



## **MAM Student Handbook**

### **Master of Arts in Management**

#### **Student Handbook**

**2014-2015**

Doane College | 303 N. 52nd Street | Lincoln, NE 68504 | P 402.466.4774 | F 402.466.4228 | [www.doane.edu](http://www.doane.edu)

#### **A message from the dean . . .**

We are so pleased that you have chosen Doane College to pursue your graduate studies. Our mission is to provide a program of study that will help you continue your development as a leader in your workplace and all other aspects of your life.

This handbook is designed to serve as a guide to the policies and procedures in place to assist you during your time with us. It was developed with input from students, alumni, faculty, staff, administration, and even a couple of lawyers, and is considered to be a work in progress. While we have attempted to anticipate all situations that should be addressed by the procedures in the handbook, we know there are some that might not be covered. When a circumstance arises that requires creative problem-solving, we will work with you to develop a good plan of action.

The policies outlined in this handbook were not delivered to us etched on stone tablets. They were designed by people using the best resources available at that time for decision-making. Circumstances can arise that make adapting or waiving a policy both wise and appropriate. Again, we are ready to work with you if a special need requires reexamination of a policy.

The environment in which we operate and the people we serve are constantly changing, so we need your help to measure the effectiveness of the processes and practices we have in place. We want you to learn, enjoy the learning process, and end every course with a feeling of accomplishment and pride in the work you have done. How will we know when that happens? You must tell us. You are the people with the greatest competence to assess our work.

We are honored to have you with us and look forward to growing with you.

Sincerely,

Janice Hadfield

Dean

## About this handbook . . .

The dean and faculty of the Master of Arts in Management program are committed to keeping students informed of policies, procedures, expectations, and guidelines. The college graduate catalog forms one part of the available information, and this handbook is another integral part.

While the program endeavors to give students advance notice of procedures and academic requirements, occasionally it may be necessary to take immediate action to respond to changing circumstances. Accordingly, the administration reserves the right to make additions, deletions, and alteration to the policies and procedures set forth in this handbook and those in other official program publications.

- General Information
- Master of Arts in Management Program
- MAM Student Policies
- Access/Services for Students with Disabilities
- 2014-2015 Administrative Personnel
- 2014-2015 Calendar

## ADDITIONAL RESOURCES

**Please refer to the Doane College Graduate Catalog for the following items:**

|                                  |                                 |
|----------------------------------|---------------------------------|
| Academic Dismissal               | Drug Free Policy                |
| Academic Integrity               | Grade Changes                   |
| Academic Policies and Procedures | Grading System                  |
| Academic Probation               | Graduate Credit                 |
| Academic Standing                | International Students          |
| Admission Requirements           | Non-Degree Seeking Students     |
| Application Procedures           | Previously Admitted Students    |
| Degree Seeking Students          | Program Policies and Procedures |
| International Students           | Time Limitations                |
| Non-Degree Seeking Students      | Transfer Credit                 |

## **Notice of Nondiscrimination**

Applicants for admission and employment or professional agreements with the College are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Laura Sears, Director of Human Resources at [laura.sears@doane.edu](mailto:laura.sears@doane.edu) or 1014 Boswell Ave. Crete, NE 68333; (402) 826-6773. Laura Sears has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.

The Master of Arts in management Student Handbook is published annually by the Graduate Studies Office on the Lincoln Campus.

## **2014-2015 Administrative Personnel**

President - Jacque Carter, Ph.D.

Vice President for Academic Affairs and Dean of the College - John Burney, Ph.D.

Dean, Master of Arts in Management - Janice Hadfield

Director, The Leading Edge and Thesis Capstone Programs - Dana L. Miller, Ph.D.

Academic Advisor - Kerry Fina

Registrar - Denise Ellis

Associate Registrar - Kelsee Meisner

Associate Registrar / Financial Aid Advisor - Linda Butcher

Director of Financial Aid - Peggy Tvrdy

Technology Specialist - Shawn Soper

Bookstore - Greg Baker

# **Access/Services for Students with Disabilities**

The Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act (ADA) provides that "no otherwise qualified disabled individual in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs are accessible to the disabled, but it does not require that every building or part of a building on campus is accessible. Some of the architectural barriers on this campus cannot be removed in the immediate future. Thus, it will be necessary to reschedule classes to accessible buildings or take other steps to open some of our programs to students with mobility impairments.

Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, qualified professionals upon request must provide documentation of such disabilities.

Students are encouraged to self-identify at any time by initiating the process described in number one above.

To initiate this process, students are encouraged to contact any of the following offices before arriving on campus so their needs can be anticipated, reviewed, and accommodated: Office of Admission, Student Leadership Office, Academic Support Center, or Academic Affairs Office.

## **Americans with Disabilities Act (ADA) & Section 504 of the Rehabilitation Act of 1973**

### **Grievance Procedure**

Doane College wants to ensure prompt and equitable resolution of complaints alleging any discrimination or other conduct prohibited by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794.) If at any point a student, faculty or staff member believes that there has been a violation of ADA or Section 504, he or she should follow these steps:

- a. To file a grievance, the student, faculty or staff member must contact the college's Section 504 Coordinator within 30 working days of the alleged discrimination or other conduct. (In special circumstances an extension may be granted for filing a grievance.) All grievances should be filed with Laura Sears, Director of Human Resources and the College's designated Section 504 Coordinator. She may be contacted at (402) 826-6773 or via email at [laura.sears@doane.edu](mailto:laura.sears@doane.edu).
- b. The 504 coordinator will make contact with the student or employee filing the grievance within two business days. The 504 coordinator will make a record of the meeting and may request person filing the complaint to present the grievance in writing.
- c. The 504 coordinator or her designee will conduct a thorough and impartial investigation of the complaint, during which all parties will have the opportunity to present witnesses and other evidence.
- d. Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane College and will provide a copy of the findings report to the student or employee grievant. The parents or guardians of a student grievant, if FERPA (Family Educational Rights and Privacy Act) permits, may request a copy of the findings report within 30 days after its filing.
- e. The person filing the complaint may request reconsideration of the report determination and findings if he or she is dissatisfied with the resolution. This request should be made to the Section 504 Coordinator within 10 working days. The findings report will be provided to the Vice President for Student Leadership when a student requests reconsideration and to the Vice President for Finance and Administration when a faculty or staff member requests reconsideration. The designated Vice President will be responsible for reviewing the report findings and resolution and making a determination in writing and providing copies of the written determination to the person filing the grievance within 10 working days. Report findings will also be filed with the 504 Coordinator.

The college will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

# MAM Student Policies

Applicants for admission and employment or professional agreements with the College are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact the office of Human Resources, (402) 826-6773. This office has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.

## Anti-Harassment Policy

A fundamental policy of the college is that employees and students at the college should be able to work and study at the college in an environment free of discrimination and any form of harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap, or marital status. To further this fundamental policy, the college prohibits the harassment of any student and the prohibition extends to harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap or marital status. Harassment is counterproductive to the college's goals and will not be tolerated. Such behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action up to and including suspension.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or e-mail to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment. Harassment is prohibited both during normal work or school hours and outside the normal school hours if such harassment is determined by the college to affect the normal student/faculty/staff relationships.

Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling "dirty jokes" that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendoes, or actions that offend.

- Creating an academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The college's concern is to provide an academic environment that is comfortable for students, advisors and staff, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic environment free of harassment.

Obviously, the college cannot prevent violations of this policy unless such behavior is observed or the college is told of the violations. Any complaints will be kept confidential, and any person can be assured that he/she will not suffer negative consequences as a result of bringing his/her concerns to the college's attention. Failure of any person involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint. Violations will result in disciplinary action. The college reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the college, in its sole discretion, believes illegal conduct has occurred.

Consensual amorous relationships between faculty and students are also considered unethical under this policy because of the inherently asymmetrical nature of the relationship between student and faculty. Due to the possibility of abuse of power, or the appearance of such abuse, faculty are warned that any romantic involvement with a student makes them liable to formal disciplinary action if a complaint is initiated by the student.

Faculty may not participate in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a consensual amorous relationship. Any person may file a complaint for a violation of this rule.

## **Procedures Regarding Complaints of Harassment**

### **Definition of Terms**

*Complainant* means a person who alleges harassment.

*Respondent* means a person against whom harassment is alleged.

An individual who feels he/she has been the object of harassment should so advise the dean OR has the option of reporting harassment to an advisor. The complainant has the option to specify that the administrator receiving the complaint select a neutral party as investigator.

The following procedures will be adhered to:

- The person bringing the complaint will suffer no retaliation.
- Complainants charging harassment must file a formal written complaint within thirty (30) calendar days of the alleged act of sexual harassment to the appropriate personnel specified above.
- Investigation of the complaint will be conducted promptly and will be completed within thirty (30) days of the filing of the complaint.
- The identity of all parties involved and all material gathered will be treated as confidential information.
- If any other faculty or administrator is contacted by a complainant, such faculty or administrator shall advise complainant to notify the appointed investigator. The contacted faculty or administrator shall take no action with regard to this matter.

## **Informal Investigation Procedures**

After the formal written complaint has been received the investigator will:

1. Meet with the complainant to determine the nature and extent of the alleged incident. A record of information furnished by the complainant shall be made.
2. Meet with the person accused of harassment and inform him/her that a complaint of harassment has been made against him/her. A record of information furnished by the person accused of harassment shall be made.
3. Meet with witnesses, if any, and record the information gathered.
4. Determine if the educational or work situation of the complainant is threatened and, if so, take appropriate corrective measures.
5. Conclude the informal investigation in a period not to exceed thirty (30) days, with one of the following findings:
  - a. Resolve the matter to the satisfaction of both the complainant and person accused of harassment, including appropriate disciplinary action if deemed necessary. The goal of all preliminary discussions is mediation, conciliation, and correction.
  - b. Find that the parties are unable to resolve the matter informally, in which case the investigator shall decide whether the complaint should be pursued through the formal procedure process or be dealt with by appropriate administrative action.
6. Both the complainant and respondent may appeal the informal resolution decision of the investigator through the formal procedure process.
7. If no formal procedure or appeal procedure takes place, all records of the informal procedure shall be kept in a confidential file in the office of the central administration.

## **Formal Procedure/Appeal Procedure**

### **Hearing Panel Formation**

If the investigator finds that the complaint should be adjudicated through a formal procedure because informal resolution was impossible or if either the complainant or respondent appeals the investigator's informal resolution, such complaining or appealing party shall file a complaint or appeal with the President. In this event, the following procedures will apply:

- A formal hearing panel shall be convened of the various constituencies of the college (faculty, administrative staff, support staff, and students) to include an appropriate combination of faculty, staff, and/or students.
- The Vice President for Academic Affairs shall chair the hearing and select the panel, conferring with appropriate deans/vice presidents/directors.

The Hearing Panel may consist of:

- a. A combination of two/three faculty members to represent the faculty.
- b. Two/three administrative staff to represent the administrative staff.
- c. Two/three support staff employees to represent the support staff.
- d. Two/three student leaders to represent the student body.

Both the complainant and the respondent may challenge the participation of any member of the formal hearing panel. If a challenge is granted by the chair, substitutes will be selected by the chair as long as the composition includes equal membership of each group represented in the case.

The purpose of the hearing will be to hear the evidence that had been presented and uphold or recommend a change in the disposition of the complaint. New evidence may be introduced at this time. The complainant and respondent will both be present for the hearing.

## **Hearing Panel Procedures**

The Hearing Panel shall observe the following guidelines:

- a. An opening statement by the chair regarding the nature of the case, the identification of the parties involved, and the nature of the allegations.
- b. Sequence of presentation of evidence:
- c. Complainant presents evidence.
- d. Respondent presents evidence.
- e. Complainant presents rebuttal evidence.
- f. Respondent presents rebuttal evidence.
- g. The investigating administrator presents additional evidence that was accumulated during the initial investigation of the incident.
- h. Closing statements

## **Hearing Panel Decision**

The Hearing Panel shall determine, by majority vote, if a violation of the Harassment Policy occurred and the appropriateness of the disciplinary action. The chairperson of the Hearing Committee shall forward the Committee's written recommendation to the complainant and the respondent.

## **Final Appeal**

Because of the nature of harassment and because it affects everyone connected with the college, the formal/appeal procedures are designed specifically for cases involving harassment. Both complainant and respondent may appeal the decision of the Formal Procedure/Appeal Procedure Hearing Panel to the college President. The President's decision is final.

## **Confidentiality**

All communications from the time the complaint is filed will be confidential. All of the members of the hearing panel are required to refrain from discussing the contents of the case with anyone. The confidentiality of the proceedings is of the utmost importance to all of the parties involved.

Information about harassment cases will not be released publicly, unless it is deemed necessary and approved by the President to prevent alarm among college employees and students and external publics (i.e., prospective students and parents). If information about a case is released, the names of all parties involved will remain confidential.

## **Withdraw of the Complaint**

The complainant may withdraw his or her complaint at any time during the procedures. If the complaint is withdrawn prior to final resolution, all records of the investigation and proceedings will be kept in a confidential file in the office of the appropriate administrators and there will be no notation of the incident on either party's educational or employment records.



# Privacy of Education Records (FERPA)

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of students educational records and to give students access to their records to assure accuracy. FERPA outlines four rights with respect to students Education Records. They are:

1. **ACCESS TO EDUCATION RECORDS:** students have the right to inspect and review their Education Records within 45 days of the day the college receives a written request for access, any time after their matriculation.
2. **REQUEST FOR AMENDMENT OF EDUCATION RECORDS:** students have the right to request amendment of Education Records if they believe the records are inaccurate, misleading or in violation of their privacy rights.
3. **DISCLOSURE OF EDUCATION RECORDS:** this right protects confidentiality of student records and requires the student's signature to release academic records, such as transcripts. Some exceptions exist such as school officials who've been determined to have a legitimate educational interest, or information determined to be directory information. Examples of directory information include: name, addresses, email, telephone numbers, major and/or minor fields of study, degree sought, expected date of completion of degree requirements and graduation, degrees conferred, awards and honors (e.g. dean's list), full or part time enrollment status, dates of attendance, or photograph.
4. **COMPLIANCE:** students have the right to submit complaints concerning the college's compliance with the requirement of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 202024605, email address: [ferpa@ed.gov](mailto:ferpa@ed.gov).

For more information on FERPA, and to see the entire FERPA Policy, please visit the Registrar's page on the Doane Website. Questions and concerns can be sent to the Registrar at [registraroffice@doane.edu](mailto:registraroffice@doane.edu) or 402-826-8251.

## Information Technology Acceptable Use Policies

The use of information technology and resources is restricted to academic, educational, research, and/or administrative purposes. These resources may not be used for commercial, personal, political or business income purposes unless specifically authorized for such use.

Any use of information technology or resources must not violate any U.S. or state laws or any software license and/or purchase agreements. Users of "outside" facilities such as libraries, Internet, or other electronic communication facilities, must also comply with the acceptable practices and restrictions established by those facilities.

Individuals may not use institutional resources without proper authorization from the assigned user (custodian) of the resource. Individuals may not use another user's computer account or user-ID or change another user's password without prior permission from the custodian of the resource. Sharing computer accounts and/or access to resources assigned to users is strongly discouraged.

Users of information technology are responsible for their use of computer hardware, software, accounts, user-ID's and passwords. Users are responsible for all resources assigned to them even if another person was using them. Information resources should only be used for their intended purpose; e.g., a class account must only be used to support the course for which it was created.

Users must not access, copy, view, or change private files without authorization. Users may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in any unauthorized manner.

Information technology and resources must not be used to make unauthorized entry into other communications, computational, or informational devices or resources. Accessing restricted databases requires prior authorization.

Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services or equipment. This includes, but is not limited to: threatening or harassing others, propagation of viruses or worms, posting or mailing obscene materials, distribution of unsolicited advertising, and random mailing of messages.

No equipment, supplies, software or manuals may be removed from computing sites without proper authorization.

Violations of Doane's acceptable use policy are subject to action by the college and may be referred to the appropriate authorities. Violators may be billed for unethical or illegal use of information technology and may be dismissed, suspended, expelled, and/or legally prosecuted.

Doane's in-depth policy on technology use is available upon request.

## Student Rights and Responsibilities

All members of the educational community share the responsibility for securing and respecting an environment that is conducive to the freedom to learn. The following are general statements of policy that have not been covered previously in this text.

### Academic Integrity Policy

In order for the Doane College community to provide, clarify, and preserve an atmosphere in which individuals can strive for academic excellence, the following policy has been adopted to deter acts of academic dishonesty. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain success by dishonest means, is manifested in various ways.

"Issues and Perspectives on Academic Dishonesty" (Gehring, et al., 1986) suggest four categories of academic dishonesty: cheating, fabrication, facilitating academic dishonesty, and plagiarism. These categories have been adopted and appropriately modified for use at Doane. Provided with each category is the respective Gehring definition and a list of isolated, but not inclusive, examples of infractions. It must be noted that the essential, qualifying characteristic that must be implied with each is that instructors must consider the alleged offense to be dishonest.

**Cheating** is defined as "Intentionally using or attempting to use unauthorized information or study aids in any academic exercise" (Gehring, et al, p. 6) Examples of this include when students:

- Intentionally use unauthorized sources to complete an objective. This may include looking at others' papers during exams, using unauthorized, prewritten responses and electronically-scored information such as crib notes and computer discs, and/or stolen test materials.
- Submit others' work as their research or data.
- Allow other students to complete exams in their place.
- Submit projects that have been or are currently being used to satisfy requirements from other courses without the explicit permission of both instructors.
- Improperly collaborate on projects beyond that permitted by instructors.
- Share information between exams in multiple sections of courses.

**Fabrication** is defined as "Intentional and unauthorized falsification or invention of any information or citation in an academic exercise" (Gehring, et al., p. 6) Examples of this include when students:

- Supply fabricated "dry lab" data or altered data for an experiment or laboratory project.
- Fabricate all or a portion of bibliographic entries for documented projects.

**Facilitating Academic Dishonesty** is defined as "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty" (Gehring, et al., p.6) and/or coercing others to do the same. Examples of this include when students:

- Allow their own work to be submitted as others work for course projects.
- Provide or offer unauthorized aid to other's for the others course objectives. This includes allowing other's to observe answers on exams. Make threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects.
- Attain unauthorized acquisition or subsequent possession of stolen test materials. This includes acquiring, distributing, and/or possessing the stolen materials.

**Plagiarism** is defined as individuals "Intentionally or knowingly representing the words or ideas of others as their own in any academic exercises (either oral or written)" (Gehring, et al., p. 6). Examples of this include when students:

- Purchase papers from commercial or private sources, use papers from organizations' files, copy sections or chapters from reference works, or borrow or steal others' papers and submit them as their own work.
- Fail to indicate direct quotes from reference sources by using quotation marks and/or proper citation of sources.
- Attempt to represent the work, words, and ideas of others (paraphrasing) as their own without proper citation or documentation.
- Failure to acknowledge information obtained in their reading or research that is not common knowledge.

## **Sanctions for Academic Dishonesty**

All acts of academic dishonesty threaten the integrity and scholarly pursuit of Doane College. Because these acts, by their nature, impact the academic environment and integrity of the college, all alleged violations involving academic dishonesty will be reported in writing to the dean. In this manner, the college fulfills its responsibility for maintaining the academic integrity of the institution. Consequently, all students have a responsibility to avoid direct acts of academic dishonesty, aiding others in committing acts of academic dishonesty, and/or acts that may lead to the suspicion of academic dishonesty.

The college adheres to a policy that places the responsibility for the disposition of academic dishonesty cases for first offenders in the hands of faculty members involved. If students or groups involved are not currently enrolled in the courses in question, they will be referred to the dean for investigation and sanctioning. Course instructors may impose one or more of the following penalties for cases of academic dishonesty arising in their classes:

- The rejection of the assignments/exercises with the request that the work be resubmitted.
- A reduced grade for the assignments/exercises.
- A grade of "F" or "O" on the assignments/exercises.
- A reduced grade for the course.
- A grade of "F" for the course.

Additionally, due to the seriousness of the infraction, instructors may recommend imposition of greater penalties that may include suspension or expulsion from the college. All such recommendations will be handled by the dean, who will render a decision.

Sanctions for a second and subsequent offense(s) of academic dishonesty must be handled by the dean at the initiation of appropriate faculty members. The dean may impose any of the above sanctions and/or any of the following:

- A grade of "F" for the course with the notation that the "F" resulted from an act of academic dishonesty to be recorded on students' transcripts. Transcripts will carry this notation for the period of time designated by the Vice President for Academic Affairs. Students may appeal to the Vice President for Academic Affairs in writing to have the notation expunged.
- Suspension from the college for a designated period of time that will be established by the Vice President for Academic Affairs. Students' transcripts will note the suspension for violating the academic dishonesty policy of the college and may be expunged at the written request of students upon reinstatement.

- Expulsion from the college. In such cases, students' transcripts will permanently note the expulsion decision having been based on an act(s) of academic dishonesty.

This Academic Dishonesty Policy was approved and adopted by the Doane College Faculty in May, 1987.

Work Consulted: Gehring, D., Nuss, E., and Pavela, G. (1986). "Issues and Perspectives on Academic Integrity." Columbus Ohio: National Association of Student Personnel Administrators, Inc.

## Student Conduct Code

Generally, college discipline is limited to incidents of student misconduct that adversely affect the college community's pursuit of its educational objectives or that create a substantial interference with the safety and well-being of Doane's students. Doane College expects that individuals will respect the rights of others and have regard for preservation of property. The following misconduct, not an all-inclusive code, is subject to college disciplinary action. All students are held accountable for their behavior under the judicial system of the college. Students are expected to be familiar with all college regulations and to abide by them at all times in order to maintain a fair, just, and safe learning community environment.

Any violation of these conduct code regulations is strictly prohibited and may result in disciplinary action ranging from a warning letter or probation, to suspension or dismissal from the college. The judicial system is educational in nature, and every effort is made to develop understanding and compliance with the college standards of conduct. In addition, falsifying information obtained from the Doane College Website, WebAdvisor, the intranet, or from any print materials associated with the college is subject to disciplinary action.

Forms of dishonesty include: cheating, plagiarism, forgery, knowingly furnishing false information to college staff, alteration or use of college documents, or instruments of identification with intent to defraud. This includes the sale of term papers, computer programs, and unauthorized use of computer security authorizations. Other examples of this include when students:

1. Intentionally obstruct or disrupt teaching, research, administration, disciplinary proceedings, or other college activities. This includes violations of the policies of the library.
2. Engage in acts or expression of harassment, discrimination, personal intimidation, or intentional physical or emotional abuse of any individuals on the college premises or at college sponsored or college supervised functions.
3. Display conduct that threatens or endangers the health or safety of any individuals on the college premises or at college sponsored or college supervised functions or conduct that is likely to result in property damage.
4. Commit theft or attempt theft of property or services of the college or that of a member of the college community or campus visitor, or possession of known stolen property.
5. Fail to comply with the directions of college officials or their designees acting in performance of their duties.
6. Fail to appear on request or give truthful testimony at a disciplinary hearing.
7. Use or enter college facilities without authorization.
8. Violate the law on campus and violate the law off-campus as explained under 9.
9. Possess or use firearms without authorization, (including air rifles and air pistols), ammunition, explosives, fireworks, firecrackers, or dangerous chemicals on campus.
10. Set fires, tamper with fire protection equipment, or cause false fire alarms.
11. Possess, sell, distribute, use or become involved with any kind of non-prescribed narcotics and/or illicit/dangerous drugs or controlled substances.
12. Demonstrate disorderly conduct.
13. Engage in sexual misconduct, lewd, indecent, or obscene conduct or expression on college-owned or controlled property or at college sponsored or supervised functions.
14. Engage in unsafe conduct (i.e. any conduct that threatens or endangers students' lives or the lives of one or more members of the campus community.)
15. Assault or attempt to assault any individuals on college owned or controlled property or at college sponsored or supervised functions.
16. Violate the campus alcohol policy.

17. Cause deliberate or unjustified damage to property of the college or to property of members of the campus community or campus visitors.
18. Provide or fabricate false information or associations on their resumes or on any applications.

**Note:** This list is not all inclusive nor has it been designed to be.

## **Student Expression**

Students, individually and collectively, are free to examine, discuss and express opinions and views using appropriate channels for expression and respecting the maintenance of order. They are free to support causes by orderly means that do not disrupt the operation of the college. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, individuals speak only for themselves.

## **Violence and Unacceptable Behavior Policy**

A basic tenet of our society is that all citizens have the right to security in both person and property. Our laws prohibit the physical abuse of persons, and the illegal appropriation and destruction of property. The effect of these laws is to provide a setting in which individuals can realize their potential as social, political, economic, and creative beings. Doane is a place of excitement and learning, where students of all ages, races, creeds, orientations, and ethnic origins have the opportunity to develop skills and knowledge toward goals that will make them effective citizens and promote their individual and group well-being. The college expects that all members of the college community share these goals. Those students who do not share these goals, who flagrantly and consistently disrupt the educational process, and who physically abuse or harass other persons will not be tolerated. Such individuals may be dismissed by the campus judiciary process and may be subject to arrest.

Similarly, students who do not respect the property of others or who willfully damage the campus or personal property of others, thereby degrading the quality of student life and increasing the cost of education, will be held liable for such damages and may be dismissed from the institution, as well as be subject to criminal liability.

Moreover, students who diminish the dignity of other members of the community through sexual harassment, hate speech, or other means of disparagement, which are unlawful and inconsistent with the college's aspiration to produce citizens respectful and tolerant of the diversity of people, may be disciplined or dismissed from the college.

## **Student Conduct**

Students may be referred to the dean for evaluation when questions are raised about their academic, professional, or personal performance. These include students' demonstrated knowledge, interpersonal skills, personal and professional attitudes, and professional character. Students may come to the attention of the dean through advisors and/or faculty members. Reasons for referral to the dean for disciplinary action include, but are not limited to:

1. Receiving a grade of "F".
2. Receiving grades of "B-" or lower.
3. Having a cumulative grade point average less than 3.00.
4. Demonstrating personal unsuitability for the program.

After the evaluation process that may include reviewing records and relevant information, meeting with students, and/or consulting with students' advisors, the dean may recommend intervention and/or impose sanctions. Possible interventions and sanctions include, but are not limited to, developing a plan for remedial work, placing students on probation, or dismissing students. Students shall agree in writing to the recommendation(s) of the dean within 15 days after being notified of the dean's decision or be subject to further action.

The dean's decision regarding discipline generally may not be appealed. However, under a limited criteria set forth in the grievance procedures, students may request formal grievance hearings by the Graduate Academic Affairs committee or the Vice President for Academic Affairs.

# Grievance Procedure

The Master of Arts in Management program and Doane College is committed to effective resolution of students' problems through efficient, fair, and systematic procedures. The purpose of the program's grievance procedure is to resolve students' grievances in a manner that allows constructive relationships to be maintained across the program. This process is to be used when students feel that they have been adversely affected by the decisions, differences, misunderstandings, or problems that have arisen with faculty, staff, administrators, or other students. Students will not be penalized in any way for pursuing problems in good faith through this procedure. However, in initiating and pursuing grievances, students are obligated to proceed in candor and good faith at all times and may not initiate or pursue grievances for abusive or obstructionist purposes. In addition, this policy in no way usurps administrative judgment, but instead serves to focus and facilitate the decision making process.

## Grievance Criteria

1. The grievance procedure may be used whenever students believe that they have been adversely affected by actions of other member(s) of the program in one or more of the following ways:
  - Violation of a duly adopted school policy as described in the handbook or other publications;
  - Illegal discrimination under any Federal, state, or local law; and/or
  - Unethical conduct according to accepted professional standards.
2. In the absence of those conditions, this procedure may not be used to dispute the legitimate exercise of professional judgment by the college's faculty, administration or staff including specifically:
  - The substance of any adopted policy or procedure;
  - The substance that forms the basis of student performance evaluation or course grades or for independent academic work under the supervision of program faculty members;
  - A decision regarding students' academic status made by designated administrative officers or by the graduate academic affairs committee;
  - A procedural or final decision of a previous grievance; and/or
  - Any action taken more than one year prior to the grievance.
3. All grievance procedures and records are confidential and will be treated accordingly. Since this procedure is an academic, not a judicial process, the presence of legal counsel for any party of the grievance at any meeting or hearing is prohibited.

## Grievance Process

### Step 1 - Information Consultation

1. Students with program related problems involving academic or administrative policies, procedures, decisions, or conduct should make an attempt in good faith to resolve the problem through discussions with the individuals most directly involved. Students filing grievances may choose to enlist the assistance of other members of the program, the academic advisor or other students to help mediate the problem.
2. If the problems cannot be resolved in this direct way, students should seek the assistance of the dean to facilitate mediation.
3. If problems are still not resolved to students' satisfaction, after discussion at informal levels, students may proceed with Step 2.

### Step 2 - Inquiry Ruling

1. If problems are still unresolved after informal discussion with appropriate people and mediation has not been successful, students may present their situations to the dean in writing. A formal meeting with the dean shall then be held requiring a complete presentation of the problem by the students, including all available

evidence supporting the grievance. As in the step above, students may enlist the assistance of other members of the community.

2. Following the presentation, the dean will investigate the complaint to determine whether the problem is a legitimate grievance according to the criteria set forth and will inform the student(s) of that decision within 10 working days.
3. If the dean determines that the problem is a legitimate grievance, the dean will further investigate by gathering additional information from appropriate members of the program.
4. If the grievance is made against the dean's actions in the exercise of his/her administrative duties, the Vice President for Academic Affairs shall perform all the functions of the dean regarding the grievance.
5. At any point in time during the investigation of the grievance, the dean may make further attempts to resolve the grievance informally. If the dean is unable to resolve the grievance either during or following the investigation process, the dean will then appoint an ad hoc committee of two faculty members and one student to evaluate the merits of the complaint and make findings of fact.
6. The dean will designate one of the faculty members as chairperson of the ad hoc committee and that chairperson will have the right to vote. A majority vote of the ad hoc committee is required to make an affirmative finding that a complaint has merit.
7. In appointing the ad hoc committee, the dean will take care not to appoint individuals who are interested parties to the grievance. If students who have brought the complaints have good cause to believe that a given member of the ad hoc committee is unable to be impartial, students may request that the dean disqualify that member. Such disqualification shall be granted only upon the demonstration of good cause. The decision of the dean in this manner will be final.
8. The decision of the ad hoc grievance committee will be the final decision of the program regarding the grievance. Upon reaching a conclusion, the committee will communicate its findings to the dean who shall implement the actions, if any, recommended by the committee.

# General Information

Doane College is a private, independent, coeducational college serving both traditional and nontraditional students. The college continues its historical relationship with the United Church of Christ and its tradition of encouraging free inquiry. The college offers instruction in the liberal arts and in related professional and pre-professional areas leading to the Bachelor of Arts, Bachelor of Science, and Masters degrees. At both undergraduate and graduate levels, Doane is committed to a student-centered education characterized by close student/teacher relationships. Doane seeks to attract students, faculty, and staff with diverse geographic, racial, ethnic, religious, economic, and cultural backgrounds.

## Mission of the College

The Doane College mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.

## Values of the College

Our four core values help us continue to put the student experience first.

- **Community:** Doane is an engaged and cohesive community comprised of individuals and smaller communities, in which everyone can contribute and participate.
- **Empowerment:** Doane encourages its community members to take initiative-to act effectively and ethically by making principled decisions and taking responsibility for them.
- **Excellence:** Doane sets high standards of teaching, scholarship, service and leadership.
- **Impact:** It is the heart of the Doane experience. At Doane, one can make a positive difference on oneself, on others, on the environment, and on life.

As the college pursues its mission, students will demonstrate the ability to:

- a. Read, listen, write, and speak effectively
- b. Think critically
- c. Integrate theories with practice
- d. Collect and process information by selecting methods to improve understanding and solve problems
- e. Use problem-solving skills effectively
- f. Work with others
- g. Act ethically and lead responsibly

## Registration Procedures

Registration for courses in the program is conducted via WebAdvisor.

## Student Requested Withdrawal From Courses

Graduate students are expected to complete courses for which they have registered, unless unusual circumstances require withdrawal. Mere cessation of class attendance does not constitute withdrawal, either academically or with respect to tuition charges. Students who wish to withdraw from classes must contact their Academic Advisor to complete the withdrawal process.



## Incomplete Coursework

An Incomplete (I) may be given if a student is not able to complete the work required for a course by the last day of the course due to sickness or other extenuating circumstance that the student has discussed with the instructor. When awarding an incomplete, the instructor will assign an expiration date NO LATER THAN the last day of the next term. The expiration date can be earlier if the teacher chooses. If the expiration date passes without a grade change from the instructor, the incomplete grade will automatically convert to an "F". This is a final grade and will not be changed, per the grade change policy. In order to receive an incomplete (I), a student must have completed at least 75% of the coursework required for the course. If a student wishes to receive an incomplete for a course, the student will obtain a form from the registrar that will allow the teacher and the student to detail the coursework required to remove the incomplete. The student must complete the form, obtain the signature of the instructor on the form, and return it to the appropriate office.

For courses such as practicums, senior seminars, or internships, intended to last longer than a single term, instructors will submit a grade of "In Progress" (IP) at the end of the first term.

## Class Syllabi

Syllabi for classes offered during any given term are available at the schedule release for that term. Students are encouraged to print the syllabus for their class and bring it with them to the first class meeting. Syllabi are linked from the MAM schedule page: <http://www.doane.edu/mam-schedule>

### Costs and Financial Regulations

Tuition for the 2014-2015 academic year is \$350 per credit hour.

Census Day, normally the second Monday of each term, is the last day to drop or add classes, except for certain emergency situations, if students drop their enrollment in any course after census day, they will forfeit tuition. This policy applies to any class regardless of the start day of the class. After Census Day, refunds for students withdrawing from a class are based on the following schedule:

8-15 days:                               25% of tuition refunded

15 or more days:                       0% refunded

Refunds are based on the official withdrawal date. No refunds are given to students who do not withdraw officially.

## Attendance

Class attendance is required for all courses in the program. Generally, students who miss more than two (2) classes in one eight-week session will not receive a passing grade. Additionally, students will forfeit all tuition and fees associated with the class. Refer to the course syllabus for the instructor's policy on attendance.

## Capstone Experience

The Master of Arts in Management program requires that students complete a capstone requirement; either *The Leading Edge Leadership Institute*, or *Thesis*; the *Thesis* is by application and approval only. Students who enroll in *The Leading Edge* will complete a series of one-credit courses focused on the development of personal and interpersonal awareness and coaching competencies. *The Leading Edge* students will work one-on-one with an assigned faculty coach. Students will participate in small group oral presentations at the conclusion of this capstone option.

Students who enroll in the *Thesis* capstone option will enroll in a series of one-credit courses to receive instructions on the capstone requirements. *Thesis* students will be assigned to a *Thesis* "advisor" who will help guide them through the process. The *Thesis* option requires extensive writing and a formal oral presentation near the conclusion of the process. Students submit their final theses to Doane College upon completion of all capstone requirements. A passing grade of B- or above is required for all capstone requirements.

## **Student Advising**

Advising is an integral part of the Master of Arts in Management program. During their education at Doane, all students will work with an academic advisor. Depending on the capstone option they select, they will also work with a *Thesis* advisor or a faculty coach. Students will work with their academic advisor beginning with their entrance into the program.

The role of the academic advisor is to support students throughout their educational career at Doane. The academic advisor is there to answer students' questions, listen to concerns, offer support and help students understand the educational system.

The role of the *Thesis* advisor or faculty coach, is to guide students through the capstone requirement, including the oral presentation. The *Thesis* advisor or faculty coach will provide direction on assignments, review all written work and provide specific, written feedback, read all drafts, and provide instruction for the oral presentation and final steps to complete all capstone requirements.

The primary responsibilities of the academic advisor follow:

1. Provide information to prospective students
2. Support and guide new students through the two levels of admission
3. Distribute class schedules
4. Advise students on class selections
5. Pre-register and formally register students for classes each term
6. Process requests for dropping or withdrawing classes
7. Provide information about the college Website resources, bookstore, and available payment options
8. Support students in problem solving and addressing personal concerns that affect academic and professional progress
9. Refer students to outside sources of information/support when necessary and appropriate
10. Provide answers to questions on procedures and policies
11. Process graduation audits and guide students through the steps for graduation (including filing graduation applications, handling cap and gown orders, assisting with planning of graduation ceremonies and celebrations, and payment of graduation fees)

## **Financial Aid**

The Financial Aid Office is located on the second floor of the Fred D. Brown Center.

### **Applying for Financial Aid**

Financial aid loans provide funds for student educational expenses. At Doane College, funds are awarded to students based on their qualifications and/or financial need. Financial aid that is based on need must be applied for and reviewed annually.

New students who wish to apply for financial aid should:

1. Complete the admission process with their academic advisor. Students are not eligible for financial aid until they have been admitted to the college as degree-seeking students.

2. Complete the Free Application for Federal Student Aid (FAFSA). Doane's Title IV code is 002544. Doane College encourages students to complete the FAFSA electronically. The web address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In order to file electronically, a PIN is needed. Please request the PIN at [www.pin.ed.gov](http://www.pin.ed.gov). This application is used to determine eligibility for all federal aid based on financial need. Doane's preferred date for filing is March 1. Students who file after this date cannot be assured the same availability of funds. This application must be completed annually.
3. Complete the Doane College Institutional Financial Aid Application at [www.doane.edu/students/forms/finaid](http://www.doane.edu/students/forms/finaid). This application must be completed annually.

Continuing students who wish to apply for financial aid should:

1. Complete the Renewal Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Doane's Title IV code is 002544. This application must be completed annually. Commitments for financial aid based upon financial need are made annually. Doane's preferred date for filing is March 1. Students who file after this date cannot be assured the same availability of funds.
2. Complete the Doane College Institutional Financial Aid Application at [www.doane.edu/students/forms/finaid](http://www.doane.edu/students/forms/finaid). This application must be completed annually.
3. Pre-register for the coming term.

Please refer to the Doane College School of Graduate and Professional Studies catalog for specific information and policies regarding the following areas:

- requirements and availability of financial aid
- satisfactory academic progress for financial aid
- verification

For more information regarding federal financial aid, contact the staff at the Financial Aid Office at the Lincoln Campus at 402-466-4774.

## Library

The proliferation of knowledge in today's world makes the acquisition of self-education skills as important as the teaching of existing knowledge. Students are responsible for developing competence in the use of the library, a liberal art that contributes to individuals' continuing education throughout life.

All students may use Perkins Library, located in the Communications building on the Crete Campus. Students may also use Love Library, located on the UNL campus at 13th and R. Perkins Library in Crete requires a library card.

The collection at Perkins Library consists of more than 300,000 volumes, including approximately 500 subscriptions for journals, magazines, and newspapers. Access to over 10,000 additional journal titles is available through our online databases. Students can access these databases on the Lincoln campus or from home with a Doane Username and password. (Students, who do not have a username and password, should contact the Technology Department on the Lincoln Campus to obtain one.) The information found in these databases may be in the form of citations, abstracts or full-text journal articles, reports and/or conference proceedings.

Doane College is a depository for both Nebraska and United States Government documents, sources that provide a wealth of information on a variety of subjects.

An extensive interlibrary loan system makes it possible for Doane's library to obtain materials from other libraries. Through computer network connections, Perkins Library has access to the collections of libraries not only in the State of Nebraska, but throughout the United States. A consortium of 10 libraries provides a catalog of more than one million items and the online card catalog can be used to look at the holdings of these other libraries.

For more information on Perkins Library hours, and how to obtain a library card please go to [www.doane.edu/library](http://www.doane.edu/library).

## **Regular Perkins Library Hours**

|                   |                   |
|-------------------|-------------------|
| SUNDAY            | 2 p.m. to 11 p.m. |
| MONDAY - THURSDAY | 8 a.m. to 11 p.m. |
| FRIDAY            | 8 a.m. to 5 p.m.  |
| SATURDAY          | 10 a.m. to 4 p.m. |

Students who have matriculated into the program will have access to the Internet, through the computer laboratory, for assistance in literature searches.

## **Career Development**

Career Development Services are available to current students and alumni. These services include career assessment, job exploration, resume development, learning how to network for a more effective job search, and interview preparation. To make an appointment contact Susan Rocker at [susan.rocker@doane.edu](mailto:susan.rocker@doane.edu), or 402-466-4774, extension 336. Susan is located on the third floor of the Fred D. Brown Center.

## **Bookstore**

The college operates a bookstore on-site to provide textbooks for the courses it offers. Textbooks for the upcoming term are normally available at the time of formal registration for that term and remain available through the third week of the term (in the fourth week of each term, the bookstore closes to return excess books and begin ordering textbooks for the next term).

It is important to remember that textbooks will not be available for purchase through Doane's bookstore after the third week of the term.

## **Textbook Refunds**

Books may be returned to the Lincoln Bookstore up until the Friday after census as long as the return meets the following conditions:

1. Present a valid cash register receipt
2. Books are in resalable condition. Book cover and pages are not bent, torn, or missing. Condition to be determined by bookstore management.
3. New books are NOT damaged, written in, or marked on.
4. Wrapped or boxed merchandise has NOT been unwrapped or opened. Defective books will be replaced at no charge and should be returned at once.

## **Book Buy-Back**

Nebraska Book Company conducts a book buy-back the second week of each term, Monday through Thursday, 4:30pm-6:00pm. A representative of the book company is stationed in the atrium for the book buy-back.

## **Special Orders**

The bookstore will be glad to special order books for students. Doane will need students' signatures on the purchase order and a non-refundable deposit to guarantee payment of the book and shipping charges on arrival.

## **Business Office**

Student accounts are maintained by the business office on the Crete Campus. Located on the lower level of the Padour Walker Administration Building, the Business Office serves as the center of the college's business and accounting functions. The business office hours are 8:00-5:00 M-TH and 8:00-4:30 on Fridays during the school year. Summer hours are 7:30-4:00pm.

## **Student Accounts**

Student bills are generated by the business office each month. Students can access these bills online via WebAdvisor. Questions regarding the billing process or payments to the student account should be directed to student accounts payable personnel in the business office at 402-826-8250. For more information, go to [www.doane.edu/online-bills](http://www.doane.edu/online-bills).

## **Payments on Account**

You can pay your account online via WebAdvisor using e-check withdrawals from your checking / savings accounts with no charge, or using a credit card subject to a 2.75% convenience fee.

Payments may also be mailed to the business office:

Doane College  
Business Office - Student Accounts  
1014 Boswell Ave  
Crete, Nebraska 68333-2430

Payments by check are also accepted on the Lincoln Campus at the reception desk in the front office, located on the first floor. We also do not accept cash payments on the Lincoln campus.

## **ID Cards**

Student ID cards are available. If ID cards are lost, students should contact their academic advisor for replacement. ID cards can be used for discounts wherever student discounts are available. Student IDs also allow holders access to the Library on the UNL Campus or Doane College Crete Campus.

## **Computers and Audio/Visual Equipment**

Technological resources on the Lincoln campus are managed by the Technology Specialist. Digital cameras and video cameras are available for student use. To reserve equipment for classroom use, students must contact the Technology Specialist as soon as they know they will need the equipment. Use is on a first come, first served basis.

Doane classrooms are equipped with technology carts including a laptop, projector, DVD player and speakers. Students who require other types of technology should contact the technology specialist.

Both PC and Macintosh computers are available for student use at any time class is not in session in the labs. The labs are available when the building is open.

## WebAdvisor

WebAdvisor is an on-line feature that is available to students and can be found at [www.doane.edu/wa](http://www.doane.edu/wa). To access WebAdvisor, students will need an ID (user name) and password. A student's ID (user name) is their preferred name or first name, dot, last name. EXAMPLE: thomas.doane. Passwords are set to capital letter 'D', lowercase 'c', followed by the student's birth date in six digits (MMDDYY). EXAMPLE: Dc092021 would be Thomas's password because he was born September 20, 1821. Students can change their passwords by going online to [www.doane.edu/myaccount](http://www.doane.edu/myaccount) and following the on-screen instructions. If students have problems accessing WebAdvisor, they may call 466-4774, and ask for the technology specialist.

To access WebAdvisor:

1. Go only to: [www.doane.edu/wa](http://www.doane.edu/wa)
2. Choose "log in" in the upper right corner
3. Enter Doane username and password
4. Click on "Current Students"

Using WebAdvisor students may access the following on-line services:

1. Look up the current/upcoming class schedule. Schedules are posted on WebAdvisor on schedule release dates listed on the school calendar.
2. Register for class.
3. Look up grades. Grades will be posted after each term on the date listed on the school calendar.
4. Check grade point average (GPA).
5. Print transcripts that show completed classes. Print current class schedules.
6. Run evaluations to see what classes students still need to complete. Their choice of emphasis area and capstone project must be accurately recorded in Doane's computer system for the evaluation to be accurate.
7. Check the status of financial aid.
8. Accept/decline financial aid.
9. View statements / make payments.

## Technology Professional

Doane Lincoln has a full-time technology professional available to support student use of technology during their college experience. The technology professional can help students with a number of technology issues including but not limited to: user name and password for Doane's computer system, Doane e-mail, WebAdvisor, Blackboard, library resources, and computer labs. To contact this person, call the campus at 402.466.4774.

## Helpdesk

Students may also utilize Doane's helpdesk by calling 402.826.8411 or e-mailing [helpdesk@doane.edu](mailto:helpdesk@doane.edu).

## Evaluation

### Course Evaluations

The goal of course evaluations is to solicit honest feedback from students. Instructors need to know what they are doing well and how they can make the learning experience more powerful for students.

At no time will instructors see individual course evaluations. Instructors will only see the compiled summaries.

## **The Leading Edge Evaluation**

Students will receive feedback on their work in the capstone courses in multiple forms at various times. They will receive written feedback on all their written work. Each one-credit course will be graded at the end of the term in which it is completed.

Students will receive written feedback on the coaching component of *The Leading Edge*. Students will also receive copies of final evaluations after the completion of their oral presentations. The originals of these evaluations will be kept on file at Doane and used for assessment activities. Students will receive copies of the evaluations.

## **Thesis Evaluation**

Students will receive written evaluation on their thesis throughout the *Thesis* process. Each section of the portfolio/chapter of the thesis will be carefully evaluated by the faculty advisor. Students will have multiple opportunities to revise their work until completion of the capstone requirements. Students will receive written evaluation on their thesis once the oral presentation has been completed and final copies of the thesis have been submitted to Doane. Students will receive formal evaluations from two faculty members; their primary advisor and a second reader (whom students invite to read their work and attend the oral presentation). The evaluation form assesses the quality of the theses, how well the students met the objectives of the capstone requirements, and the quality of the written product and the oral presentation. The originals of these evaluations will be kept on file at Doane and used for assessment activities. Students will receive copies of the evaluations.

## **Advisory Committee Review**

The Graduate Academic Affairs Committee (GAAC) provides overall program evaluations. It is an advisory committee that includes faculty, administrators, and graduate students, and meets periodically for the following purposes:

- To review program objectives and outcomes and discuss proposed program or course changes
- To review academic or policy recommendations
- To consider items the committee deems necessary to address, and/or to review issues recommended by the deans or administrators of the graduate programs

The GAAC recommends actions to the full faculty for vote.

## **Grade Appeal Procedure**

If a student thinks an instructor has graded him or her in a way that is inconsistent with the grading policy outlined in the course syllabus, the student may initiate the grade appeal process below. (Students who think their grade was calculated in error should consult the Grade Change Policy.)

If at any stage of the process the appeal is withdrawn or resolved, the process stops. The Grade Appeal Request form and a written statement of the resolution will be kept in the student's record.

Steps:

1. Within 10 days of the grade's release, the student will contact the instructor to discuss the student's concern.
2. To continue with the appeal, the student will contact the Dean no later than 10 days following the discussion with the instructor to set up a meeting with the student and instructor to discuss the student's concern. (If the Dean is the instructor, the Dean will designate another division faculty member to act as Dean in this matter.)
3. If the student wishes to appeal the Dean's decision, the student will file a Grade Appeal Request form with the Registrar's Office within 3 days, and schedule a meeting with the Vice President of Academic Affairs within 7 days. The Vice President for Academic Affairs will review the process. If the process has been followed as stipulated in this policy, the Dean's decision will be final.

# **Graduation Policies**

## **Application for Degree**

Candidates for the Master of Arts in management degree must signify their intention to complete degree requirements by submitting a completed "Application for Degree" online.

## **Program Completion Criteria**

All students must meet the following requirements to complete the Master of Arts in management degree:

1. Complete all course requirements for the chosen graduate option with grades no lower than B- in any course
2. Complete all Thesis of The Leading Edge requirement with grades no lower than B- in any course
3. File the "Application for Degree" form no later than the specified date
4. Receive positive evaluation and recommendations by the dean and faculty

The recommendation to award degrees will be automatically nullified if: (a) students do not pass the remaining courses needed for the degree, (b) students fail to maintain good academic standing, or (c) students fail to remove all temporary grades ("I" or "IP") from their transcripts.

## **Awarding of the Degree**

Upon approval of the graduate dean, recommendation of the faculty, and action of the Board of Trustees, students will be awarded the master's degree. Diplomas will not be issued until all program materials are returned and outstanding financial obligations to the college are satisfied.

## **Request a Transcript**

Official Doane transcripts are available to students for a \$5 fee. There are three ways to request a transcript.

1. Go to the registrar's page of the Doane Website at [www.doane.edu/about Doane/Offices/Registrar](http://www.doane.edu/about%20Doane/Offices/Registrar) and print off the transcript request form
2. Stop at one of the Doane locations and fill out a transcript request form
3. Mail in a letter stating your request with the \$5 payment. The request should include your name, address, phone number, social security number, signature, and address of where the transcript needs to be sent

Students who request transcripts should allow three days for them to be prepared and issued. During periods at the beginning or following the end of a term, at least one week should be allowed for issuance.

## **Affirmative Action Policy**

The Master of Arts in Management program acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons, and affirms its policy of compliance with all laws and directives that promulgate nondiscrimination and equality of opportunity through affirmative action.

In keeping with the spirit and letter of the law, the program prohibits discrimination against faculty, students, and applicants based on race, color, gender, religion, age, national ancestral origin, sexual orientation, or physical and mental disability.

Retaliation is prohibited against faculty members, students, or applicants who file a complaint of discrimination against the program.