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.ncahigh erlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

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

Davenport University is recognized 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.

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

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

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

All the programs in the Maine School of Business at Davenport University have received candidacy status for initial accreditation from the International Assembly for Collegiate Business Education (IACBE).

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.

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

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

- Specializes in undergraduate and graduate programs that prepare individuals for careers in business, technology, and health care.
- 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 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

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

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

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David W. Fleming Ph.D.
Executive Vice President for Academics and Provost

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Executive Vice President for Enrollment and Student Services

David Veneklase
Executive Vice President for Organizational Development

Michael Volk, C.P.A.
Executive Vice President for Finance/CFO
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Reid Gough
Dean, School of Technology

Denise M. Oleske, Ph.D., R.N.
Dean, School of Health Professions and Professor

Kojo A. Quartey, Ph.D.
Dean of the Donald W. Maine School of Business
GRADUATE PROGRAM OFFERING BY LOCATION

**Grand Rapids**
- Master of Business Administration
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management
- Master of Science Information Assurance
- Post-Graduate Certificates
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management

**Saginaw**
- Master of Public Health (NEW)

**Traverse City**
- Master of Business Administration
  - Strategic Management
- Post-Graduate Certificates
  - Strategic Management

**Warren**
- Master of Business Administration
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management
- Post-Graduate Certificates
  - Strategic Management

**Lansing**
- Master of Business Administration
  - Human Resource Management
  - Strategic Management
- Post-Graduate Certificates
  - Human Resource Management
  - Strategic Management

**Livonia**
- Executive Master of Business Administration – NEW
  (begins January 2009)
- Master of Business Administration
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management
- Master of Science Information Assurance
- Post-Graduate Certificates
  - Accounting
  - Finance
  - Human Resource Management
  - Strategic Management

**The following graduate programs are offered completely online:**
- Master of Business Administration
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management
- Master of Public Health (NEW)
- Master of Science Information Assurance
- Post-Graduate Certificates
  - Accounting
  - Finance
  - Health Care Management
  - Human Resource Management
  - Strategic Management
# 2008-2009 Academic Calendar

<table>
<thead>
<tr>
<th>FALL 2008</th>
<th>15-week semester</th>
<th>10-week online session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearlong Schedule Open</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
<td>Mon Feb 4</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Oct 17</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Aug 22</td>
<td>Fri Oct 17</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Aug 25</td>
<td>Mon Aug 25</td>
<td>Mon Aug 25</td>
<td>Mon Oct 20</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Tues Sept 9</td>
<td>Add Wed Sept 3</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop Tues Sept 9</td>
<td>Drop Prior to class meeting first time</td>
<td>Drop Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Tues Sept 9</td>
<td>Tues Sept 9</td>
<td>Tues Sept 9</td>
<td>Tues Nov 4</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Nov 21</td>
<td>Fri Oct 17</td>
<td>Fri Oct 3</td>
<td>Fri Dec 5</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Wed Nov 26 - Sun Nov 30</td>
<td>NA</td>
<td>NA</td>
<td>Wed Nov 26 - Sun Nov 30</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sun Dec 21</td>
<td>Tues Nov 11</td>
<td>Tues Oct 21</td>
<td>Sun Dec 21</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Dec 23</td>
<td>Thur Nov 13</td>
<td>Thur Oct 23</td>
<td>Tues Dec 23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER 2009</th>
<th>15-week semester</th>
<th>10-week online session</th>
<th>7-week session 1</th>
<th>7-week session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Feb 20</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Dec 26</td>
<td>Fri Feb 20</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28 M on Feb 23</td>
<td>Mon Jan 4</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun Jan 4</td>
<td>Sun Jan 4</td>
<td>Sun Jan 4</td>
<td>Sun Mar 1</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri Jan 9</td>
<td>Add Mon Jan 5 Drop Fri Jan 9</td>
<td>Add Prior to class meeting first time</td>
<td>Add Prior to class meeting second time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Drop Prior to class meeting first time</td>
<td>Drop Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri Jan 9</td>
<td>Fri Jan 9</td>
<td>Fri Jan 9</td>
<td>Fri Mar 6</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Apr 3</td>
<td>Fri Feb 20</td>
<td>Fri Feb 6</td>
<td>Fri Apr 3</td>
</tr>
<tr>
<td>Spring break</td>
<td>Sun Feb 22 - Sat Feb 28</td>
<td>Sun Feb 22 - Sat Feb 28</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sat Apr 25</td>
<td>Sun Mar 22</td>
<td>Sat Feb 21</td>
<td>Sat Apr 18</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Mon Apr 27</td>
<td>Tues Mar 24</td>
<td>Tues Feb 24</td>
<td>Tues Apr 21</td>
</tr>
<tr>
<td>SPRING/SUMMER 2009</td>
<td>12-week semester</td>
<td>10-week online session</td>
<td>7-week session 1</td>
<td>7-week session 2</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Last day to make payment without late fee</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Jun 26</td>
</tr>
<tr>
<td>Last day for web drop/add &amp; waitlist</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Apr 24</td>
<td>Fri Jun 26</td>
</tr>
<tr>
<td>Schedules dropped for unpaid students</td>
<td>Mon Apr 27</td>
<td>Mon Apr 27</td>
<td>Mon Apr 27</td>
<td>Mon Jun 29</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sun May 3</td>
<td>Sun May 3</td>
<td>Sun May 3</td>
<td>Mon July 6</td>
</tr>
<tr>
<td>Last day for drop/add and late payments</td>
<td>Fri May 8</td>
<td>Add Mon May 4 Drop Fri May 8</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
<td>Add Prior to class meeting first time Drop Prior to class meeting second time</td>
</tr>
<tr>
<td>Last day to use book vouchers</td>
<td>Fri May 8</td>
<td>Fri May 8</td>
<td>Fri May 8</td>
<td>Fri Jul 10</td>
</tr>
<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Jul 10</td>
<td>Fri Jun 19</td>
<td>Fri Jun 5</td>
<td>Fri Aug 7</td>
</tr>
<tr>
<td>Memorial Day weekend break</td>
<td>Sat May 23 - Mon May 25</td>
<td>Sat May 23 - Mon May 25</td>
<td>Sat May 23 - Mon May 25</td>
<td>NA</td>
</tr>
<tr>
<td>Independence Day Break</td>
<td>Fri Jul 3 - Sun Jul 5</td>
<td>Fri Jul 3 - Sun Jul 5</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Tues Aug 4 11 Sat class meetings</td>
<td>Mon Jul 20 6 Sat class meetings</td>
<td>Thurs Jun 25 6 Sat class meetings</td>
<td>Mon Aug 24 6 Sun class meetings</td>
</tr>
<tr>
<td>Fall Semester 2009 classes begin</td>
<td>Sun Aug 30</td>
<td>Sun Aug 30</td>
<td>Sun Aug 30</td>
<td>Wed Oct 28</td>
</tr>
</tbody>
</table>
The mission of Davenport University is to “prepare(s) individuals and organizations to excel in the knowledge-driven environment of the 21st century.” To that end, the Davenport University Excellence System was created. The Excellence System consists of nine student learning outcomes that demonstrate professional competencies necessary for graduates to engage in life-long learning and succeed in their chosen profession.

Outcomes

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

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

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

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

ANALYSIS & PROBLEM SOLVING
Graduates use quantitative and qualitative methods of inquiry to assess and evaluate complex problems.

LEADERSHIP & TEAMWORK
Graduates understand how to build, direct and facilitate groups in order to utilize members’ talents to meet attainable goals.

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

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

PROFESSIONAL COMMUNICATION
Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.
EXECUTIVE MBA
MASTER OF BUSINESS ADMINISTRATION • 36 CREDITS •
EXECUTIVE MBA

The Davenport Executive MBA program is designed for experienced, mid- to upper-level business professionals who want to engage in a comprehensive graduate business program. The curriculum focuses on taking executives to the next level by developing a stronger set of decision-making capabilities, leadership skills, values perspectives, and knowledge with which to lead their organizations.

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

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

Core Courses 12 credits
ECON620 Operating in the International Economy 3
FINC620 Financial Management 3
MGMT685 Organizational Behavior and Development 3
MGMT680 Leading Change 3

Executive Courses 21 credits
FINC750 Advanced Financial Management 3
HRMG775 Advanced Human Resource Management 3
MGMT685 Advanced Topics: Think Like a CEO 3
MGMT710 Critical Thinking for Today's Leader 3
MGMT727 Contemporary Leadership Challenges 3
MGMT750 Global Operations Management 3
MKTG740 Competitive Marketing Advantage 3

Capstone 3 credits
MGMT799 Strategic Global Business Simulation 3

MBA WITH CONCENTRATIONS

MBA CURRICULUM

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

The following MBA concentrations are available for graduate students:

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

Prerequisite Requirements

All students admitted into the Davenport University MBA are expected to have the necessary business foundations prior to entering the 600-level courses. Students 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.

ACCT510 Fundamentals of Accounting Principles and Concepts
BUSN520 Marketing and Management
FINC510 Foundations of Financial Management
MATH500 Statistics for Business
MGMT535 Managerial Communications

MBA CONCENTRATIONS

ACCOUNTING CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •
ACCT CON MBA

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 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.

### Core Courses 18 credits
- ACCT640 Managerial Accounting 3
- ECON625 Managerial Economics 3
- FINC620 Financial Management 3
- MGMT645 Organizational Development and Culture 3
- MGMT650 Business Analysis 3
- MKTG610 Marketing Strategies 3

### Concentration Courses 18 credits
Select six of the following courses:
- ACCT730 Taxation of Corporations and Trust 3
- ACCT750 Information Systems Auditing 3
- ACCT760 Internal Controls and Legal Issues 3
- ACCT780* Forensic Accounting 3
- ACCT781* Asset Recovery and Legal Environment 3
- ACCT782* Conducting Accounting Fraud Exams 3
- ACCT783* Forensic Accounting Data Analysis 3
- ACCT795 Accounting Research 3
- MISG620 Accounting Information Systems 3

### Capstone 3 credits
- CAPS790 MBA Capstone Internship Or
- CAPS799 MBA Capstone Experience 3

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

### HEALTH CARE MANAGEMENT CONCENTRATION

**MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •**

**HLTH CON MBA**

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 interdisciplinary approaches of health care organizations, ethical and legal issues, financial management, managing projects, information management, and strategic management using case analysis and interactive technologies.

The 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.

### Core Courses 18 credits
- ACCT640 Managerial Accounting 3
- ECON625 Managerial Economics 3
- FINC620 Financial Management 3
- MGMT645 Organizational Development and Culture 3
- MGMT650 Business Analysis 3
- MKTG610 Marketing Strategies 3

### Concentration Courses 18 credits
- ACCT7750 Taxation of Corporations and Trust 3
- FINC720 Finance of Compensation and Benefits 3
- FINC750 Advanced Financial Management 3
- FINC760 Investment Management 3
- FINC765 Money and Capital Markets 3
- FINC770 International Financial Strategies 3

### Capstone 3 credits
- CAPS790 MBA Capstone Internship Or
- CAPS799 MBA Capstone Experience 3

### FINANCE CONCENTRATION

**MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •**

**FIN CON MBA**

In today's marketplace, financial management of an organization has evolved from an organization where employees have functional responsibilities to employes who have the expertise to develop business strategies based on key financial issues. The Finance Concentration prepares business leaders to gain a practical understanding of how financial data are used to make business decisions. Key to this concentration is the knowledge of budgeting, financial information, investments, internal controls and legal issues, data analysis, planning and evaluation, and international financial strategies.
HUMAN RESOURCES MANAGEMENT
CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •
HRM CON MBA

Recent developments such as demographic changes in
the labor force, increased global competition, changes in
laws and public policy, and new theories of organizational
behavior have made human resources management espe-
cially important for all organizations. Workplace needs will
be challenging in the 21st 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 sys-
tematically 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 employ-
ment in this area. This concentration provides the informa-
tion and tools necessary for the development of successful
human resources management strategies in a complex
global environment.

Core Courses 18 credits
ACCT640 Managerial Accounting 3
ECON625 Managerial Economics 3
FINC620 Financial Management 3
MGMT645 Organizational Development and Culture 3
MGMT650 Business Analysis 3
MKTG610 Marketing Strategies 3

Concentration Courses 18 credits
Select six of the following courses:
FINC720 Finance of Compensation and Benefits 3
HRMG700 Managing Human Resources 3
HRMG715 International Human Resources 3
HRMG720 Employment Law and Labor Relations 3
HRMG730 Public Policy and Administrative Law 3
HRMG750 Organizational Training and Development 3
HRMG770 Advanced Problem Solving in HR Management 3

Capstone 3 credits
CAPS790 MBA Capstone Internship Or
CAPS799 MBA Capstone Experience 3

STRATEGIC MANAGEMENT
CONCENTRATION

MASTER OF BUSINESS ADMINISTRATION • 39 CREDITS •
MGT CON MBA

The Strategic Management Concentration focuses on strate-
gic decision-making skills essential to corporate success in
the private and public sectors. Students examine the analy-
sis 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 develop-
ment. These skills are integrated through four interdiscipli-
nary approaches — global, ethical, quality, and humanistic —
using case analysis and interactive technologies.

Core Courses 18 credits
ACCT640 Managerial Accounting 3
ECON625 Managerial Economics 3
FINC620 Financial Management 3
MGMT645 Organizational Development and Culture 3
MGMT650 Business Analysis 3
MKTG610 Marketing Strategies 3

Concentration Courses 18 credits
HRMG700 Managing Human Resources 3
MGMT725 Effective Leadership 3
MGMT735 Managing Projects 3
MGMT745 Operations and Quality Management 3
MGMT755 Strategic Planning and Management 3
MGMT780 Global Business Strategies 3

Capstone 3 credits
CAPS790 MBA Capstone Internship Or
CAPS799 MBA Capstone Experience 3

POST-GRADUATE CERTIFICATES

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

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

ACCOUNTING POST-GRADUATE
CERTIFICATE – ACCT PGCERT

Concentration Courses 18 credits
Select six of the following courses:
ACCT730 Taxation of Corporations and Trust 3
ACCT750 Information Systems Auditing 3
ACCT760 Internal Controls and Legal Issues 3
ACCT780 Forensic Accounting 3
ACCT781 Asset Recovery and Legal Environment 3
ACCT782 Conducting Accounting Fraud Exams 3
ACCT783 Forensic Accounting Data Analysis 3
ACCT795 Accounting Research 3
MISG620 Accounting Information Systems 3

FINANCE POST-GRADUATE
CERTIFICATE – FIN PGCERT

Concentration Courses 18 credits
Select six of the following courses:
ACCT730 Taxation of Corporations and Trust 3
FINC720 Finance of Compensation and Benefits 3
FINC750 Advanced Financial Management 3
FINC760 Investment Management 3
FINC765 Money and Capital Markets 3
FINC770 International Financial Strategies 3
HEALTH CARE MANAGEMENT POST-GRADUATE
CERTIFICATE – HLT MGT PGC

<table>
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<th>Concentration Courses</th>
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<td>FINC730</td>
<td>Financial Management for Health Care 3</td>
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<tr>
<td>HCMG630</td>
<td>Health Care Organizations 3</td>
</tr>
<tr>
<td>HCMG730</td>
<td>Ethical and Legal Perspectives of Health Care 3</td>
</tr>
<tr>
<td>HCMG770</td>
<td>Strategic Management in Health Care 3</td>
</tr>
<tr>
<td>MGMT735</td>
<td>Managing Projects 3</td>
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<tr>
<td>MISG730</td>
<td>Information Management in Health Care 3</td>
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HUMAN RESOURCE MANAGEMENT POST-GRADUATE
CERTIFICATE – HRMG PGC

<table>
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<th>Concentration Courses</th>
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<tr>
<td>Select six of the following courses:</td>
<td></td>
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<tr>
<td>FINC720</td>
<td>Finance of Compensation and Benefits 3</td>
</tr>
<tr>
<td>HRMG700</td>
<td>Managing Human Resources 3</td>
</tr>
<tr>
<td>HRMG715</td>
<td>International Human Resources 3</td>
</tr>
<tr>
<td>HRMG720</td>
<td>Employment Law and Labor Relations 3</td>
</tr>
<tr>
<td>HRMG730</td>
<td>Public Policy/Administrative Law 3</td>
</tr>
<tr>
<td>HRMG750</td>
<td>Organizational Training and Development 3</td>
</tr>
<tr>
<td>HRMG770</td>
<td>Advanced Problem Solving in HR Management 3</td>
</tr>
</tbody>
</table>

STRATEGIC MANAGEMENT POST-GRADUATE
CERTIFICATE - ST MGT PGC

<table>
<thead>
<tr>
<th>Concentration Courses</th>
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<tr>
<td>HRMG700</td>
<td>Managing Human Resources 3</td>
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<td>MGMT725</td>
<td>Effective Leadership 3</td>
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<td>MGMT735</td>
<td>Managing Projects 3</td>
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<tr>
<td>MGMT745</td>
<td>Operations and Quality Management 3</td>
</tr>
<tr>
<td>MGMT755</td>
<td>Strategic Planning and Management 3</td>
</tr>
<tr>
<td>MGMT780</td>
<td>Global Business Strategies 3</td>
</tr>
</tbody>
</table>
Information Assurance (IA) Awareness Program (AFI33-204) has defined the term Information Assurance as “[c]onducting those operations that protect and defend information and information systems by ensuring availability, integrity, authentication, confidentiality and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection and reaction capabilities.” (http://www.e-publishing.af.mil/pubfiles/af/33/afi33-204/afi33-204.pdf). The 31-semester-credit Master of Science in Information Assurance (MSIA) includes seven core courses, two upper-level electives, and a thesis focused on Information Assurance and Computer Security.

PREREQUISITE REQUIREMENTS

All students admitted into the Davenport University MSIA program are expected to have the necessary computer, networking, and security foundations before entering the 600-level courses. Students who have not successfully completed equivalent undergraduate courses or do not have any of the Security certifications (Security +, CISSP, GSE, CCSP, SSCP, CIW, or RSA) will be required to complete the following undergraduate level prerequisites. A grade of “B” or better must be earned in each course to show proficiency.

CISP247 Database Design
CISP420 Distributed Architectures
IAAS481 Information Security and Assurance
IAAS491 Cryptography
NETW101 PC Operating Systems
NETW221 Security Foundations

CURRICULUM

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

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

MSIA • 31 CREDITS • INFO ASR MS

Core Courses 21 credits
IAAS600 Information Security Planning 3
IAAS651 Applied Cryptography 3
IAAS660 Project Management/Risk Mitigation 3
IAAS667 Legal and Ethical Security Topics 3
IAAS710 Application Security 3
IAAS715 Network Security 3
IAAS735 Advanced Computer Forensics 3

Elective Courses 21 credits
Select two of the following:
IAAS670 Wireless and Mobile Security 3
IAAS672 Banking and Financial Security 3
IAAS675 Health Care Security 3
IAAS680 Securing Resource Transfer 3
IAAS740 Comprehensive Issues 3

Capstone 4 credits
CAPS795 Info Assurance/Comp Security Thesis 4

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

MASTER’S THESIS

A thesis paper/project forms the Capstone Experience of this MS in Information Assurance program. Students must complete and submit an acceptable proposal to the graduate coordinator prior to enrolling in this Capstone. Once the proposal has been accepted, the thesis paper/project is to be completed under the guidance of a faculty member. The Capstone is a comprehensive project that encapsulates all learning from the program, and needs to include specific demonstration of information security planning, applied cryptography, project management/risk mitigation, legal and ethical security topics, application security, network security, advanced computer forensics, and the elective topics taken during the student’s degree.
SCHOOL OF HEALTH PROFESSIONS

MASTER OF PUBLIC HEALTH (MPH)

MPH PROGRAM
The Master of Public Health program prepares individuals to plan, manage, and evaluate public health care services and to function as public health officers. The program includes instruction in epidemiology, biostatistics, public health principles, preventive medicine, health policy and regulations, health care services and related administrative functions, public health law enforcement, health economics and budgeting, public communications, and professional standards and ethics.

INTERNATIONAL HEALTH SPECIALTY
The field of international health focuses primarily on the health problems of low- and middle-income countries (sometimes known as developing countries). These may be disease-related, and include the chronic and infectious diseases and diseases of aging, which are increasingly prevalent in low- and middle-income countries as well as in industrialized countries. These include mental illness and the consequences of trauma and violence, particularly motor vehicle accidents. International health is also concerned with chronic and infectious diseases that continue to cause tremendous morbidity and mortality.

CURRICULUM:
The Master of Public Health with an International Health Care Specialty is a 43-semester-credit program. These 43 credits consist of six core courses, five specialty courses plus one additional upper-level specialty elective. An internship or scholarly project serves as the Capstone Experience.

The MPH can be completed in an in-seat or an online format.

PREREQUISITE REQUIREMENTS
All students admitted into the Davenport University MPH program are expected to have foundational course work in statistics or biostatistics and health care research prior to entering the 600-level courses. Students who have not successfully completed equivalent undergraduate courses will be required to complete the following undergraduate level prerequisites. A grade of “B” or better must be earned in each course to show proficiency.

MATH319 Introduction to Biostatistics
Or
MATH320 Introduction to Statistics
HLTH401 Health Care Research
# INTERNATIONAL HEALTH SPECIALTY

**MASTER OF PUBLIC HEALTH • 43 CREDITS • PUBLHLTH MPH**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credits</th>
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<tr>
<td>MAPH601 Introduction to Public Health Administration</td>
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<tr>
<td>HLTH602 Environmental Health</td>
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</tr>
<tr>
<td>MAPH603 Behavioral, Psychological, and Social Aspects of Public Health</td>
<td>3</td>
</tr>
<tr>
<td>MATH604 Intermediate Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>MAPH605 Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>ECON608 Health Care Economics and Policy</td>
<td>3</td>
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<tr>
<td>MISG730 Information Management in Health Care</td>
<td>3</td>
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<table>
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<tr>
<th>Specialty Courses (INHS)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAPH606 Comparative International Health Care</td>
<td>3</td>
</tr>
<tr>
<td>MAPH607 Concepts in Health Promotion and Health Education</td>
<td>3</td>
</tr>
<tr>
<td>MAPH701 Principals of Clinical Research</td>
<td>3</td>
</tr>
<tr>
<td>MAPH702 Public Health Disaster Management</td>
<td>3</td>
</tr>
<tr>
<td>MAPH795 Seminar in International Public Health Issues</td>
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</tr>
</tbody>
</table>

Choose one of the following specialty courses (3 credits):
- HCMG770 Strategic Management in Health Care | 3 |
- HLTH703 Tropical Diseases | 3 |
- MGMT755 Strategic Planning and Management | 3 |

**Capstone** | **Credits**
<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>CAPS796 Internship in International Health</td>
<td>4</td>
</tr>
<tr>
<td>CAPS797 Capstone Project in International Health</td>
<td>4</td>
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</tbody>
</table>
FACULTY

MASTER OF BUSINESS ADMINISTRATION, MBA

DONALD W. MAINE SCHOOL OF BUSINESS

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

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B.A., Panjab University

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M.Phil., The RAND Graduate School
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B.S., U.S. Air Force Academy
B.S., Ohio State University
MASTER OF SCIENCE
INFORMATION
ASSURANCE, MSIA

SCHOOL OF TECHNOLOGY

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

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Lonnie Decker, Ph.D.
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B.S., Michigan Technological University

Ronald Draayer
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M.M., Aquinas College
B.A., Calvin College

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

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M.A., B.S., University of Baghdad

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B.S., Adrian College

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R.N., B.S.N., University of Phoenix

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B.A., Wayne State University

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B.S., DeVry University

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B.A., Michigan State University

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M.B.A., Columbia College

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B.B.A., University of Michigan

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M.S., Central Michigan University
B.S., Central Michigan University

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

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B.A., Southern Illinois University

Denise Spanish
M.S.I.M., Walsh College
B.S., DeVry University
MASTER OF PUBLIC HEALTH, MPH

SCHOOL OF HEALTH PROFESSIONS

The MPH is a 43-semester credit program, initially launched with a specialty in international health care, which prepares students to assess the health needs of defined populations; develop, analyze, and implement targeted health policies and programs for improving the health status of defined populations at risk; lead the process of change through the application of strategic management skills, leadership, organizational theory, and information management competencies; and manage the ongoing operations of not-for-profit and governmental health care organizations to achieve identified goals.

Denise Oleske, Ph.D., RN
Dean, School of Health Professions
Ph.D., M.P.H., University of Illinois
M.S.N., University of Michigan

Beverly Mihalko
Associate Dean, Allied Health
M.P.H., University of Michigan School of Public Health
B.S., Eastern Michigan University
M.T. (ASCP), Detroit Memorial School of Medical Technology

Karen Clark D.C.
D.C., National College of Chiropractic Medicine
B.S., Michigan Technological University
B.S., National School of Chiropractic Medicine

John Clements
M.P.A., Grand Valley State University
M.S., Oregon State University

James Collins, Ph.D.
Ph.D., University of Illinois
M.A., University of Missouri
B.A., Loras College

Jerome Drain, Ph.D.
Chair, Division of Science
Ph.D., University of Alabama at Birmingham
M.B.A., Grand Valley State University
B.S., Wake Forest University

Mominka Fileva, Ph.D.
Ph.D., Bulgarian Academy of Sciences
M.A., B.A., Charles University of Prague

Gary Franchy
M.A., Wayne State University
B.A., University of Detroit

Susan L. Frigugliette
M.A., University of North Carolina
B.S., Elizabethtown College

David Gillespie, Ph.D.
Ph.D., Wayne State University
M.A., Central Michigan University
B.A., Michigan State University

Palaniandy Kogulan, M.D.
M.D., Union College

Marina Kolesnikova, Ph.D.
Ph.D., Saint Petersburg State University

Terrance Lerasch
M.S., Central Michigan University
B.S.N., Saginaw Valley State University

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

John Parham, Ph.D.
Ph.D., University of Houston
M.P.A., University of Houston

Beverly Peoples, Ph.D.
Ph.D., Iowa State University
M.S., Ohio State University
B.S., Hampton Institute

Regina Pierce, Ph.D., RN
Ph.D., Wayne State University
M.A., Wayne State University
B.A., Wayne State University

Kojo Quartey, Ph.D.
Ph.D., Mississippi State University
M.A., Morgan State University
B.S., Morgan State University

Ronald Rehn, Ph.D.
Ph.D., University of Phoenix
M.P.A., Eastern Washington University
B.A., Eastern Washington University
M.L.T., Wenatchee Valley College

Edgardo Rivera-Rivera, M.D.
M.D., CETEC University
M.P.H., University of Michigan School of Public Health
B.S., University of Puerto Rico

Christine Rohr, D.O.
D.O., University of New England

Mary Sebastian, Ph.D.
Ph.D., University of Windsor
M.E.S., York University
M.S., B.S., University of Kerala, India

Susan Slajus
M.B.A., Davenport University
B.S., Aquinas College

Anthony Taylor
M.S., Central Michigan University

Steven Vance, M.D.
M.D., Michigan State University

Rebecca Weiner, RN
M.S.N., Grand Valley State University
B.S.N., University of Cincinnati

Bridget White
M.A., Michigan State University

Neil Winston, M.D.
M.D., Rush Medical College
B.S., Loyola University, Chicago
ADMISSIONS REQUIREMENTS

MASTER OF BUSINESS ADMINISTRATION

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

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

MASTER OF SCIENCE INFORMATION ASSURANCE

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

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

MASTER OF PUBLIC HEALTH

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

- A bachelor’s degree from a regionally accredited institution or approved international institution with an overall grade point average (GPA) of 3.00 or better (on a 4.00 scale) is required.
- GRE scores taken within the last five years must be submitted (waived for individuals with a master’s or doctoral degree or who are currently in an accredited medical, veterinary, or law school). Information regarding the GRE testing process can be found at http://www.gre.org/.
- Two letters of professional recommendation must be provided.
- A personal essay reflecting on professional goals must be submitted.
- The Admissions Committee may request a candidate interview before a final admissions decision is made.

ADMISSIONS PROCEDURE

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

1. Submit a complete graduate application plus a $25 nonrefundable application fee.
2. Request official transcripts from all accredited institutions attended.
4. Request the appropriate test results (GMAT/GRE/Security Certificate) be sent by Pearson VUE to Davenport University (Code 1183).
5. Submit all required items for the program you are seeking (except items 2, 3, and 4 above) to the admissions office at the location nearest you. Visit the graduate admissions section of our website for forms.

Items 2, 3, and 4 above are to be sent to:
Davenport University
Attn: Registrar’s Office
415 E. Fulton
Grand Rapids, MI 49503

Students new to Davenport who wish to complete an MBA Post-Graduate Certificate must submit a complete graduate application, plus $25 nonrefundable fee, and submit an official transcript to the address above showing successful completion of a master’s degree.

Transfer Applications

Prospective students who have studied at the graduate level previously may submit credits to be evaluated and possibly applied toward the Davenport degree program. To apply for transfer credit, students must send official transcripts to:
Davenport University
Attn: Registrar’s Office
415 E. 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 Council for Higher Education Accreditation (CHEA). The courses must be substantially equivalent in content and contact time to the courses offered at Davenport University. Courses must also fit appropriately into the student’s 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 semester hours (twelve quarter hours) of transfer credit will be accepted, only at the time of admission for the Master of Business Administration with concentrations and the Master of Public Health. No transfer credit is accepted for the Executive MBA program.
- For the MSIA program, a maximum of six semester hours (nine quarter hours) of transfer credit will be accepted, only at the time of admission.

International Applications

Only a completed file is considered for admission. The completed file should be submitted no later than two weeks before the start of the requested session.

- Documentation of the completion of a bachelor’s degree with a minimum of 2.75 cumulative GPA from a regionally accredited U.S. institution or an equivalent degree from an accredited international institution is required for the MBA and the MSIA. A minimum 3.0 cumulative GPA must be documented for completion of a bachelor’s degree for admission to the Master of Public Health program also from an accredited 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.
- For application to the MBA program, proof of successful completion of undergraduate courses in accounting, finance, management, marketing, and statistics.
- For application to the MSIA program, proof of successful completion of undergraduate courses in technology, information assurance, network security, or computer science.
- For application to the MPH program, proof of successful completion of undergraduate courses in statistics or biostatistics and health care research.
- Applicants who are not prepared in these areas are required to take appropriate undergraduate equivalent courses, or prerequisite courses.
- In addition to the specific admissions requirements for each degree program detailed previously, the following apply:
- Submission of official TOEFL (Test of English as a Foreign Language) results is required for admission to all Davenport University graduate-level programs by all applicable students. A minimum score is not specified for admittance to the Master of Science Information Assurance program. A minimum score of 550 (Paper-Based), 250 (Computer-Based), and 79 (Internet-Based) is required for the Master of Business Administration programs. A score of 6.5 on the IELTS will also be accepted. The Master of Public Health program requires a minimum score of 600 (Paper-Based), 250 (Computer-Based), and 100 (Internet-Based) for admission.
- International students are required to submit additional documents, including financial statements, before a Certificate of Eligibility (Form I-20) can be issued. For further information, visit our website or contact Admissions at 1-800-686-1600.

Once accepted, international students will be issued an acceptance letter and an I-20, which they must submit to the U.S. Embassy (or Consulate) in their home country to apply for an F1 (student) visa. Once enrolled at a location,
students with F1 status must be full-time, in accordance with USCIS requirements.

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

Admission File Reactivation

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

Guest Permission to Take Graduate Courses

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

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

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

Special Student Status

Special Student Status may be granted to students who wish to obtain Continuing Professional Education (CPE) credits or are uncertain whether to pursue a graduate degree. To be granted Special Student Status, the student must meet minimal admission requirements: an application with an application fee, a completed undergraduate degree from an accredited institution with a 2.75 GPA or 3.00 GPA as appropriate for the courses being considered, 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 of Special Student Status does not signify full acceptance into the graduate program, and not all credits earned will be transferred automatically into the program of choice. Students admitted under Special Student Status for the MBA programs are required to enroll in MGMT535, Managerial Communications during the first semester of attendance.

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

Military/Veterans Information

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

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

Davenport University
Attn: Registrar’s Office
415 E. Fulton
Grand Rapids, MI 49503
1-866-353-8720

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

Tuition

Graduate courses are either three or four semester hours of credit. Graduate tuition is assessed as a per-credit hour charge. Current tuition rates are available on the Davenport website at www.davenport.edu. Please ask an admissions representative for tuition rates for the Executive MBA.

Automatic Tuition Payment

Students may elect to use the deferred payment plan. This plan allows students to pay half of their tuition (balance after financial aid) during registration. The remaining balance and the deferred payment fee will be assessed monthly by electronic transaction. For more details, please 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.
Retained Checks
Retained 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, failures to attend, or schedule changes outside the normal drop/add processing must be made by contacting the student’s advisor.

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, and the 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 Davenport 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 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 submitted to the student’s advisor at the location the student is attending or online.

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 his or her advisor in order to withdraw from one or more classes. Withdrawal will be dated the same day the advisor 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. The fee 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 before the start of the class. The purchase of supplemental materials is the responsibility of the student, and associated fees are not included in tuition.

Late Registration Fee
Students who register and finalize tuition payment after the designated registration/finalization period will be assessed a $75 late fee in addition to tuition costs.
University Fees and Expenses 2008-2009

Admissions Fees:
- Application Fee (undergraduate, graduate, or international), non-refundable: 25.00
- Registration Fee (per semester): 100.00
- Late Registration Fee: 75.00
- Deferred Payment Fee: 25.00
- ID Card Replacement Fee: 25.00

Residence Hall Fees:
- Residence Hall Application Fee (non-refundable): 50.00
- Residence Hall Security Deposit: 300.00
- Returned Check Fee: 25.00
- Student Activity Fee: 50.00
  (On Campus and Fulton St. locations only)
- Technology Fee: 25.00
- Transcript Fee (per copy): 5.00

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

Students should contact the location they will be attending for specific tuition rates. Tuition must be paid before the start of each semester via money order, personal check, charge card, or Payment Plan. Payment Plan details can be obtained from the attending location. Because Davenport University is an independent, nonprofit university, students may be eligible for certain financial aid programs that are not available at public institutions. It is important that students complete a Free Application for Federal Student Aid (FAFSA) to be considered for these programs. These forms are available through Admissions, Financial Services, or online at www.fafsa.ed.gov. Students are encouraged to apply using the FAFSA on the Web at www.fafsa.ed.gov. The majority of students attending halftime or more receive financial assistance for educational expenses at Davenport University.

Official notice of all withdrawal, failure to attend, or schedule changes (including no attendance in any courses) must be made in writing, or verbally to the student’s Advisor. Failure to do so will result in full charges. The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course; fees, room, board, and books are non-refundable. For more specific information about refunds, repayment, and withdrawals, reference the Refund, Repayment, and Withdrawal Policy section of this catalog. Students may not re-enroll for a subsequent semester or receive official transcripts or a diploma unless all balances owed have been paid in full.

ONLINE GRADUATE PROGRAMS

Admission to Online Programs

All Master of Business Administration programs, Master of Science Information Assurance, and Master of Public Health students are eligible for online courses. Davenport University online 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 provides an excellent online 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 in-class courses.

Students may earn certain graduate degrees completely 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 is an idea of what to expect:

Assignments

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

Discussions

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

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

Academic Expectations

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

We strongly recommend 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 by applying online at www.davenport.edu.

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

Scheduling Courses

Once admitted to Davenport University (or if already a Davenport University student), students may schedule online courses either 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.

Preparing for Class

Online Course Orientation

Students should view the Blackboard tutorial and online student orientation on the student portal at www.davenport.edu.

Purchasing Textbooks/Course Material

Students should purchase all online course materials through the online bookstore service, MBS Direct. Materials are available approximately 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 1-800-325-3252 for more information.

Students who have financial aid and have excess funds allowing them to purchase textbooks should order by phone at 1-800-325-3252.

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 seven days a week, 24 hours a day at 1-888-383-5010.

For additional information, visit www.davenport.edu or call 1-800-203-5323.

Technology Requirements

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

Use Your Own Computer

Davenport University strongly suggests that students use their own computers but have a backup in case their primary computers crash. Alternate sources can include friends, family, the public library, and any other reliable source of access to the Internet. Students should be able to participate in the virtual classroom at least five days a week.

Maintain Minimum Skills Set

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

- Send and receive 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, students’ computer systems must meet certain hardware and software specifications. To see the most up-to-date online requirements, students should check the Davenport University Web site at www.davenport.edu/oasis > Technology > Technology Requirements. Please note that certain courses will require students to have additional software.

Use an Anti-virus Program

Davenport Online highly recommends that students’ computers have — and constantly run — an effective anti-virus program. The anti-virus product that a student selects should automatically update itself via the Internet to provide the student with the most comprehensive, up-to-date virus protection. Students might consider an antivirus program from one of the following companies:

- McAfee — www.mcafee.com, or
- Symantec — www.symantec.com
FINANCIAL AID

FAFSA: AN IMPORTANT FIRST STEP

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

DETERMINATION OF AWARDS

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

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

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

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

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

Students are responsible to know about and do the following:

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

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

Contact Student Services for additional information.

DESCRIPTION OF FINANCIAL AID 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 a resident of any other state;
- A United States citizen, 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). 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; 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.

Subsidized Stafford Loan - This educational loan is offered to students enrolled at least half-time. Financial need is a requirement. The annual maximum loan for undergraduate students is $8,500. Aggregate indebtedness at the undergraduate and graduate levels cannot exceed $138,500 under the program. For loans disbursed on or after July 1, 2008, the interest rate is fixed at 6.8% Repayment normally begins a minimum of six months after half-time enrollment ceases. The length of the repayment period is 10 years; this can be extended to 25 years for qualifying students. If students do not complete the loan period, they may no longer be eligible for the entire loan amount.

Unsubsidized 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 apply as for the Subsidized Stafford Loan, except the borrower is responsible for the fixed 6.8% interest that accrues while in school.

Other Loan Programs

Alternative Loans

Many alternative educational loans are available. Students at Davenport have participated in the Signature Loan, Citiaassist, Chase Select, and Teri Alternative. These are consumer loans, not federal aid, and may have income requirements and credit checks. Contact Student Services at the location you wish to attend for more information about alternative loans.

Default

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

Many scholarship search services are available online. The web page at www.finaid.org can provide scholarship search services and much more, all free. This website also provides valuable information about scholarship searches, student loans, and personal finance. It is an independent, objective guide to student financial aid. Students may link to this page through the University’s website (www.davenport.edu).

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 the student’s account.

REQUIRED ANNUAL NOTIFICATION OF AUTHORIZATION PROVISIONS

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

Davenport University will automatically credit the amount of a refund due the student against the amount of unpaid charges or non-institutional charges owed to the University. Any interest earned on funds held on account is retained by the University. For further information, contact the Accounts Receivable Department at 415 E. Fulton St., Grand Rapids, MI 49503.

DISBURSEMENT OF FINANCIAL AID

Most financial aid is directly credited to the student’s account each semester. The credit will appear when aid is disbursed to the student’s account at the end of the second week of 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 a 30-day delayed disbursement on Stafford Loans. Campus employment earnings are not credited to the student’s account. Any monies credited to the student’s account not needed for direct institutional charges will be refunded to the student, according to federal regulations. Any credit balances remaining on the account at the end of a semester will be refunded, provided that the student has successfully completed the semester (i.e., not completely withdrawn from the University or dropped to less than half-time status during the semester).

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

1. Federal and state grant aid is applied first.
   a. MTG/MCS and Indiana state grants are applied to the tuition balance only.
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 scholarships are only applied to a student’s account to cover any balance due after all other gift aid has been applied. Institutional scholarships will not result in a refund to the student.
5. Tuition discounts given by the University are applied after all other grants and scholarships are applied to charges.

Note: If an outside funding agency specifically requests a different order of application, the Accounts Receivable Department must receive written confirmation from the agency before authorizing an exception.

REPEAT OF COURSES

Student status for financial aid eligibility is determined by including all credits for which the student has not already earned credit and that the University considers successful completion toward further sequential coursework. If students repeat a course for which credit has already been earned, this credit may not be used in determining federal financial aid eligibility. Free repeats may affect financial aid eligibility.

FINANCIAL AID HISTORY

Davenport University may need to obtain financial aid history information for any college(s) attended during the current award year before disbursing financial aid. This information is obtained from the NSLDS (National Student Loan Data System).
FINANCIAL AID VERIFICATION
POLICY AND PROCEDURES

Students are expected to provide required documentation of certain items at the time of application. Normally, this documentation should be submitted within one to two weeks of the request. However, sometimes it is necessary to contact outside sources, which could result in additional delays. Therefore, while students must provide evidence of having made every effort to obtain the necessary documentation, a longer period of time is permitted, as long as students meet all submission deadlines for state and federal programs. Further, it should be noted that the aid offer is not formally made for any federal, state, or institutional financial aid programs until all documentation is in hand. Because funds are limited, students may stand to lose access to them entirely if documentation is not submitted promptly.

It is Davenport University’s policy to provide students (either in person, by mail, or by e-mail) with a clear understanding of the forms and other documentation needed to verify their applications. This documentation may include, but is not limited to, federal income tax forms and other nontaxable income source documents. If students are at all unsure of what is needed, they should request further explanation until all matters are clarified.

If students’ submitted data fails to meet requirements, the Financial Aid Processing Center staff and Student Services staff will contact them, either with a letter to the address on the financial aid application or by telephone, asking them to contact the University. (If corrections must be made to the application, it is necessary for the student and his or her parents [if applicable] to sign the appropriate documentation and resubmit them for correction and/or evaluation.) After the verification procedures are complete, students will receive notification that will confirm the file meets federal, state, and institutional standards of accuracy. Final awards are not made until the verification process is complete.

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

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

Academic Year

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

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 when 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 or 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 the 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 to 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.

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.

REFUND, REPAYMENT, AND WITHDRAWAL POLICY

Official notice of all withdrawals, failure to attend or schedule changes (including no attendance in any class(es)), must be made in writing or in person to Student Services. Failure to do so will result in full charges.

The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course: fees, room, board, and books are nonrefundable.

Upon withdrawal from the University or a course before the end of the refund period, students may, in lieu of a refund, choose the option of leaving the full tuition paid from personal funds as a credit to their account to be applied in full against tuition charges in future semesters. This request must be made in writing to the Bursar's office within 30 days of the date of withdrawal.

If students believe they warrant an exception to the refund policy, they may submit a written appeal to the Bursar at 415 E. Fulton St., Grand Rapids, MI 49503, with supporting documentation explaining any extenuating circumstances on which the appeal is based. The written appeal must be submitted within 30 calendar days of the withdrawal day, and a written response will be issued within 10 business days of the University’s receipt of the appeal.

When a financial aid recipient withdraws from all classes through the 60 percent point in time of the semester, the University calculates an amount to be returned based on the Refund, Repayment, and Withdrawal Schedule. The University calculates amount to be returned in accordance with applicable federal and state regulations. The financial aid earned by the student before withdrawal is determined by calculating the amount of the semester completed as of the date of official notice of withdrawal. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University or the student, or both, are required to return some portion of federal aid. Late disbursements for which students are eligible are required to be included.

The amount of the semester students have completed as of the date of withdrawal is calculated by counting the number of calendar days that have elapsed in the semester and dividing that number by the total number of calendar days in the semester. Scheduled breaks of five days or longer are excluded from the calculation.

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

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

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Pell Grants
- ACG
- National SMART Grant
- Federal SEOG
- 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 the University.

At the end of every semester, students who withdrew unofficially from the University—that is, stopped attending all classes before the end of the semester—may be required to have a return of federal funds calculation performed if the documented last day of attendance, as reported by the faculty, was on or before the 60 percent point in time of the semester. The calculation procedures outlined above are

Refund, Repayment, and Withdrawal Schedule

<table>
<thead>
<tr>
<th>Refund/Charges</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>
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<tbody>
<tr>
<td>90% / 10%</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
<td>Day 1-7</td>
</tr>
<tr>
<td>75% / 25%</td>
<td>Day 8-26</td>
<td>Day 8-21</td>
<td>Day 8-19</td>
<td>Day 8-18</td>
<td>Day 8-16</td>
<td>Day 8-14</td>
<td>Day 8-12</td>
<td>Day 8-9</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>0% / 100%</td>
<td>Day 64+</td>
<td>Day 51+</td>
<td>Day 47+</td>
<td>Day 43+</td>
<td>Day 39+</td>
<td>Day 35+</td>
<td>Day 30+</td>
<td>Day 22+</td>
<td>Day 18+</td>
<td>Day 14+</td>
</tr>
</tbody>
</table>

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

*Students must file a FAFSA (excluding international students).
*Students must meet specific criteria and deadline date as required for each scholarship.
*Students must provide the University with all requested information before the scholarship can be awarded.
*Students must maintain satisfactory academic progress.
*Students must demonstrate the academic excellence goals of Davenport University by meeting minimum CGPA as specified by the criteria of the scholarships.
*Students who fall below a required CGPA to maintain a scholarship, but who meet the requirements of a different scholarship, will receive that new scholarship. Students who have extenuating circumstances can appeal to the Financial Aid Processing Center.
*Students must be enrolled in a minimum 6 credit hours, except for the Study Abroad Scholarships.
*The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used in the spring/summer (not to exceed the per semester maximum).
*Students must begin using the scholarship within the award year of selection.
*Continuous enrollment is required (excluding spring/summer). A student who does not maintain continuous enrollment and re-applies within three years of the last semester of attendance will receive 50% of the scholarship value the first semester he/she returns to Davenport University. If continuous enrollment (excluding spring/summer) is re-established, 100% of the scholarship value will be reinstated the second semester.
*International and online students can apply for all Davenport University institutional scholarships.
*Students can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship.
*Scholarships will cover up to tuition, fees and books after all federal and state aid (excluding student loans and work study) has been applied. External scholarships (Ex: Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.
DAVENPORT UNIVERSITY SCHOLARSHIP AWARDING GUIDELINES FOR 2008-2009

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

- Student must file a FAFSA (except international students).
- Student must meet specific criteria and deadline date as required for each scholarship.
- Student must provide the University with all requested information before the scholarship can be awarded.
- Student must maintain satisfactory academic progress.
- Student must demonstrate the academic excellence goals of Davenport University by meeting minimum CGPA as specified by the criteria of the scholarships.
- Student who falls below a required CGPA to maintain a scholarship, but meets the requirements of a different scholarship, will receive that new scholarship. Student who has extenuating circumstances can appeal to the Financial Aid Processing Center.
- Student must be enrolled in a minimum of 6 credit hours except for the Study Abroad Scholarships. 1/2 time enrollment for grads is 3 credits.
- The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used spring/summer (not to exceed the per-semester maximum).
- Student must begin using the scholarship within the award year of selection.
- Continuous enrollment is required (excluding spring/summer). A student who does not maintain continuous enrollment and re-applies within three years of the last semester of attendance will receive 50% of the scholarship value the first semester he/she returns to Davenport University. If continuous enrollment (excluding spring/summer) is re-established, 100% of the scholarship value will be reinstated the second semester.
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- Student can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship.
- Scholarships will cover up to tuition, fees and books after all federal and state aid (excluding student loans and work study) has been applied. External scholarships (Ex: Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.
# 2008-2009 Davenport University Graduate Scholarships

<table>
<thead>
<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Graduate</td>
<td>New students—Student must have a minimum CGPA of 3.8 from their bachelor’s degree program AND must have taken the GMAT or GRE tests</td>
<td>up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>Medallion</td>
<td>Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.8 AND must have taken the GMAT or GRE tests</td>
<td>RENEWAL CGPA (end of winter semester)</td>
</tr>
<tr>
<td></td>
<td>up to $2,000 per year</td>
<td>3.50 GPA</td>
</tr>
<tr>
<td>New Graduate</td>
<td>New students—Student must have a minimum CGPA of 3.50 from their bachelor’s degree program AND must have taken the GMAT or GRE tests</td>
<td>up to 4 years or master’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>Scholars</td>
<td>Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.50 AND must have taken the GMAT or GRE tests</td>
<td>RENEWAL CGPA (end of winter semester)</td>
</tr>
<tr>
<td></td>
<td>Military—Active (including spouse and dependent children)—Submit proof of active duty and relationship (for spouse and dependent children)</td>
<td>3.20 GPA</td>
</tr>
<tr>
<td></td>
<td>up to $1,500 per year</td>
<td></td>
</tr>
<tr>
<td>New Graduate</td>
<td>New students—Student must have a minimum CGPA of 3.25 from their bachelor’s degree program AND must have taken the GMAT or GRE tests</td>
<td>up to 4 years or master’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>Graduate</td>
<td>Current DU undergraduate—Student must be a graduate of a Davenport bachelor’s degree AND have a minimum CGPA of 3.25 AND must have taken the GMAT or GRE tests</td>
<td>RENEWAL CGPA (end of winter semester)</td>
</tr>
<tr>
<td></td>
<td>up to $1,000 per year</td>
<td>3.00 GPA</td>
</tr>
</tbody>
</table>
Institutional Scholarship Appeal Process

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

a. Students must submit a written appeal to the Executive Director of Financial Aid within 14 days of the end of the semester.

b. Students submitting an appeal must have a CGPA of 2.5 or higher.

c. Students must submit their request in writing. The written request must include:
   i. An explanation of the mitigating circumstances
   ii. Documentation that supports the appeal

d. Two conditions that can lead to an appeal are:
   i. Student's cumulative GPA falls below the minimum GPA required for the scholarship received.
   ii. Student failed to meet the continuous enrollment requirement of the scholarship by sitting out one semester.

e. Appeals may be granted based upon the special circumstance related to the lower GPA and/or the reason for sitting out a semester.

f. Students may appeal the loss of scholarship eligibility once during their enrollment at Davenport University.

g. If students are granted the appeal, they must maintain a semester GPA equal to or higher than the minimum GPA required by the particular scholarship they are receiving (GPAs will be checked each semester.)

h. Final decisions rest with the Executive Director of Financial Aid.

   i. This policy applies to all institutional scholarship programs that are renewable.

The Executive Director of Financial Aid will notify students via mail/email of the loss of a scholarship and the opportunity for appeal. The Executive Director will notify students of the granting or denial of the appeal. If the appeal is granted, the letter will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Executive Director will send a letter explaining the final loss of the scholarship.
The Davenport University Foundation also provides assistance for student scholarships. These scholarships were established through generous contributions from alumni, friends and companies. To apply, go to www.davenport.edu/foundationapp or call 1-866-248-0012 or any Davenport admissions office.

**Endowed Scholarships**

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

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

Annual Scholarships
ABWA - Indinois Chapter
Accounting Annual Scholarship
Alpha Beta Gamma/Gamma Gamma
Alumni Ambassador Scholarship Fund
Alumni Assoc. for the Grad. Program
Alumni Association Unrestricted
Amical Foundation/Donald Phillips
Bay City Annual Scholarship
The Besaw Family Scholarship
Caro Campus Annual Scholarship
Caro/Bad Axe Campus
C.F.M.A.
Bob Clarkson
Lynda Cribari
Davenport University Online
Dearborn Campus
Dearborn Federal Savings
Eileen DeVries
Distinguished Alum Mentor Scholarship
Grand Rapids Campus General
Hammer Family Scholarship
Holland Campus Annual Fund
Honors Accounting Scholarship
Betty Igrisan Annual Scholarship
Kalamazoo Campus Annual Fund
Kirko Construction Corp
Susan Margaret Kovach Cultural Diversity (L. Sharma)
Dr. James & Madelaine Krolik
Dr. John & Mary Ellen Kushner
Lacks Enterprises
Lansing Campus Annual Scholarship
Lapeer Campus
Merrillville Campus
Massage Therapy Continuing Education
Midland Campus Annual Scholarship
Northern Michigan Staff Annual
Donald Offermann Annual Scholarship
Oxford Campus
Peter Pratt and Linda Headley Annual Scholarship
Pyper Products/Doyle Hayes
David Rausch & Kristin Stehouwer - Traverse City
David Rausch & Kristin Stehouwer - TriCities
Romeo Campus Annual Scholarship
Saginaw Campus
The Saginaw Spirit Annual Scholarship
Signature Applications, LLC
South Bend/Mishawaka Campus
Steelcase, Inc.
STUDENT SERVICES

ADVISING
All students officially accepted into a graduate program will work with an advisor to develop an academic plan of work prior to scheduling classes.

Although the student is primarily responsible for meeting curriculum requirements, advising is available at the student’s campus or location.

COURSE SCHEDULING
Graduate students should schedule courses in consultation with their advisor. It is also possible to schedule courses online through Davenportal at www.davenport.edu. Tuition payments are also handled online.

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

Course Scheduling Changes
To officially change a schedule, students should drop/add classes online through Davenportal or contact their advisor. 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. Contact student services or Davenport University Online to obtain information about the required procedures. Follow all required steps to ensure a successful Drop or Add.

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

Withdrawal procedures must be followed whether or not the student has attended class. Please note the following:
- Last day to withdraw without failing the course is indicated on the Academic Calendar.
- Absence from a class is not considered a withdrawal, regardless of the number of absences.
- A student not attending a class at the University without following the proper withdrawal procedure receives a grade of “F” for the course.
- A student not attending class at the University who follows the proper withdrawal procedure by the last day to officially withdraw receives a grade of “W”.
- A student leaving a class or the University after the last day to officially withdraw receives a grade of “F”.

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

COUNSELING
Students interested in counseling services should contact their advisor for referral to community resources.

HOUSING
University-sponsored housing is available at the Grand Rapids campus only. The purpose of Davenport University’s Housing and Residence Life Program is to provide an environment that is comfortable, safe and conducive to academic success, as well as living/learning opportunities for students. In student housing, students may live with people of different cultures and lifestyles and will develop lasting friendships as they participate in various activities. Residential Living activities and programs are designed to supplement classroom learning by promoting personal growth and awareness.

STUDENT IDENTIFICATION (ID) CARDS
Student ID cards can be obtained at any location. ID cards must be used to check out library materials and to use computers in the Library Information Commons. ID cards may also be used to obtain student discounts, where available. All students are required to obtain an ID during the first week of classes.

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

CHANGE OF NAME, ADDRESS, PHONE NUMBER, OR E-MAIL

It is the students’ responsibility to inform the University of changes to his/her name, address, phone number and/or email address. This information can be updated online through Davenportportal.

STUDENT INSURANCE

Professional liability insurance coverage is provided at no cost to students enrolled in an internship, professional practice experience, or clinical practicum in the School of Health Professions.

Information concerning personal health insurance coverage is available through Student Services at each location. Proof of personal health insurance coverage is required for students accepted into the nursing program.

STUDENTS WITH DISABILITIES

Accommodations for Students with Disabilities

It is the policy of the 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 nondiscrimination 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 co-curricular 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 for any student with a documented disability.
- Location - Location of programs will provide equal access to mobility and visually impaired students to the extent reasonably possible.
- Physical Accessibility - Physical accessibility to instruction, academic support, student services and technology are provided to the extent reasonably possible.

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

Students who believe they have a disability as defined by the Americans with Disabilities Act and who require accommodation to meet course or program requirements should 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.

CLUBS AND ORGANIZATIONS

Davenport University offers students a wide variety of clubs and organizations. Availability of clubs and organization experiences varies by location. Some clubs are specific to individual majors, enhance classroom instruction and offer students an opportunity to interact with individuals within their chosen field. Organizations such as Business Professionals of America (BPA), Students in Free Enterprise (SIFE), and Distributive Education Clubs of America (DECA) provide more general business-related experiences and local and national competitions. Non-curricular programs, such as participating in Student Council or in the develop-
ment of student newspapers, are also offered. At some locations, intramural sports are also available. Students interested in student involvement opportunities should contact their advisor for availability.

Intercollegiate Sports

Davenport University’s Intercollegiate Athletic Program is a member of the NAIA (National Association of Intercollegiate Athletics) and the ACHA (American Collegiate Hockey Association) at the Division II level. All participants must be 18 years of age or older and a full-time student (i.e., 6 credits or more per semester). Eligibility rules are very detailed. Please contact the Athletic Department for more information.

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

- Men’s Baseball
- Men’s Basketball
- Men’s Bowling
- Men’s Cross-Country
- Men’s Golf
- Men’s Ice Hockey
- Men’s Lacrosse
- Men’s Soccer
- Men’s Track & Field
- Women’s Basketball
- Women’s Bowling
- Women’s Cross-Country
- Women’s Golf
- Women’s Lacrosse
- Women’s Soccer
- Women’s Softball
- Women’s Track & Field
- Women’s Volleyball

Please inquire about future athletic programs to be offered at Davenport University.

CAREER SERVICES

Davenport University Career Services assists all students and alumni in every aspect of the career development process. From assistance with career exploration and interest assessment, to ongoing support once in the field, Career Services is available to provide assistance, guidance, and opportunities.

Classroom & DU Location Seminars – For many students, a relationship with Career Services begins with the classroom presentations and group seminars that are conducted at every location throughout the year. Career Services encourages all students to take advantage of the many group networking opportunities and the information provided during in-class presentations to improve their professional skills and learn how to use those skills to achieve career success.

Career Search and Professional Skills Development – Students will learn a full range of professional skills from their Career Services Coordinator and receive on-going help and support for creating dynamic resumes and professional letters, learning interview skills, and about how to conduct successful job searches. In addition, Career Services can assist students in learning about networking strategies, portfolio creation, business etiquette and professional dress tips.

Experiential and Internship Opportunities – Career Services works with faculty, employers and Human Resources to provide DU students with the best possible work, career and program-related opportunities available. Students seeking opportunities to build their skill level, gain experience and grow their professional experience can work with Career Services to identify great opportunities.

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

Online Job Database – Students seeking work-study, internships, or full or part-time positions can find great jobs on DU’s online job posting system. Students and alumni can search for the opportunities that best suit their needs through DU’s system, or work with their Career Services Coordinators to learn of other popular job search sites.

For lifelong support, communication is the key. Students should keep DU Career Services aware of any address changes while enrolled and after graduation, should pursue leads in a professional manner, report interview outcomes and respond to survey inquiries to assure that the services provided meet students’ and alumni’s changing needs.

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 email address: alumni@davenport.edu.

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University automatically receives free membership in the Alumni Association. Your membership entitles you to the Davenport University Review magazine and many university services.

You will also receive:

- Lifetime Employment Assistance, including online job search 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 offered to DU Alums.

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

For more details about other benefits and programs offered to Davenport alumni, please go to our website: www.davenport.edu.

DAVENPORT UNIVERSITY CORPORATE SERVICES

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

Corporate Services offers a wide range of courses and delivery methods. Many for-credit courses offered by the University can be delivered through Corporate Services at any company site in Michigan, Indiana or online. 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/corptraining, can be tailored to meet customers’ specific needs. For more information, call (866) 840-0005.
Graduation and Commencement

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

Formal graduation ceremonies are held at the end of the winter semester. The ceremony is open to students who have completed or will complete their course requirements by the end of the spring/summer semester and have met all relevant processing deadlines. Students are encouraged to take part in the ceremony.

Application for Graduation

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

Diplomas are ordered at the end of each semester for those students who have graduated and have submitted applications for graduation. The diploma will show the degree or certificate awarded only. The concentration or specialty will be reflected on the transcript. The diploma is mailed to the student’s address twelve to fourteen weeks after the final date of the semester in which all degree requirements are met.

Graduation Honors

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

Time Limitation

Students admitted into a graduate program have a six-year time limit to complete all requirements for the master’s degree. Students who do not complete their requirements for a degree within six years of the date of the end of the first session of attendance are required to have all credits reevaluated. This time period begins at the completion of the first master’s degree-relevant course.

Prerequisite (Foundation) Requirements

Graduate courses at the 500 level or above are open only to students formally admitted into the Master of Business Administration (MBA), Master of Science Information Assurance (MSIA), or Master of Public Health (MPH) programs, or in a post-graduate certificate program; undergraduate students are not eligible to register. In addition to the 500-level courses, there may be specific undergraduate course work that is a prerequisite to the graduate-level work. Required prerequisite course work should be completed before scheduling any 600-level or above courses.

Prerequisites for the MBA Programs

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

Prerequisites for the MSIA Program

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

Prerequisites for the MPH Program

All students requesting admission to Davenport University’s MPH International Health Specialty should have foundational courses completed in statistics or biostatistics and completed health care research or statistical analysis course work.

Graduation Requirements

Students are responsible for completing the Plan of Work with their advisors within the chosen curriculum as outlined in the catalog during students’ first session of attendance. If a modification occurs, the degree requirements will be adjusted at the time of the change. Students are encouraged to contact their advisors before students’ last sessions to review eligibility requirements for graduation.
Credit Designation
The graduate program credits at Davenport University are expressed in semester hours.

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

Residency Requirements
The University policy for residency is as follows:
Post-Graduate Certificate - All credits are required for the Post-Graduate Certificate.
Master of Business Administration Degree - A minimum of 30 semester credits for the MBA programs with concentrations; including the Capstone Experience; no transfer courses may be brought in after graduate credits have been earned at Davenport University. The Executive MBA requires that all credits be completed at the University.
Master of Science Information Assurance Degree - A minimum of 25 semester credits, including the Capstone Experience course, is required; no transfer courses may be brought in after Information Assurance and Security (IAAS) credits have been earned at the University.
Master of Public Health Degree - A minimum of 34 semester credits, including the Capstone Experience, is required; no transfer courses may be brought in after graduate 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 in-seat courses, or complete the entire master’s degree online. Students may enroll in online courses through their graduate advisor or schedule online through the student portal. For more information about online learning, see the Admissions section of this publication.

Capstone Experience
The CAPS Capstone Experience and MGMT799 are the summative courses for the graduate degree programs. Students are required to submit a Capstone Intent Form to their home location Department Coordinator and/or the Associate Dean for review and approval. Students will not be allowed to register for the appropriate Capstone Experience class if Intent Forms have not been approved. The Intent Form can be submitted as early as halfway through the graduate program but no later than the session before taking the Capstone Experience. The Capstone Guidebook, which outlines the course requirements and contains necessary documents, will be provided by the coordinator.

The Capstone Experience (CAPS courses) and MGMT799 can be taken only as the last course in the graduate programs. Although one course may be taken concurrently with the Capstone, such action is not recommended. A grade of “B” or better is required for all CAPS courses and MGMT799, and they can be repeated only once.

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

- A graduate admission application is required to admit new students to the graduate programs and a $25 application fee. Transcripts indicating completion of a master’s degree will be required before admission.
- Graduate tuition applies. Financial aid is generally not available.
- Courses taken through this program will be for credit. More than one certificate may be earned, but no single course can be applied to more than one certificate.
- Records and transcripts will indicate certificates awarded. Students wishing to take one or two courses and not earn a certificate will apply under Special Student Status. Students entering the certificate program or having Special Student Status have all rights and privileges of Davenport University students, including use of libraries, Career Services, and other services.
- All other policies and procedures of the graduate programs and Davenport University will apply.

STANDARDS AND EXPECTATIONS

Academic Integrity
Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a community of instructors and students. The University expects students to respect these principles.

As a point of academic integrity, students are required to submit original material of their own creation. Plagiarism of any material and cheating are serious offenses and can result in failure of the course or dismissal from the University.
plagiarism refers to the use of someone else's ideas or words without correct documentation. It is the student’s responsibility to ask the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

Cheating refers to the use of someone else's knowledge or sharing coursework in a way that is unauthorized by the faculty member. The faculty member may authorize the use of reference books for a paper, for example, but require that a test be done without such help.

Should a student be penalized and wish to contest the allegation, the academic integrity grievance procedure will be followed as outlined below:

1. The instructor must inform the student of the allegation of the plagiarism or cheating in a timely fashion. Ideally, the student, instructor, and Department Coordinator will resolve the issue. The student shall provide information that disproves the allegation or shall admit the plagiarism or cheating and accept the consequences as outlined by the University.

2. If the Department Coordinator, instructor, and student cannot resolve the issue, the instructor and student will both present documentation to the Director of Academic Services/Director of Online Instruction within ten business days from the initial meeting. The Director of Academic Services/Director of Online Instruction will review the documentation with the faculty member and student, either together or separately. The Director of Academic Services/Director of Online Instruction will make a decision in a timely fashion.

3. If the student or instructor disagrees with the decision of the Director of Academic Services/Director of Online Instruction, the Director of Academic Services/Director of Online Instruction will present the documentation to the Executive Director of Academic Services/Associate Dean for Online Instruction within five business days of the decision. The review may involve a meeting with the faculty member or student, or both. The Executive Director of Academic Services/Associate Dean for Online Instruction will deliver his or her decision to the faculty member and student in a timely fashion. The decision of the Executive Director of Academic Services/Associate Dean for Online Instruction is final.

Students may face the following consequences for any act of plagiarism or cheating:

1. The first offense may minimally result in failure of the assignment, test, project, or presentation. This first offense will be documented in the student’s permanent file. The occurrence will be referred to Judicial Affairs.

2. The second offense may minimally result in failure of the course in which the cheating or plagiarism has occurred. The second offense will be documented in the student’s permanent file. The occurrence will be referred to Judicial Affairs.

3. The third offense may result in dismissal from the University. The third offense will be documented in the student’s permanent file and be referred to Judicial Affairs.

Attendance Policy

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

Course Syllabi

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

**ACADEMIC STANDARDS OF PROGRESS**

**Academic Probation**

If at any time a graduate student’s cumulative GPA falls below 3.0, the student will be placed on academic probation. Students on probation are required to contact their advisors 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 semesters 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 one semester (including spring/summer) following the first dismissal.
- A letter requesting readmission should be submitted to the Director of Academic Services at least four weeks before the session in which the student wishes to reenter. Once readmitted, the student must maintain a 3.0 GPA or better in each subsequent semester or he or she may face final dismissal.
- No readmission will be considered after a final dismissal.

**Incompletes**

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

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

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

Students should be aware that an “I” grade in a course does not yet reflect credit for 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.

COURSE WORK AND GRADES

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

Grading Scale
The grading scale and grade-point values used for graduate programs are as follows:

- Superior: 4.00 A
- Above Average: 3.70 A-
- 3.30 B+
- 3.00 B
- Average: 2.70 B-
- 2.30 C+
- 2.00 C
- Failure: 0.00 F
- Incomplete: I
- Withdrawal: W
- Withdrawal-Military: WM
- Audit: AU

Grade Reports
Grades may be viewed and printed from the student portal on the University website at the end of every session/semester.

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

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

A student receiving a grade of “B-” (2.70) or lower may request permission to repeat a course. The student is responsible for submitting the request in writing to the appropriate graduate associate dean.

If approval is granted to repeat a course, the original course grade will remain on the student’s transcript. The highest grade received for the repeated course will be used to calculate the cumulative GPA. Course credit can be received only once for the same course.

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

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

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

It is the responsibility of the student to justify that a change of grade is an appropriate action. Students must adhere to the timelines delineated in this policy.
STEP 1: Within THREE days of the beginning of the follow-
ing session, the student begins the grade appeal process
by contacting the instructor in an attempt to resolve the
grade dispute in an informal and cooperative atmosphere,
using the Grade Appeal Form. The student should also
(The instructor should document this meeting on Part 1 of
the Appeal Form. The instructor will forward the completed
Appeal Form to the Department Coordinator.)

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

STEP 3: If the issue is not resolved to the student’s satisfac-
tion in Step 2, the student may submit a request to the
Director of Academic Services to appeal to the Student
Faculty Relations Committee (SFRC). The Director of
Academic Services will establish an ad hoc (pro tem) review
committee made up of a student, a faculty member, and a
department coordinator. The Director of Academic Services
will forward all written documentation, including the Appeal
Form, to the SFRC. The SFRC will provide a written deci-
sion. The decision of the SFRC is final.

Students who appeal online course grades must use e-mail.

STUDENT AMENITIES

Computer Labs
Davenport University makes technology available to stu-
dents through open lab time, enabling them to complete
course projects as well as gain proficiency on the equip-
ment. 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’
(LinCs) traditional and electronic resources are carefully
selected to support the University’s curriculum. The WiFi-
enabled LinCs provide integrated library, computer lab,
testing, and tutoring services at fifteen of the Davenport
locations, while supporting the learning and research for all
of Davenport’s students, faculty, and staff, whether online or
in-seat.

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

The LinCs’ services are described briefly at
www.davenport.edu/linc. The LinCs’ full Web pages can be
accessed by enrolled students on or off campus, 24/7, by
logging into the Davenportal at www.davenport.edu. These
Web pages offer access to many resources and services.
The electronic catalog can help students locate what they
need from more than 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
LinCs, check when items are due, check fines, and renew
materials.

Through the LinCs’ many electronic databases, students can
find periodical articles, newspapers, annual reports, company
information, marketing reports, reference articles,
NoodleTools for APA help, magazines by name, or databases
by subject. Also available are the “Ask-a-Librarian” and
“Ask-a-Tutor” e-mail services, interlibrary loan (borrowing
materials from non-Davenport libraries), and bibliographic
instruction session scheduling.

Testing Services:
Testing is offered at many of the Davenport locations.
Please check the LinC Web pages to see which tests are
offered and at which locations. For testing questions, e-mail
Testing@Davenport.edu.

Tutoring Services:
Davenport provides free tutoring through the LinCs for all
students. Tutoring is available on a drop-in basis and by
appointment during tutoring hours scheduled at each loca-
tion. Tutoring is also available through Smarthinking, an
online tutoring service. Tutoring is offered full-time in
accounting, finance, biology, economics, English, writing,
mathematics, and statistics. Tutoring is also available in
other subjects and can be arranged upon request. For tutor-
ing questions, e-mail Tutoring@Davenport.edu.

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 infor-
mation is available to all students university-wide.

RELEASE OF INFORMATION
STATEMENT

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

- Inspect, review and/or request an amendment to these
  records.

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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 the University to comply with FERPA requirements.

Directory information includes the student’s name, address, telephone number, email address, date of birth, 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 the 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 2000 and graduated by the end of the 2005/2006 academic year is 19%. These first-time full-time students made up less than 20% of the University enrollment.
Security Services

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

Anti-Harassment Policy

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

Prohibited Conduct

Harassment

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

1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
2. Having the purpose or effect of unreasonably interfering with an individual’s 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 as 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 is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

Complaint Procedure

A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Director of Student Services. In the event that a supervisor is contacted, the supervisor is responsible for ensuring that the Human Resources Office representative is notified. Depending upon the alleged complaint, the Human Resources Office representative or Director of Student Services may contact the Department of Security Services or appropriate local authorities to conduct an initial inquiry and determine whether criminal charges are warranted. The Human Resources Office representative or the Director of Student Services 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 Human Resources for clarification.
\textit{Harassment Accusations} 

The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances. Due consideration will be given to the protection of individual rights, freedom of speech, religious and moral convictions, and academic freedom.

\textbf{Sanctions} 

Any person who violates the University’s Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies), which could include, but is not limited to, dismissal, according to due process, from the University and/or termination of employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

\textit{Retaliation} 

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

\section*{Anti-Violence Policy}

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

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

\textbf{Definitions} 

\textit{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.

\begin{itemize}
  \item \textbf{Intimidation} – To coerce or inhibit by threats.
  \item \textbf{Act of Violence} – Conduct that causes bodily or emotional injury to another person or damage to property.
  \item \textbf{Staff} – All regular, temporary, contract, and adjunct full-time and part-time faculty, staff, and student employees.
  \item \textbf{Students} – All individuals enrolled in a course or courses at Davenport University.
\end{itemize}

\textbf{Examples of Acts of Violence} 

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

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

\section*{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 security services along with the Director of Student Services.

\section*{Complaint Procedures} 

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

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

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

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

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

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

- **Legal Sanctions** – Federal and state law prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol. Specific criminal penalties are applicable to unlawful activities as identified above and may include imprisonment and fines.
- **Health Risks** – Significant health risks are associated with and result from the use of illicit drugs and abuse of alcohol, including raised blood pressure, blurred vision, dizziness, loss of sleep, anxiety, depression, heart or respiratory failure, and liver, brain, and stomach destruction. In addition, there can be serious health risks to an unborn child.
- **Counseling and Treatment** – Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or reentry programs.

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

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

Safety is everyone’s responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Director of Student Services.

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

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

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

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

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

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

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, e-mail, voicemail, networks, mainframe, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. E-mail is provided to facilitate communications concerning the University’s educational mission and related business; the use of the University’s e-mail system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

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

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

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

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

Information technology resources may NOT be used:

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

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

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

Email General Information

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

Parking

Parking is free at all locations. Unauthorized automobiles and those not parked according to regulations may be ticketed and fined. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available. Some Davenport University locations require a parking permit.

School Closing for Inclement Weather

When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website and Davenportal. Students and staff should check carefully for information about the location they attend or work at, 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 them have food and beverage vending machines. Some locations also have a microwave oven for heating food.

Bulletin boards are located at the locations for the purpose of sharing information regarding student events.
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 location's administration.

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

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

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

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

The disciplinary procedures used by the University are considered part of its educational process and its philosophy to produce graduates who are ethically and professionally oriented. Hearings or reviews conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, Students may be accountable to both governmental authorities and to the University for their actions. Disciplinary action at the University will proceed at the discretion of the Executive Director of Student Affairs, notwithstanding any related civil or criminal proceedings.

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

DEFINITIONS

- “Campus Designee” refers to a University appointee who is responsible for initiating the judicial process at the local level.
- “Complainant” refers to a member of the University community, a Student Organization, or the University who is bringing charges against a Student Organization or a Student. When the Complainant is a Student Organization or the University, a single person may be appointed by that body to represent it.
- “Executive Director of Student Affairs” means the University’s Executive Director of Student Affairs, or his or her designee.
- “Hearing Council” refers to the group of individuals that may be selected to administer the formal 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.
- “Member of the University community” includes any person who is a Student, Faculty member, University official, or other person employed by the University.
- “Respondent” refers to a Student Organization or Student charged with a violation of University policy, not the University itself.
- “Student” includes all persons enrolled at the University, either in a full-time or part-time capacity, pursuing undergraduate or graduate studies in any delivery format.
- “Student Code” is defined as the written regulations of the University applicable to Students and Student Organizations as found in, but not limited to, the Student Handbook, the University Catalog, University Residence Hall publications, the University web site, and any other official publications of the University.
- “Student Organization” includes all Student-based organizations, including fraternities and sororities, registered with the University through the local campus office.
- “Univeristy” means Davenport University.
- “University Official” includes any person employed by the University who performs assigned administrative or professional responsibilities.
- “University property and University premises” include all land, buildings, facilities, and other property in the possession of the University or owned, used, or controlled by the University, including adjacent streets and sidewalks.
- “Witness” refers to an individual who was present at the time of the alleged misconduct or who can provide information relevant to the case during a judicial hearing.

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 Student 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 a disciplinary hearing as outlined in this document.
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 federal, state, and local laws, as well as University rules, regulations, and policies, including the use of existing procedures to resolve disputes. Students are expected to make themselves aware of the regulations governing them as members of the University community.

Students are expected to conduct themselves as mature individuals while on campus, off campus, and during all University-related endeavors including, but not limited to, internships, practicums, clinicals, or other curriculum-related work experiences.

Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through Student Online Services. It is the Student’s responsibility to regularly check his or her email and respond to University notices appropriately.

MISCONDUCT

Any Student or Student Organization found to have committed any of the following types of 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 University also reserves the right to investigate and take judicial action for any off-campus behavior of a Student, group of Students, or Student Organization, if such behavior is deemed inconsistent with the values of the institution. 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. Incidents of academic dishonesty may also be adjudicated through the University’s judicial process, as determined by the Office of Student Affairs.

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 causes substantial disorder. Disorderly conduct includes any of the following:
   a. Taking action that threatens or endangers the safety, health, or life of others, or behavior that creates the impression of such endangerment;
   b. Obscene conduct or behavior;
   c. Lewd, indecent, or vulgar conduct or expression;
   d. Public intoxication, defined as being under the influence of alcohol or other drugs regardless of age, in circumstances where such behavior causes a disturbance or other concern to the University;
   e. Abusive or offensive language inherently likely to provoke an immediate violent reaction, whether or not it actually does so or is grossly indecent or offensive to a reasonable member of the University community;
   f. Acting as an accessory to any unlawful act or the violation of any University policy. Students are responsible for the behavior of their guests and visitors to the University premises;
   g. Conduct which adversely affects the Student’s suitability as a member of the University community, as defined by the Office of Student Affairs;
   h. Damage to University property or the property of another.

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.

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; this includes, but is not limited to, false information on an admission application or any other document submitted to the University;
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
   c. Tampering with the election of any University-recognized Student leader or Student Organization;
   d. Falsification of University records; each Student is expected to complete any University record accurately and honestly;
   e. Providing false testimony; or
f. Participating in an act of academic misconduct such as cheating, fabrication, or plagiarism.

10. COMPUTER ABUSE. Theft or other abuse of computers, related computing equipment or data, 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, or unauthorized provision of a Student’s identification and password to another;
   d. Use of computing facilities to interfere with the work of another Student, faculty member, University official or other entity;
   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; or
   i. Use of computing facilities to threaten, intimidate, or otherwise violate University anti-harassment or antiviolence 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, or any other weapons on University premises or at a University function. Prohibited firearms and weapons include, but are not limited to, rifles; shotguns; handguns; tasers and stun guns; BB and pellet pistols and rifles that are spring, gas, or air powered; sling shots; whips; hunting knives; throwing stars; swords; and bows and arrows.

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

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 alcohol, controlled substances, illicit drugs, drug paraphernalia, or any substance used as a drug 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, emotional, psychological, or physical health or safety of a Student or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in any Student Organization, including fraternities/sororities, sports teams, and other organizations.

The term shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, tattooing, branding, paddling, forced calisthenics, exposure to the elements, treasure hunts, scavenger hunts, quests and road trips, forced consumption of food, liquor, drugs, or other substances, and any forced activity that would subject the individual to mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct that results in embarrassment or ridicule. For the purpose of this definition, any activity described in this definition upon which the initiation or admission into, affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

17. VIOLATIONS OF CAMPUS, PROGRAM AND OTHER UNIVERSITY POLICIES. Outlined in University publications, including but not limited to those related to University supported housing, the Residence Hall Handbook, those related to Student athletics, the Student Athlete Handbook, those related to the School of Health Professions, and the School of Health Professions Manual.

18. VIOLATION OF LAWS. Violation of federal, state, or local laws 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 or participated in by the University.

19. OFF-CAMPUS MISCONDUCT. Participation in an event that involves Students or Student Organizations at which this Student Code has been violated, the University community or University operations are jeopardized, or participation has negatively impacted the reputation of the University when the University’s name is authorized in an activity. It also includes participation in an event that relates directly to the Student’s or Student Organization’s continued suitability for enrollment or continued registration.

20. USE OF UNIVERSITY PROPERTY, INCLUDING ONLINE PROPERTY. Students are authorized to use University property only as consistent with their coursework and related educational activities as provided for under this Student Code. Students enrolled in online classes and Students using online learning tools or services agree to accept the terms and conditions placed upon the use of these materials. Specifically, online materials (including syllabus documents, lectures, discussion threads, and other course- and University-related materials found online) are the property of the University; and the only authorized use is for the purposes of completing University-related course work and related educational activities. University online materials shall not be disclosed, directly or indirectly, to any person or entity outside of the University, and (in the case of online classes) to anyone otherwise not involved in teaching or who is enrolled in the particular class.
Student Illness Statement

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

Student Mental Health Incident Statement

The University desires to respond to challenges created by a Student mental health crisis promptly and with compassion. Regardless of any misconduct, the University reserves the right, as determined by the Executive Director of Student Affairs, to take such steps as it determines to be necessary or appropriate to respond to any reported Student behavior suggesting or indicating a psychological emergency and/or an inability of the Student to appropriately manage his or her behavior. Such steps may include, but shall not be limited to, the following:

- Requiring the Student to adhere to a behavioral contract;
- Requesting that the Student seek and receive appropriate health care and/or counseling;
- Requiring that the Student move to a new environment, either in another residential area or off-campus, as determined by the Executive Director of Student Affairs; or
- Notifying the Student’s parent or legal guardian regarding the identified behaviors and requesting participation in the development of a plan of assistance for resolving these issues.

Regardless of any potential misconduct, a Student may be placed on Interim Suspension by the Office of Student Affairs, or its designee, if there is any report indicating that a Student may be suffering from a mental health crisis or if the Student’s behavior poses a current or imminent danger in any of the following ways:

- Potentially causing physical harm to the Student or others;
- Causing significant property damage;
- Directly and substantially impeding the lawful activities of others; or
- Creating an environment that severely compromises an individual’s ability to be an appropriate Student and/or campus community member.

A Student who is placed on an interim suspension, in whole or in part due to a mental health incident, shall be notified in writing of the reasons for the Interim Suspension. In cases also involving misconduct, Students who have received an Interim Suspension for mental health crisis or other health and safety reasons may also be required to participate in the normal judicial process, as determined by the Executive Director of Student Affairs.

JUDICIAL PROCESS

Incident Reporting Process

Anyone wishing to report Student misconduct shall document all relevant information via an incident report, which shall be provided to a member of the campus administration. When a written incident report is filed, it shall be forwarded to Student Affairs personnel, or their designee, at the campus where the incident occurred. Following review of the incident report (which may include, without limitation, any and all research deemed appropriate by the Campus Designee regarding the underlying incident), a determination will be made by the Campus Designee (in possible consultation with other campus and/or University leadership) whether charges of misconduct should be filed in response to the incident.

Interim Suspensions and No-Contact Orders

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

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

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

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

Initiation of Proceedings

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

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

Overview of Hearings

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

University 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. A judicial officer or Hearing Council, as applicable, is expected to find a Student or Student Organization responsible for violations of University policies only if the information shows that it is more likely than not that misconduct occurred.

Hearing Conducted Before a Judicial Officer

At a hearing before a judicial officer designated by the Executive Director of Student Affairs, the Campus Designee will review with the Respondent the report that led to the misconduct charges. The Respondent will have an opportunity to admit or deny the charges and present any summary information he or she may have in response to the charges. The Campus Designee, after reviewing all information presented, will determine responsibility and, as appropriate, any sanctioning. A written decision will be generated within five (5) business days of the meeting.

Hearing Conducted Before a Hearing Council

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

Hearing Council Procedures

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

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

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

The Hearing Council may ask questions of Witnesses at any time and also facilitate the presentation of the case. The Hearing Council may call additional witnesses or seek
further evidence relating to a case if the Hearing Council desires clarification or further information. All hearings shall be closed to everyone except the Hearing Council, appropriate University staff, the Respondent, the Campus Designee or Complainant, the observer/recorder selected by the University, and Witnesses during the actual time of their testimony. The proceedings of the Hearing Council are presumptively confidential. Unauthorized disclosure of information by any party or Witness involved during the hearing process may lead to disciplinary action.

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

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

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

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

Following the proceedings, the Hearing Council will meet in private session to deliberate whether the Respondent is responsible or is not responsible for the charges based on the Hearing Council’s judgment of whether it is more likely than not that misconduct has occurred. Decisions shall be based only on evidence presented at the hearing. The observer/recorder will remain in the session as a resource person, but will not participate in the deliberations. The Hearing Council must reach consensus, with all members of the Council giving input. If the Respondent is found responsible for the misconduct, 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, if applicable, written notification of the decision of the Hearing Council and attach the Hearing Council’s written decision within five (5) business days after the close of the hearing. This notification will also include information on the appeal process.

**Appeal Process**

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

- New 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; or
- Appropriateness of the sanction.

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

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

**Sanctions**

**Sanctions for Individuals**

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

**Primary Sanctions:**

1. Forma l warning: a written reprimand that expresses disapproval of the Student’s actions and warns against any potential violations of University policy in the future.

2. Probation: a period of observation and review. Misconduct warranting probation will result in a minimum of four weeks’ and maximum of six months’ 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: results in immediate dismissal from classes and activities at the University for at least the remainder of the session/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. During suspension, the Student is not permitted to visit the University premises or attend any University functions without prior written permission from the Executive Director of Student Affairs. Any Student who
Additional Sanctions

5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.

6. Housing unit suspension: separation of the Student from the University housing unit for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.

7. Housing unit expulsion: permanent separation of the Student from the University housing units.

8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.

9. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a Student’s violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents/legal guardians of alcohol or a controlled substance violation if the Student is under the age of 21. The Office of Student Affairs determines the circumstances under which parental notification takes place.

10. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

11. Educational sanctions: require a Student to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.

12. Loss of privileges: denial of specified privileges for a designated period of time.

13. Disqualification from receipt of institutional financial aid while the sanction is imposed or possibly thereafter. Sanctions for Student Organizations Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Student Arbitration Policy

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

The University believes that arbitration of student disputes is an effective alternative to litigation for all concerned. The arbitration process offers several advantages to both students and the University. Binding arbitration is normally much faster and simpler than court proceedings. Because of this, it is also less costly. It is vital to understand that this Student Arbitration Policy (the “Policy”) does not create or destroy any legal rights; it changes only the forum in which those rights will be resolved. In other words, neither party may go to court to resolve a dispute subject to this Policy; rather, the dispute will be resolved by arbitration, which will be final and binding. Both the University and the student will be obligated to pursue exclusively through arbitration any and all claims which they might otherwise bring in a court of law or before an administrative agency.

1. Relationship to the Complaint Resolution Process. The Student Code, together with the University policies and procedures (collectively, the “Internal Process”) as identified in the Undergraduate Catalog, contains the University’s dispute resolution procedure for students. The Internal Process uses different techniques, ranging from discussions with a student’s professor or faculty member to a more formal review, to resolve disputes. This Policy is not part of the Internal Process. It is, instead, a separate and freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.

2. Arbitration Proceedings. Any and all disputes or disagreements between the student and the University relating to any Covered Claim (as defined below) shall be resolved by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association (the “AAA”). The arbitration process shall be administered by the AAA. The arbitrator shall issue a written decision that shall include a rationale supporting the decision, findings of fact, and conclusions of law. The decision shall be final and binding on the parties, and judgment may be entered on the arbitrator’s decision in a court of competent jurisdiction. The arbitration proceedings shall be conducted in a confidential manner. Arbitration shall constitute the sole and exclusive forum for resolution of any and all disputes relating to Covered Claims.

3. Waiver of Judge or Jury Trial. By virtue of a student’s acceptance of this Policy on the Application for Admission and becoming enrolled or continuing to attend the University, the student and the University mutually agree to submit to final and binding arbitration all Covered Claims which they have against each
other that would otherwise be brought in state or federal court or in an administrative agency. Consequently, both the student and the University expressly waive any right to have any Covered Claim resolved in a court of law by a judge or through a jury trial or before an administrative agency.

4. Time for Filing Claims. To demand arbitration of a Covered Claim, the demanding party must provide written notice to the other party no later than one hundred and eighty (180) calendar days from the date when the Covered Claim first arose or within the time period provided by law, if that time period is less than one hundred and eighty (180) calendar days. A student’s demand for arbitration must be directed to the University’s Provost. The University’s demand will be directed to the Student’s last known address. A party’s failure to make a timely written demand for arbitration means that the party’s claims have been forever waived and can no longer be pursued against the other party in any forum.

5. Covered Claims. A “Covered Claim”, for purposes of this Policy, means any claim that could be brought in state or federal court or administrative agency arising out of, or relating to, the student’s attendance at the University.

a. Covered Claims include, but are not limited to, claims involving laws against discrimination, including discrimination based upon sex, race, color, national origin, religion, disability, age, or any other category protected by state or federal law; claims based on admission, enrollment, class participation, suspension, expulsion, academic standards, or other academic matters; contract claims; tort claims; failure to educate claims; claims against current or former University Trustees, officers, employees, or contractors related in any way to Covered Claims; and claims for an alleged violation of any federal, state, or other governmental law, common law, statute, regulation, or ordinance.

b. All procedural issues and questions of arbitrability relating to a Covered Claim shall also be submitted to the arbitrator, not the court, for resolution.

c. Each party may request such remedies, damages, or other relief allowable by the state and/or federal law applicable to their Covered Claim.

6. Miscellaneous. This Policy constitutes the sole method for the resolution of Covered Claims. If any provision of this Policy is found to be void or is otherwise unenforceable, in whole or in part, it shall not affect the validity of the remainder of this Policy, which will remain in full force and effect. The Student understands that this Policy also is binding on any individual or entity claiming by or through the Student or on the Student’s behalf.
Course Codes
Accounting = ACCT
Business = BUSN
Capstone = CAPS
Economics = ECON
Finance = FINC
Health Care Management = HCMG
Health Sciences = HLTH
Human Resource Management = HRMG
Information Assurance and Security = IAAS
Management = MGMT
Management Information Systems = MISG
Marketing = MKTG
Mathematics = MATH
Public Health = MAPH

Accounting (ACCT)

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

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

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

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

ACCT730 Taxation of Corporations and Trust 3 CR
The course is a study of the tax issues faced by corporations and their owners, including legal forms of ownership, liquidations, distributions to shareholders, and reorganizations. International corporate tax issues and consolidated tax returns are covered. Students examine the applicable Internal Revenue code, Internal Revenue regulations and rulings, plus judicial cases as they pertain to corporate taxation. Computerized tax research techniques are also used in this course.

ACCT750 Information Systems Auditing 3 CR
This course will take a practical approach in presenting the value of internal audit and in particular EDP audit to the corporate enterprise. While the course researches challenges to control environments associated with technology, the course does not teach technology. The course 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 Controls and Legal Issues 3 CR
This course explores the legal and internal control issues facing financial executives. It will focus on compliance with the Sarbanes-Oxley Act and other internal control concerns. The course will also cover legal issues that the financial executive might encounter.

ACCT780 Forensic Accounting 3 CR
This course serves as an introduction to forensic (fraud) accounting. Topics include fraud examination techniques, interview techniques, rules of evidence relating to fraud, internal control methodology, asset misappropriation, and financial statement misrepresentation. Students learn various fraud examination techniques that include case initiation and interviewing/interrogation procedures. This portion of the course includes grand jury and courtroom protocols and testifying. Students also learn rules of evidence as they relate to several different courtroom protocols, 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 and Legal Environment 3 CR
This course teaches students the options available for recovering misappropriated assets or obtaining restitution, along with the appropriateness, advantages, and disadvantages of each option, including criminal prosecution, insurance recovery, and civil litigation. Students will also study the rights of individuals suspected of committing fraud, the admittance of evidence, and the testimony of expert witnesses.

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

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

ACCT795 Accounting Research 3 CR
This course explores ethics and professional and legal responsibilities in the accounting profession. Students will obtain knowledge of various professional standards, and federal and state laws for the CPA profession. Various case studies allow students to investigate and analyze ethical situations and issues facing accountants on a daily basis. The course follows the Uniform CPA Examination Content Specification Outline for Ethics and professional and legal responsibilities.

Business (BUSN)

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

CAPSTONE (CAPS)

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

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

CAPS796 Internship in International Health 4 CR
This course provides a professional practice experience. The student will plan, assist, and/or evaluate an initiative related to the delivery of health care in an international setting. This is a supervised field placement within a health care setting in Belize, during which time the student is expected to complete an administrative project that has significance for the sponsoring international agency or health care organization. The student will also examine the role and responsibilities of his or her preceptor performing his or her professional responsibilities. The student will have direct and indirect supervision by the faculty member responsible for the course as well as supervision by an approved preceptor. This course requires a minimum of 90 hours in the field and four hours of seminars. Note: A grade of “B” or better must be earned to pass this course successfully. A criminal background check and drug screening will be required prior to internship site placement.
Prerequisite(s): MAPH605, MAPH701, and MATH604
CAPS797 Capstone Project in International Health   4 CR
The “Capstone project” constitutes a recurrent theme within each course focusing on some topic related to global health. These topics are then incorporated in the curriculum for the course work for the program in order to provide additional relevance for the student and to build toward a special project that is not only interesting for the student but has practical applications for international health, while incorporating the need for and demonstrating the capacity developed for a wide range of the skills taught in the course curriculum. The Capstone project may involve the analysis of existing data, the collection of new data, or the evaluation of an existing program for the delivery of international health services. Note: A grade of “B” or better must be earned to pass this course successfully.
Prerequisite(s): MAPH605, MAPH701, and MATH604

CAPS799 MBA Capstone Experience   3 CR
The culminating experience in the MBA program at Davenport University is the Capstone Experience. The course is taken during the final semester, although the planning for it by both the student and the faculty member directing the experience takes place well before the last semester. The purpose of the Capstone Experience is to reinforce the knowledge, skills, and abilities gained from the MBA program. Since the Capstone Experience is one related to the job, it must be tailored to the developmental needs of the MBA student in the workplace. Note: A grade of “B” or better must be earned to pass this course successfully.
Prerequisite(s): Last semester; concentration courses completed or taken concurrently.

Economics (ECON)

ECON608 Health Care Economics and Policy   3 CR
This course represents an introduction to the central concepts, theories, and empirical findings in the study of international economics and policy. The principal actors, structures, and processes of international relations will be analyzed in theoretical context. Principles applied in the economic analysis of programs will be reviewed. Major topics include cost-benefit and cost-effectiveness analysis, nationalism and the national interest, power, diplomacy, and bargaining, the causes of foreign policy, international security, imperialism, underdevelopment, international organizations, international resource management, the environment and economics, trade, and the transnational actors in health care economics/policy-making.
Prerequisite(s): MATH604

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

ECON625 Managerial Economics   3 CR
This course is an exploration of microeconomic theory and practices that explain real-world behavior in a firm and society. A practical, problem-solving approach to decision-making is used to learn how economic concepts serve as the basis for many challenges and decisions that confront today’s managers. Topics to be covered include an overview of supply and demand, forecasting demand, production and cost analysis, statistical analysis of economic relationships, market structure and organization, the role of government in a market economy, pricing a firm’s output, risk analysis, and capital budgeting.
Prerequisite(s): MATH500

Finance (FINC)

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

FINC620 Financial Management   3 CR
This course focuses on the application of financial theory and concepts for management decision-making with emphasis on the practical aspects of finance. Students learn how to analyze a company’s financial information and practice financial planning. Students evaluate the capital investment process, the corporate restructuring process, as well as bankruptcy analysis. In addition, students explore the financial decision-making process relating to working capital management and international finance.
Prerequisite(s): FINC 510

FINC720 Finance of Compensation and Benefits   3 CR
Employee benefits constitute a substantial portion of an employee’s total compensation package and a 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 coordination of employer benefits with social insurance programs established and administered by the state.
FINC730 Financial Management for Health Care 3 CR
The focus of this course is to provide a working knowledge of payment policies and reimbursement methodologies used in health care and how they vary by payment source (governmental, private, and capitated insurance). Methodologies used by facilities and practitioners will be applied and compared. Factors affecting payment will be discussed. Costing methodologies, revenue cycle management, purchasing strategies, budgeting, and variance analysis applied to health care are examined.
Prerequisite: Graduate accounting course

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

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

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

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

Health Care Management (HCMG)

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

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

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

Health Sciences (HLTH)

HLTH602 Environmental Health Sciences 3 CR
The course provides an introduction to ecology and ecological principles and how human population pressures affect them. Human impact on biotic and abiotic components of the earth is examined as well as the environmental factors impacting public health. Particular emphasis is placed on the impact of anthropogenic, chemical, and physical stressors and their impact on various ecosystem components and humans.
HLTH703 Tropical Diseases 3 CR
This course will provide an overview of the knowledge of the emergence and distribution of health problems in tropical climates. The clinical skills and laboratory resources required for the identification will be reviewed. Strategies for the control of tropical diseases will also be discussed in terms of vaccinations, public policy, surveillance, sanitation, and other measures.

**Human Resources Management (HRMG)**

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

HRMG715 International Human Resources 3 CR
This course prepares students for challenges that accompany 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 3 CR
This course presents the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interaction. The course will further focus topics for exploration on compliance with employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruitment, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied.

HRMG730 Public Policy and Administrative Law 3 CR
This course prepares the human resources professional to understand the process of how federal, state, and local bodies enact rules and regulations that impact the human resources function. The topics include the financial implication of compliance, the political process in promulgations, interaction with agencies, and reporting requirements.

HRMG750 Organizational Training and Development 3 CR
The course applies behavioral and social science theories to the analysis of individual, interpersonal, and group behavior in the workplace and the development of workforce environments through effective management practices. The course will examine current philosophies in self-directed work teams, implementation of a technical workforce, and evaluation of 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.

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

Prerequisite(s): HRMG715, HRMG730, HRMG750

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

**Information Assurance and Security (IAAS)**

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

Prerequisite(s): Acceptance into the MSIA program

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

Prerequisite(s): IAAS491 or equivalent

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

Prerequisite(s): IAAS481 or equivalent

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

Prerequisite(s): IAAS600

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

Prerequisite(s): IAAS651

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

Prerequisite(s): IAAS660

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

Prerequisite(s): IAAS667

IAAS680 Securing Resource Transfer 3 CR
This course will provide a survey of common techniques used to security resource transfer using the Internet and electronic commerce systems. E-commerce infrastructure, web design and applications issues, secure algorithms and cryptographic standards will be emphasized. Topics will include online transactions and advertisements, electronic payment systems, privacy and security issues, global e-business, data integrity and validation, and load balancing.

Prerequisite(s): IAAS651

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

Prerequisite(s): IAAS660

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

Prerequisite(s): IAAS660

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

Prerequisite(s): IAAS715

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

Prerequisite(s): IAAS715
Management (MGMT)

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

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

Prerequisite(s): BUSN520 and MGMT535

MGMT650 Business Analysis 3 CR
This course is about gathering, analyzing, and reporting information that aids managers in decision-making. Decision-making begins with identifying what problem needs to be solved and collecting secondary data related to the problem. Often, primary data are needed to make decisions, which involve designing a sample, writing a questionnaire, and collecting data. Analyzing primary data requires use of statistical methods, including correlation, regression, and multivariate analysis. The decision-making process is completed when research findings and recommendations are presented to management.

Prerequisite(s): MATH500 and MGMT535

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

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

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

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

MGMT725 Effective Leadership 3 CR (Executive MBA only)
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 within 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.

MGMT727 Contemporary Leadership Challenges 3 CR (Executive MBA only)
In this course, learners investigate the senior manager’s leadership orientation in the context of today’s complex
social and business environments. Learners explore the components and relevant application of major contemporary leadership theories. By literature review and case analysis, this course will examine effective applied leadership and the need for an understandable and deliverable model of leadership for tomorrow’s leaders. Using assessments, learners own leadership style and develop strategies to become more effective leaders in their organizations and personal environment.

**MGMT735 Managing Projects** 3 CR
This course analyzes the knowledge and skills necessary to be a successful project leader. Methods of planning, executing, managing, and evaluating complex projects are studied in detail. Topics include project selection, project organizational structures, project scheduling and budgeting, workflow analysis, adherence to timelines, forming teams, negotiations and communications with team members, monitoring of progress, and project auditing.

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

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

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

**MGMT780 Global Business Strategies** 3 CR
This course reinforces concepts from previous courses and introduces new concepts for managing organizations in the short and long term. Students learn that managing effectively requires that leaders be aware of, adjust for, and anticipate changing internal and competitive conditions. Concepts such as global competition, strategic planning, international trading alliances, quality, and ethical considerations are integrated into the coursework. Skills relating to negotiation, technology, human resources, and operations management are simultaneously developed. Students strengthen their decision-making skills using 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.

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

### Management Information Systems *(MISG)*

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

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

Marketing (MKTG)

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

MKTG740 Competitive Marketing Advantage 3 CR (Executive MBA only)
Marketing is at the core of all business. One of the keys to a successful business is to develop a competitive advantage by creating customer value. Understanding marketing in all cultures is increasingly important. To outperform competitors requires solid marketing knowledge and accuracy in marketing decision making. This course will emphasize the strategic implications of competition in different markets. Utilizing an environmental and cultural approach permits a truly global orientation. An emphasis will be placed on developing skills for entering new markets and sustaining or growing current markets. Focus on environmental factors that affect long-term marketing strategies will be explored.

Mathematics (MATH)

MATH500 Statistics for Business 3 CR
This is the basic statistics course for graduate students who have never had statistics or for those who need a refresher course. Descriptive and inferential statistical methods are applied in problem-solving and decision-making situations. The probabilities of random events and the percentiles of random measure are derived, analyzed, and used either to ascertain unknown current state of affairs or to anticipate future outcomes.

MATH604 Intermediate Biostatistics 3 CR
The main goal of the course is to prepare students to critically evaluate clinical research within the health sciences. To that end, students will learn and discuss a variety of multivariate, non-parametric, survival analysis, and other inferential methods current and common to the health field (e.g., multiple and logistic regression, ANOVA, Kaplan-Meier methods, Cox proportional hazards regression, and chi-square tests). Health science case studies are used throughout to provide a contextual basis for the course material. Use of statistical software is emphasized throughout to perform calculations of real-world data sets. Prerequisite(s): Undergraduate introductory statistics (MATH319) course

Public Health (MAPH)

MAPH601 Introduction to Public Health Concepts and Administration 3 CR
This course covers the concept of public health and its development from a historical perspective; the role and mission of public health organizations; and an overview of current public health concepts, models, and policy.

MAPH603 Behavioral, Psychological, and Social Aspects of Public Health 3 CR
This course provides an overview of the concepts and theories of health and health-seeking behaviors, including those of Mechanic and Andersen and how they relate to the emergence and control of health problems relative to the biological, behavioral, psychological, and social basis. Common behavioral risk factors for health problems are reviewed with an emphasis on those common in international settings.

MAPH605 Epidemiology 3 CR
This course examines the factors that influence the emergence and distribution of diseases and health problems in populations. Topics include principles of transmissible disease, epidemiological methods, and the application of findings for public health policy. Co-requisite(s): MATH604

MAPH606 Comparative International Health Care 3 CR
This course provides an introduction to health care systems of developing and developed nations by comparing the similarities and differences in their organization, financing, delivery, quality indicators, and ethical considerations. The course also reviews the role of major health care organizations influencing health care delivery, including the World Health Organization and the Centers for Disease Control and Prevention.

MAPH607 Concepts in Health Promotion and Health Education 3 CR
This course presents an overview of the social and epidemiological basis of individual and population-based health promotion and education. Various theories and models of health promotion are discussed, including social marketing models, E.M. Rogers Diffusion of Innovation, and Green’s PRECEDE-PROCEED model. Tools are taught for the assessment and planning of individual, organizational, and community health education needs. Population intervention techniques are discussed using smoking cessation programs as a model. Strategies and challenges in evaluating health
education and promotion programs are presented.
Challenges in delivering health promotion and health
education programs to diverse populations are examined.

MAPH701 Principles of Clinical Research  3 CR
This course provides health professionals with an under-
standing of the importance of clinical research as an inte-
gral part of competency and outcomes-based medical
education and public health practice. The course will intro-
duce the student to a broad continuum of research, which
involve interactions with patients and populations using his-
toric and contemporary case examples. The student will be
introduced to study design, hypothesis testing, epidemi-
ological study designs, and clinical trials. Applied research
will be emphasized. Students will select a research question
and prepare a research proposal. Other areas covered are
the ethical issues and regulatory imperatives designed to
protect human subjects in clinical research, the monitoring
and management of clinical and field studies, and budget
preparation for research studies.

MAPH702 Public Health Disaster Management  3 CR
The process of developing plans for the management of
disasters in communities will be presented. The epidemiolo-
gy of disasters regarding the emergence of health problems
relative to disaster type (human-made, natural) will be dis-
cussed with emphasis on the literature comparing and con-
trasting recent disasters world-wide (the 2004 Indonesian
tsunami, Hurricane Katrina, 9/11). The role of various interna-
tional, national, and local agencies in disaster management
will be discussed.

MAPH795 Seminar in International Public Health
Issues  3 CR
Current issues affecting the delivery of global health care
services are discussed along with the impact of emerging
diseases on economic, social, and policy trends. Topics
include the impact of SARS, avian bird flu, and natural dis-
asters, and the response of governmental and non-govern-
mental agencies.