, clinical resource management, utilization management, standardizing clinical processes and transformation of traditional health insurance services. This course description represents a comprehensive overview of the relevant topics associated with Managed Care & Integrated Delivery System.

HCMG760 Administrative Research and Report Methods 3 CR
Concentration
This course covers the methodology of report analysis typical to health care. The student will be introduced to specialized used of research and statistical analysis. This course will enhance the student’s skills to analyze/interpret information and apply research to make sound business decisions.

HCMG770 Strategic Management in Health Care 3 CR
Concentration
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.

Human Resources Management (HRMG)

HRMG700 Managing Human Resources 3 CR
Concentration
This course introduces a spectrum of human resources responsibilities and major functions used on a reoccurring basis. The course will present the requirements of recruiting, interviewing, selecting, and exposure to labor relations. Other topics for discussion will include human resources planning, strategic implementation, and human resources evaluation.
HRMG715 International Human Resources Concentration
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.

HRMG720 Employment Law and Labor Relations Concentration
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.

HRMG730 Public Policy & Administrative Law Concentration
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.

HRMG750 Organizational Training and Development Concentration
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.

Management (MGMT)

MGMT510 Management Theory and Practice 3 CR
Prerequisite
The course introduces a spectrum of management roles and responsibilities dealing with organizational behavior. The student learns management principles and practices, leadership and motivation, and different types of organizational environments and group behavior.

MGMT535 Managerial Communications 3 CR
Prerequisite
This course applies the principles of professional written and verbal communication skills and business presentation techniques required for a global economy. An introduction to business research methodology utilizing primary and secondary data is included. Communication skills are applied in a variety of business and interpersonal situations. Topics include: business and report writing using the APA format; research methodology; critical thinking and active listening skills; basic writing skills. The course is designed to improve written and oral communication skills to be successful in the MBA environment.

MGMT 635 Communications and Leadership 3 CR
Prerequisite
This course focuses on verbal communication skills, business presentation techniques, and active listening concepts. Additional topics include proper business and report writing utilizing APA format. The student will apply these techniques through the use of case study analyses. Additionally, the course will review leadership theories and styles, investigate ethical practices and conduct, and provide an initial perspective on the issues associated with the use of organizational teams. The final focus of this course is an exposure to research methodology in both qualitative and quantitative studies utilizing primary and secondary data. (Final class will run Fall 2006)

MGMT645 Organizational Development & Culture 3 CR
Core
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 diversity in the workplace, focus on quality and speed, morale crises and corporate social responsibilities. Prerequisites: MGMT510 and MGMT535

MGMT650 Business Analysis 3CR
Core
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. Prerequisites: MATH500 and MGMT535
MGMT725 Effective Leadership 3 CR
Concentration
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.

MGMT735 Managing Projects 3 CR
Concentration
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.

MGMT745 Operations and Quality Management 3 CR
Concentration
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, resource and facilities planning, cost controls, materials management, work and resource scheduling, statistical process control, supply chain management, and quality assurance.

MGMT755 Strategic Planning and Management 3 CR
Concentration
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.

MGMT780 Global Business Strategies 3 CR
Concentration
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.

Management Information Systems (MISG)

MISG620 Accounting Information Systems 3 CR
Concentration
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
Concentration
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.
Marketing (MKTG)

MKTG500 Marketing Policies 3 CR
Prerequisite
This course focuses on the analysis of marketing activities and is designed to develop students problem-solving skills in a marketing context. Major emphases are placed on the decision areas of product, pricing, promoting, and distributing goods and services, as well as on the development of integrated marketing programs. This course provides students with a systematic approach to marketing decision-making and familiarizes students with the practice of marketing.

MKTG610 Marketing Strategies 3 CR
Core
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 analyses, identify SWOTs (strengths, weaknesses, opportunities, and threats), and recommend appropriate strategies and tactics that will attract, satisfy, and retain customers.
Prerequisites: MKTG500 and MGMT535

Mathematics (MATH)

MATH500 Statistics for Business 3 CR
Prerequisite
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. The incorporation of SAS software procedures and output is an extensive component of this course.
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## Locations

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<th>Phone</th>
<th>Address</th>
<th>City</th>
<th>State</th>
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</thead>
<tbody>
<tr>
<td>Main Campus — W.A. Lettinga</td>
<td>(616) 698-7111</td>
<td>6191 Kraft Avenue S.E.</td>
<td>Grand Rapids</td>
<td>MI</td>
<td>49512</td>
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<tr>
<td>Alma</td>
<td>(989) 463-8922</td>
<td>1500 N. Pine Street</td>
<td>Alma</td>
<td>MI</td>
<td>48801</td>
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<tr>
<td>Bad Axe</td>
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<td>150 Nugent Road</td>
<td>Bad Axe</td>
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<tr>
<td>Battle Creek Career Center</td>
<td>(269) 968-6105</td>
<td>200 West Van Buren Street</td>
<td>Battle Creek</td>
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<td>49017</td>
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<tr>
<td>Bay City</td>
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<td>3930 Traxler Court</td>
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<tr>
<td>Caro</td>
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<td>1231 Cleaver Road</td>
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<tr>
<td>Dearborn</td>
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<td>4801 Oakman Boulevard</td>
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<tr>
<td>Flint</td>
<td>(810) 732-9977</td>
<td>4318 Miller Road, Suite A</td>
<td>Flint</td>
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<tr>
<td>Gaylord</td>
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<td>80 Livingston Boulevard</td>
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<tr>
<td>Grand Rapids — Fulton Street</td>
<td>(616) 451-3511</td>
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<td>Holland</td>
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<td>Lapeer</td>
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<td>Romeo</td>
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<td>Saginaw</td>
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<td>5300 Bay Road</td>
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<tr>
<td>Traverse City</td>
<td>(231) 995-1740</td>
<td>2200 Dendrinos Dr., Ste. 110</td>
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<td>49684</td>
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<tr>
<td>Warren</td>
<td>(586) 558-8700</td>
<td>27650 Dequindre Road</td>
<td>Warren</td>
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<td>48092</td>
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### INDIANA

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<tbody>
<tr>
<td>Merrillville</td>
<td>(219) 769-5556</td>
<td>8200 Georgia Street</td>
<td>Merrillville</td>
<td>IN</td>
<td>46410</td>
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<tr>
<td>South Bend/Mishawaka</td>
<td>(574) 277-8447</td>
<td>7121 Grape Road</td>
<td>Granger</td>
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### NATIONAL / INTERNATIONAL

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<tr>
<td>Davenport Online</td>
<td>(616) 742-2080</td>
<td>415 E. Fulton Street</td>
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