

WALSH

Student Handbook 2019-2020



WELCOME TO WALSH

Your decision to enroll at Walsh is a sound one. It recognizes our mutual commitment to academic and business excellence. We deliver a business education that integrates theory and application to prepare our graduates for successful careers.

Our goal is to be the preferred business-education institution for students, area employers, and the communities we serve. Whether you attend at one of our locations, online, or a combination of each, you can expect personal attention from faculty and staff throughout your time at Walsh.

We recognize that most of our students are working adults with significant responsibilities and personal obligations. Walsh complements these life realities with a dedicated faculty, many of whom are also business professionals. Your curriculum will reflect relevant, contemporary knowledge that energizes and frames traditional business theory.

We are with you every step of the way. We want you to succeed. And we look forward to you joining the more than 29,000 Walsh alumni.

Sincerely,



Marsha Kelliher
President and Chief Executive Officer



Michael Rinkus
Executive Vice President and
Chief Academic Officer

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ACADEMIC CALENDAR AND IMPORTANT DATES

Note: Dates listed below are for 11-week courses. If your course meets for less than 11 weeks, please check the syllabus or Web Advisor for important dates.

| | FALL 2019 | WINTER 2020 | SPRING 2020 | SUMMER 2020 |
|---|--------------------------|--------------|-------------|-------------------------|
| Graduation Application Deadline | August 1 | November 1 | February 1 | May 1 |
| Payment period begins | August 19 | December 3 | February 25 | May 20 |
| Semester Begins | September 18 | January 6 | March 30 | June 22 |
| Last Day to Register or Add Classes | September 24 | January 12 | April 5 | June 28 |
| Last Day for 100% Tuition Refund | September 25 | January 13 | April 6 | June 29 |
| Last Day to Drop Classes/50% Tuition Refund | October 1 | January 19 | April 12 | July 5 |
| Withdrawal Period Begins | October 2 | January 20 | April 13 | July 6 |
| Payment due date (pay in full date) | October 15 | January 30 | April 23 | July 20 |
| First late payment fee applied | October 16 | January 31 | April 24 | July 21 |
| Second Late Payment Fee applied | November 15 | February 15 | May 15 | August 15 |
| Last Day to Withdraw | November 19 | March 9 | June 1 | August 23 |
| Holiday Recess (No Classes) | November 27 – December 1 | January 20 | May 25 | July 3 & 4 |
| Final Exam Week | December 2 – 7 | March 17 -23 | June 9 – 15 | August 31 – September 5 |
| Semester Ends | December 7 | March 23 | June 15 | September 5 |
| Grades Due | December 12 | March 25 | June 17 | September 9 |
| Third late payment fee applied | December 15 | March 15 | June 15 | September 15 |
| Commencement | January 25 | June 20 | June 20 | TBD |

* Due to Independence Day, a make-up session will be required for Friday & Saturday classes during the summer semester.

GENERAL INFORMATION

MISSION

Walsh provides a transformative business education that combines theory, application, and professional experience to prepare graduates for successful careers.

VISION

Walsh will exceed expectations and change lives through education.

VALUES

Excellence

We operate at the highest level and seek continuous improvement in a collaborative manner.

Integrity

We practice ethical behavior that demonstrates fairness and reliability.

Respect

We embrace our diverse society and provide opportunities for all.

Accountability

We are responsible for our actions and are answerable to each other and the communities we serve.

Collaboration

We create and sustain partnerships and believe that collaboration fuels innovation.

Dedication

We are committed to our mission and passionate in our advocacy.

ACCREDITATION AND APPROVALS

Accreditation Statement:

Walsh is accredited by the Higher Learning Commission (HLC) www.hlcommission.org; phone: 312-263-0456 and has received specialized accreditation for its business programs by the Accreditation Council for Business Schools and Programs (ACBSP) www.acbsp.org; phone: 913-339-9356. Visit the accreditation web page to review programs accredited by ACBSP at www.walshcollege.edu/accreditation.

Walsh is approved by:

- The State of Michigan Department of Licensing and Regulatory Affairs to grant bachelors, masters, and doctoral degrees and certificate programs
- The State of Michigan Department of Talent and Economic Development to train veterans and eligible persons under benefits of Title 38 of the United States Code
- The Michigan State Board of Accountancy to offer programs satisfying requirements necessary to take the Uniform Certified Public Accountant Examination

- The State of Michigan Bureau of Professional Licensing, to grant Continuing Professional Education (CPE) credit to Certified Public Accountants and other professionals to continue licensure.
- The Student and Exchange Visitor Program (SEVP) to admit international students.
- The State of Michigan Department of Talent and Economic Development as an educational provider for the Michigan Works! Program.

Walsh is recognized by:

- The National Security Agency as a Center of Academic Excellence in Information Assurance Education (CAE) with curriculum that maps to the Committee for National Security Standards
- The National Security Agency and Department of Homeland Security as a Center of Academic Excellence in Cyber Defense (CAE-CD) programs
- The International Information Systems Security Certification Consortium (ISC)²® as an education affiliate to assist information professionals and practitioners in attaining information security certification
- The Michigan Council on Economic Education as an official Center for Economic Education
- GI Jobs Magazine as a Military Friendly school

Endorsements

The Bachelor of Accountancy - Certified Management Accountant (CMA) concentration is endorsed by the Institute of Management Accountants (IMA).

NON-DISCRIMINATION POLICY

Walsh strives to maintain an environment free of discrimination and harassment. Walsh prohibits discrimination or harassment based on any protected status on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. Walsh complies with all applicable federal and state laws regarding nondiscrimination, including, but not limited, to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination and Employment Act of 1967, Michigan's Elliott-Larsen Civil Rights Act and Michigan's Persons With Disabilities Civil Rights Act.

The following person is designated to handle inquiries and reports regarding nondiscrimination and Title IX compliance:

BETH BARNES
 Vice President, Chief Human Resources & Administrative Officer
 Walsh
 3838 Livernois Road
 Troy, MI 48083
 bbarnes@walshcollege.edu or (248)823-1239

LOCATIONS

Walsh offers classes at the following locations:

Troy | Novi | Clinton Township (Macomb University Center) | Port Huron (SC4 University Center) | Oakland Community College (Orchard Ridge Location) | Online

INSTITUTIONAL LEARNING OUTCOMES OF WALSH GRADUATES

Students may be required to participate in outcomes assessment by completing a survey, sitting for an examination, compiling a portfolio of academic work, or providing other academic indicators. Students may also be required to take one or more examinations designed to measure the level of achievement in each Institutional Learning Outcomes as a prerequisite to graduation. Unless otherwise specifically stated in an individual program, no minimum score or level of achievement is required for graduation. Students are expected to participate in these evaluative measures when asked by Walsh.

In addition, alumni and various stakeholders are also invited to participate in outcomes assessment to provide additional information on the quality of the programs and courses offered at Walsh. One way to deliver that value is to embed into the coursework of every degree the knowledge, skills, abilities, and behaviors Walsh has identified as Institutional Learning Outcomes.

The information obtained through the outcomes assessment process is one of the methods Walsh uses to improve not only student learning but also teaching and ensure an environment of continuous quality improvement in all programs at the course, program, and institutional level. Assessment results are confidential and are presented in the aggregate.

Walsh works to ensure that its graduates are able to add value to the business community and to become successful professionals. One way to deliver that value is to embed into the coursework of every degree the knowledge, skills, abilities, and behaviors Walsh has identified as Institutional Learning Outcomes. Each undergraduate and graduate program has clearly articulated student learning outcomes for the knowledge, skills, abilities, and behaviors a student possesses upon completing a program. These outcomes are evidenced by the following:

Undergraduate Student Learning Outcomes

Upon graduation from Walsh, students will be able to:

Communicate - Oral

- Identify information appropriate to the purpose and audience
- Choose delivery techniques appropriate to the purpose and audience
- Demonstrate effective delivery techniques in a variety of settings
- Provide proper citations for source materials
- Construct effective visual aids

Communicate - Written

- Organize ideas logically
- Select tone, word choice, and style of communication appropriate for the intended audience
- Structure sentences and paragraphs using correct language, grammar, spelling, and punctuation
- Provide proper citations for source materials
- Produce clear and concise documents

Problem Solve

- Identify a problem in an organizational context
- Define the problem
- Summarize potential solutions
- Recommend a solution
- Propose methods to evaluate the effectiveness of the recommended solution

Master a Business Discipline

- Students achieve learning outcomes as noted in each academic program

Graduate Student Learning Outcomes

Upon graduation from Walsh, students will be able to:

Communicate - Oral

- Research content appropriate to the purpose and audience
- Incorporate a variety of delivery techniques
- Adapt the tone and style to communicate to a variety of organizational levels
- Deliver content in a professional manner
- Provide proper attribution for source materials

Communicate - Written

- Frame the topic effectively
- Utilize credible and appropriate sources
- Provide proper attribution for source materials
- Synthesize the content into a coherent narrative
- Demonstrate competent writing mechanics

Problem Solve

- Recognize a problem in a complex organizational context
- Deconstruct the symptoms and underlying causal conditions
- Design effective solutions to address the root cause
- Recommend a solution
- Evaluate the relative effectiveness and implications of the recommended solution

Master a Business Discipline

Students achieve learning outcomes as noted in each academic program.

WALSH COLORS

Walsh's school colors are blue and white.

WALSH PUBLICATIONS

Walsh Catalog

The Catalog, located on the website, is an official publication of Walsh. It outlines the curricula and graduation requirements currently in effect at Walsh. The Catalog is not a contract between the individual student and Walsh or its Board of Trustees. Walsh reserves the right to make changes to any programs at any time.

Walsh will typically communicate any academic program changes at least one academic term prior to the effective date of changes. In addition to updating the online Catalog, Walsh may also communicate changes through the Walsh Student Portal, posters and/or by regular or electronic mail.

PLEASE NOTE: Walsh expects students to read the Catalog. Failure to do so does not excuse students from the requirements and regulations described.

Walsh Student Handbook

The Student Handbook, located on the website, is an official publication of Walsh. It outlines the general operations and academic/student services policies currently in effect at Walsh. The Student Handbook is not a contract between the individual student and Walsh or its Board of Trustees. Walsh reserves the right to make changes to any policies and procedures at any time.

Walsh will typically communicate any policy changes at least one academic term prior to the effective date of changes. In addition to updating the online Student Handbook, Walsh may also communicate changes through the Walsh Student Portal, posters and/or by regular or electronic mail.

PLEASE NOTE: Walsh expects students to read the Student Handbook. Failure to do so does not excuse students from the requirements and regulations described. Students are fully expected to comply with all policies in the Student Handbook whether they have read them or not.

WALSH WEBSITE

Walsh maintains a website at www.walshcollege.edu. For questions related to the website, contact the Marketing Department.

NOTICE OF POLICY CHANGES

The Catalog and Student Handbook represent the most up-to-date information with regard to the programs and policies described. It will be considered to be in effect until the publication of the next academic catalog and student handbook. However, Walsh reserves the unlimited right to institute changes in Walsh's programs and policies. Since information is updated constantly, students are advised to seek further clarification from appropriate administrative offices. Walsh reserves the right to change rules, policies, programs, fees, and curricula without advance notice. In the event of any inconsistent or incompatible terms or provisions, such inconsistency shall be resolved by giving precedence in the following descending order of importance: (a) any executed agreement between the parties, (b) the specific program or policy then existing, and then (c) the Catalog or Student Handbook.

REGISTRATION MATERIALS/ CLASS SCHEDULES AND NEWSLETTERS

Walsh makes every effort to provide information to students that may assist them in achieving their academic goals. Prior to each semester, a schedule of classes is posted online for all students. View the schedule of classes online by logging into the Walsh Student Portal: www.myportal.walshcollege.edu. The portal often contains new information and should be reviewed by students every semester.

Walsh also communicates and distributes information regularly through student e-newsletters, the Walsh Student Portal, and the Walsh Student Email Account.

Walsh Student Email Account

All students are assigned a Walsh email address and are required to access their Walsh email account regularly. This is a digitally secure and encrypted website which protects the confidentiality of its usage. All official administrative email communication (account balances, graduation audit notification, Commencement information, e-newsletter, etc.) will only be sent to the student's Walsh email address. Similarly, Walsh email is required for communication between a student and faculty member regarding grades, quizzes/exams, performance in the course, etc.

Emails pertaining to potential violations of Walsh policies will be sent to a student's Walsh email address and students are required to use their Walsh email for all related communications, unless otherwise directed by Walsh officials.

Official student administrative email requests (e.g. advising questions, adding/dropping classes, enrollment verification, etc.) must be sent from the student's Walsh email address. Students who regularly use another email account are able to forward their Walsh email to that account.

Committed to Technology

Walsh continues to invest in the technological future, both inside and outside of the traditional classroom. All rooms at the Troy and Novi locations are equipped with LCD projectors that are used during presentations by instructors, facilitators, and students. Troy location classrooms are also equipped with SMART Podiums™, touch-screen interactive monitors that allow instructors to interact with digital content and write over it on the SMART monitors.

The Troy location is also furnished with a Finance Lab. The Finance Lab gives students a taste of Wall Street with 12 Bloomberg terminals, FACTSET research capabilities, along with several large LCD televisions tuned to market and financial reports, and breakout rooms. Financial information continuously updates on an LED ticker, giving students a real-time glimpse into market movement and news.

A dedicated Cyber Lab is also located at the Troy location. The Cyber Lab provides a hands-on learning environment with access to Cisco networking gear, Dell servers and EMC storage. Students can expect to receive critical cybersecurity skills across traditional, cyber physical, and/or automotive environments. In addition, students will apply critical, strategic, ethical, and innovative thinking to achieve business-like results. A Virtual Lab also provides students with practical experience setting up and supporting a business-like domain complete with servers and PCs.

Walsh is designated as a Center of Academic Excellence in Cyber Defense (CAE/CD), which identifies Walsh as one of a small set of academic institutions in the country to achieve this status. Walsh also aligns its programs with the Department of Defense 8570 and the Department of Homeland Security NICE Framework. This ensures that our students will be prepared to meet the standards of employment at the federal level.

Electronic library research tools maintained on the Walsh website include a multitude of database sources, CD-ROMs, and online magazine and journal subscriptions. These tools allow students to access information online from anywhere, at any time.

Secured information is stored behind password-protected systems; most applications utilize only one username and password and automatically pass through from one system to another without further intervention. The Troy and Novi locations have free guest wireless Internet access. The wireless network utilizes updated modern wireless technology standards which provides for a seamless end-user experience.

All classroom and lab computers require users to log in with their unique Academic/Portal username and password. Public guests can generate a temporary ID by using a driver's license in order to gain access to the library computer resources at Walsh.

The Online Course Environment

Students taking a Walsh online course can be confident that they are receiving the same quality and content that they would receive in the classroom. Basic course components include an online syllabus; weekly objectives, readings and lectures; weekly discussion board participation; activities and assignments; and online exams, quizzes, and practice tests.

To ensure success in an online course, students taking their first online or blended course must take a required online orientation that simulates an online course. Online courses incorporate various media. In order to access online learning assignments, students must have access to a computer that meets all hardware and software requirements.

The online course environment is small, averaging 25 students per class, and the instructor is available online through instant messaging or private chat. Students and instructors also communicate online via a discussion board and email. Students can expect an instructor response to questions within 24 to 48 hours. Walsh online courses include a Help feature that instantly pages the Online Learning technology staff, which typically resolves requests within 24 hours.

Walsh uses the following definitions to explain how it uses technology to support the learning experience:

Online (V section) course: in an online course, the student and instructor are separated by distance and connected via Walsh's chosen Course Management System (CMS) for delivery of the course content and course interaction. Walsh online courses are largely asynchronous, meaning student and teacher do not need to be online at the same

time, and work can be completed at different times, barring any specific synchronous activities that will be explained in the course syllabus. Students located in any geographic location may complete their studies online and will not be required to come to the location for any of the course components. However, a student may be required to take exams at an approved proctored location.

Blended (VB section) course: in a blended course, the course is held in the traditional classroom as well as online. Some weeks will be online and others on-location, and students will be notified of meeting times in their syllabus. Some of the course content, including exams/quizzes, and/or interaction, is delivered via Walsh's chosen Course Management System (CMS). Students must come to one of the Walsh locations to complete a VB course.

2+2 (VT section) course: a 2+2 course is a blended course that will meet in the classroom and online weekly. Some of the course content and/or interaction is delivered via Walsh's chosen Course Management System (CMS). Students must come to one of the Walsh locations to complete a VT course.

Video Conferencing (VC) course: VC is a video conferencing course that will meet weekly and requires the simultaneous participation of all students and faculty in "real-time" instruction. It incorporates telecommunication technologies which allow two-way videoconferencing between the Troy and Novi locations by two-way video and audio transmissions.

STUDENT CLASSIFICATIONS

An individual may attend classes at Walsh only by making formal application and by being admitted to Walsh under one of the student classifications listed below. All students, regardless of their classification status, are subject to the policies and regulations of Walsh that are outlined in the Catalog, the Student Handbook, published in subsequent bulletins, or posted at Walsh.

Undergraduate

A student attending classes as an undergraduate degree candidate must meet the admissions requirements set forth in the section entitled Admission to Walsh Programs. The student must successfully complete all the prescribed coursework to meet the admissions requirements for an undergraduate degree. A student entering Walsh as an undergraduate degree candidate will be provided an academic program plan prior to registering for classes. Only a student officially accepted by Walsh may enroll in classes. An undergraduate student is classified based upon the number of semester credit hours earned. A junior is defined as a student who has completed between 60 and 95 semester credit hours. A senior is defined as a student who has completed 96 or more semester credit hours.

Graduate

A student attending classes as a graduate degree candidate must meet the admissions requirements set forth in the section entitled Admission to Walsh Programs. Graduate coursework successfully completed by a student while attending classes under this status is applicable toward the graduation requirements necessary for a graduate degree. Graduate degree candidates will be provided an academic program plan prior to registering for classes. Only a student officially accepted by Walsh may enroll in classes.

Doctoral

A student attending classes as a doctoral degree candidate must meet the admissions requirements set forth in the section entitled Admission to Walsh Programs. Only a student officially accepted by Walsh as a doctoral degree candidate may enroll in doctoral-level classes.

Non-Degree

An individual may attend Walsh as a non-degree student by meeting the minimum admission requirements for the academic level of the courses they wish to take. For example, an individual who wishes to take undergraduate courses on a non-degree basis must meet the minimum admissions requirements for an undergraduate student. Only a student officially accepted by Walsh may enroll in classes. A student attending under this status will be required to meet all course prerequisites and will receive college credit for courses successfully completed.

All courses taken and grades received will appear on a non-degree transcript. If credit earned as a non-degree student is later applied toward a Walsh degree or certificate program, the credits attempted and grades earned will be considered Walsh credit and will be computed in the student's cumulative grade point average as part of the academic transcript. Time limitations for transferability as determined by each academic area may apply. For specific information, refer to the Undergraduate, Graduate, and Certificate Program sections in the Catalog.

Certificate Student

An individual attending classes as a certificate student must meet the admission requirements for each certificate as set forth in the section entitled Certificate Programs. Coursework successfully completed by a student while attending classes under this status will earn college credit and will be applicable toward the requirements necessary to earn a certificate. A student entering Walsh as a certificate-seeking candidate will be issued a certificate program plan prior to registering for classes. Only a student officially accepted by Walsh may enroll in classes. Certificate-seeking students will be required to meet all course prerequisites. Courses taken as a certificate student will be reflected on a non-degree transcript.

Guest at Walsh

An individual who is actively pursuing a degree at another accredited institution may enroll in selected courses at Walsh under the status of guest student. Accredited institutions are those approved by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC).

A guest student at Walsh must submit the Michigan Uniform Guest Application each semester. The Michigan Uniform Guest Application is not transferable to another semester or for another course. It is the responsibility of the guest student to determine whether the home institution will accept the course and credits earned at Walsh. Walsh reserves the right to deny guest status and/or to limit the number of courses taken as a guest student. Only a student officially accepted by Walsh may enroll in classes. Guest students will be required to meet all Walsh course prerequisites. Courses taken as a guest student are reflected on a non-degree transcript. If credit earned as a guest student at Walsh is later applied toward a Walsh degree or certificate program, the credits and grades earned will be considered Walsh credit and computed in the student's cumulative grade point average as part of the academic transcript. Time limitations for transferability as determined by each academic area may apply.

Guest students must comply with the requirements in the Catalog and Student Handbook.

Guest at another Institution

A Walsh student may request to enroll in coursework at another accredited college or university under the status of guest student. The student must receive approval from the Admissions and Academic Advising office for guest student status before enrolling in a course. Permission may be granted when a course is not available at Walsh in a critical time sequence for the student to graduate. If approval is granted, the Michigan Uniform Guest Application will be signed by the Director of Academic Advising and affixed with the Walsh seal. It is the student's responsibility to verify that the institution is accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC).

The following criteria must be met:

The student must complete the coursework in the semester specified on the approved guest application.

- Undergraduate students must earn a grade of "C" (2.000) or better to have the credits applied toward a Walsh undergraduate degree program. Credits earned as a Guest Student are considered transfer credit and will not be computed in the student's cumulative grade point average.
- Graduate students must earn a grade of "B" (3.000) or better to have the credits applied toward a Walsh graduate degree program. Credits earned as a Guest Student are considered transfer credit and will not be computed in the student's cumulative grade point average.
- It is the student's responsibility to have an official transcript forwarded to Walsh upon course completion at the guest college or university.

Audit

An individual who does not qualify for admission to either the undergraduate or graduate degree programs at Walsh or who wishes to take courses on a no-grade, non-credit basis can enroll under the status of audit student. Enrollment in courses as an audit student is subject to class availability.

Only a student officially accepted by Walsh may enroll in classes. A student attending under this status will be required to meet all course prerequisites. Courses taken as an audit student are on a no-grade, non-credit basis, and college credit will not be granted. An audit student pays the same tuition and fees as one who takes the course for credit. Courses taken as an audit student will be reflected on a non-degree transcript.

International

After being admitted to Walsh, a student who attends school on an F-1 visa and requires an I-20 Form should contact a designated school official (DSO)/international student advisor in the Admissions and Academic Advising office for specific requirements. The United States Citizenship and Immigration Service (USCIS) requires a student on a non-immigrant student visa to pursue full-time enrollment in a specified undergraduate, graduate, or doctoral degree program. International students should refer to the International Student section of this Student Handbook for additional requirements.

Academic Course Load

Walsh expects its students to be able to balance their educational, professional, and personal schedules and does not restrict the number of credit hours that a student may register for in a given semester. Students with questions on the appropriate number of credits to take in a given semester should discuss their proposed schedule with an academic advisor.

Student Enrollment Classification

International students should contact the international student advisor/DSO in the Admissions and Academic Advising office for visa status compliance. Walsh uses the following criteria for enrollment certification, financial aid, scholarships, and veterans' payment eligibility:

Undergraduate Students

Semester Credit Hours

| | |
|---------------------------|------------|
| Full Time | 12 or more |
| Three-Quarter Time..... | 9-11 |
| Half Time | 6-8 |
| Less than Half Time | 1-5 |

Graduate Students

Semester Credit Hours

| | |
|---------------------------|-----------|
| Full Time | 9 or more |
| Three-Quarter Time..... | 6-8 |
| Half Time | 3-5 |
| Less than Half Time | 1-2 |

Doctoral Students

Semester Credit Hours

| | |
|-----------------|---|
| Full Time | 6 |
|-----------------|---|

Note: During the dissertation research phase, 1-3 semester credit hours will be considered full-time.

Non-Degree, Certificate, and Guest Students

Enrollment verification will be determined based on course level enrollment (undergraduate or graduate) and classification based on number of semester credit hours taken.

ADMISSION TO WALSH PROGRAMS

Admission Procedures

To apply to any Walsh degree or certificate program, an admissions application must be submitted along with a non-refundable application fee. Former Walsh students are required to resubmit an admissions application, but are not required to pay a second application fee. Applications can be submitted at www.walshcollege.edu/apply-now.

Admitted students can begin their studies at the start of any academic semester. Admissions applications will be accepted until the last day to register for classes for the semester in which the applicant wishes to enroll. An applicant's admission status will be determined upon receipt of all required documents. To facilitate the admissions process, applicants are encouraged to submit student or unofficial copies of transcripts from all colleges attended, along with the admissions application.

Applicants will be considered for admission when the Admissions and Academic Advising office receives evidence of attainment of the minimum admission requirements. Full admission to Walsh will be granted only upon receipt of all official transcripts and required documentation. An individual may be admitted on a contingent basis upon review of unofficial transcripts. A student's admissions status will remain contingent until receipt of all final, official transcripts and fulfillment of minimum admissions grade point average requirements. Students admitted contingently will be allowed to register for their first semester. All final, official transcripts must be received before a student will be permitted to register for their second semester at Walsh.

It is the responsibility of the applicant to contact all colleges/universities currently and previously attended and request that official transcripts be sent directly to Walsh. Copies of transcripts hand-delivered by the student are not considered official. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or registration. For information on international transcript evaluation and admission to Walsh for those individuals pursuing an F-1 Student Visa, please see the section entitled International Students.

After receiving the applicant's transcript(s), the Admissions and Academic Advising office will evaluate transfer of academic credit based upon all previous college coursework taken at the 100 or 1000 level and above. Any discrepancy between official and unofficial transcripts will result in the adjustment of any previously noted equivalencies and/or transfer credits, and may affect eligibility for admission or change an applicant's admissions status from "contingent" to "denied." Generally accepted transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of their application and admission to Walsh.

Applicants can contact the Admissions and Academic Advising office during this process to inquire about specific policies and procedures or the status of their application. An applicant may enroll in any semester within 12 consecutive calendar months from their initial semester of admission to Walsh. Applicants will be required to follow the admissions and program requirements of the catalog year in which they initially enroll at Walsh. If an applicant does not enroll and complete at least one course within 12 consecutive calendar months following admission, they must reapply for admission. Applicants who reapply may be required to resubmit all official transcripts and related documentation to Walsh.

Admission Standards

Walsh reserves the right to accept or reject any application for admission. Consideration for admission is based on potential for success. Walsh's offer of acceptance is contingent upon the student's compliance with appropriate standards of conduct and continued academic performance consistent with the student's performance to date. In addition, if Walsh learns of relevant omissions or misrepresentations in the application process, an applicant's admission may be revoked.

Appeals Process for Conduct-Based Denial or Revocation of Admission

Applicants who are not granted admission to Walsh due to inappropriate conduct or whose admission is subsequently revoked due to inappropriate conduct may submit an admission appeal request. This request must include a personal statement from the student providing a compelling explanation for the inappropriate conduct and any relevant supporting materials. Admission appeal requests will be reviewed by Walsh's Admissions Appeal Committee.

The applicant submitting an admission appeal request is required to initiate the appeal process in writing within (10) calendar days of the notification from Walsh (as indicated by the date of the written notification from Walsh) in order to receive consideration. Unless there are extreme extenuating circumstances, if the applicant fails to follow the appeal process within ten (10) calendar days of notification from Walsh, the applicant will forfeit the right to appeal, which will result in Walsh sending written notification of administrative deletion of class registration and revocation of admission for future semesters. Please contact the Admissions and Academic Advising Office at admissions@walshcollege.edu for additional information.

Military Credit/Exams

Walsh will grant academic credit for military experience based on ACE recommended guidelines and requirements. Walsh also follows the American Council on Education (ACE) recommended guidelines and scores to award academic credit for approved DANTES/DSST exams. Approved academic credit will be transferred to Walsh as general credit. Walsh may determine possible equivalency to required coursework through ACE recommendations, accredited community college acceptance of credit, and/or academic department chair review. ACE recommended academic credit for military credit is listed on an official JST (Joint Services Transcript), CCAF (Community College of the Air Force), or CGI (Coast Guard Institute) transcript. Unofficial copies of transcripts may be submitted for the initial admissions evaluation process with official transcripts required for full admission as noted in the Admission to Walsh sections of the handbook. Credit hours categorized as L = Lower Level; U = Upper Level; and G = Graduate Level are acceptable and may be reviewed for possible equivalent credit.

Non-Degree Coursework

Non-Degree applicants should complete an admission application and follow the same procedures as an applicant to an undergraduate or graduate degree program.

- Undergraduate non-degree applicants (with the exception of guest student applicants) must meet undergraduate admission requirements to take courses at Walsh as a non-degree undergraduate student.
- Guest student applicants must submit a completed Michigan Uniform Guest Application Form to meet admission requirements to take courses at Walsh as a guest student.
- Graduate non-degree applicants must meet graduate admission requirements to take courses at Walsh as a non-degree graduate student.

All admissions requirements must be met to apply for a Walsh degree. Non-degree coursework will be applied and moved to the student's undergraduate or graduate transcript dependent upon the level of the coursework completed. Non-degree graduate coursework that is not part of a graduated certificate will be applied and moved to the student's graduate transcript, including all dual listed courses and all attempts. Time limitations for transferability as determined by each academic area may apply.

Program Changes

A student desiring to change their degree program, major, or minor must complete a Change of Program form in the Walsh Student Portal. A complete evaluation will be required before the student is admitted into the desired degree program. Undergraduate and Graduate courses already completed at Walsh will be evaluated for appropriateness for the new degree/major/minor. The student will then be placed on the most current program of study and a new Program Plan will be created. All current admissions requirements and policies will apply. If a student wishes to change their status from graduate degree seeking to non-degree or any other status, they must complete a new application. Applications can be submitted at www.walshcollege.edu/applynow.

Readmission to Walsh

If a student has not enrolled in any courses (as designated by the last semester attended on the student's Walsh transcript) for 12 consecutive calendar months, the student must reapply for admission. At the time of readmission, all coursework will be evaluated based on current admissions requirements; required coursework and acceptable transfer equivalencies; minimum grade requirements for transfer and graduation. Time limitations for eligibility/transferability as determined by each academic area may apply.

Readmitted students will be responsible for the degree requirements outlined in the Catalog year that they are readmitted and will receive a Program Plan detailing their degree requirements. Students who are granted credit for previously completed courses at Walsh may be required to complete their program in a period of time not to exceed a maximum of 60 months from initially starting at Walsh. Transcripts of students who have been readmitted to Walsh will reflect all courses taken, credit hours attempted, and grades received while at Walsh.

Veteran students who were deployed or dependents of veterans that reapply for admission may petition to be readmitted under the same academic program and graduation criteria in effect at the time of deployment. A copy of the student's deployment paperwork and length of stay will be required as part of the readmission process. Students in this situation should contact the director of academic advising to provide the deployment paperwork so that their academic file may be updated. Upon return from duty, it is highly recommended that the student review the current and former programs with an academic advisor to see which program best benefits the student. If the student opts to move to the newest program, all admission requirements and policies of the newest catalog will apply and the student may not switch back.

Students who have been academically dismissed or placed on academic probation must meet with an advisor in the Admissions and Academic Advising office to discuss eligibility for readmission. Please refer to the section on Academic Standing prior to reapplying for admission. Consideration of all prior activity, including student conduct, will be reviewed during evaluation and may be grounds for denial of readmission.

Admission on a Student Visa

Any individual seeking admission to Walsh as an international student on an F-1 Student Visa must meet the general admissions requirements for undergraduate, graduate, or doctoral degree programs at Walsh. The online Admissions Application must be submitted along with the non-refundable application fee. In addition, these individuals must also meet the following requirements:

- Provide proof of English language proficiency if applicable. This must accompany an admissions application from individuals who speak English as a second language (ESL). However, if the student meets the written communication requirement, the English language proficiency requirement is waived.
- Provide official statements of financial support through personal or sponsored funds. Additionally, an international student must submit an international packet. This can be found on the Walsh Website at www.walshcollege.edu/internationalstudents or one can be mailed.
- Purchase health insurance through Walsh or provide proof of personal coverage. Please visit our Website at www.walshcollege.edu/internationalstudents for more information.
- Arrange for their own living accommodations and transportation to and from locations. Walsh does not offer residential facilities or transportation to classes.
- Have international transcripts evaluated on a course-by-course basis by an approved agency such as World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org) and submitted along with the admissions application. The applicant is responsible for all related costs.
- Have maintained good standing of their previous F-1 status (applicable to transfer students) according to United States Citizenship and Immigration Service (USCIS) regulations.
- All application materials should be available for consideration by the international student advisor/DSO at least eight weeks prior to the first date of the semester for which the applicant is seeking admission. Only upon full admission to Walsh will an I-20 be issued. All student visa holders are required to maintain full-time standing as defined in the Student Enrollment Classification section and pursue their designated program of study.

UNDERGRADUATE ADMISSION REQUIREMENTS

Bachelor of Accountancy, Bachelor of Business Administration, or Bachelor of Science in Information Technology Admission Requirement

For consideration for admission to a Walsh Bachelor of Accountancy, Bachelor of Business Administration, or Bachelor of Science in Information Technology degree program, an applicant must have:

- An associate degree satisfying the Michigan Transfer Agreement (MTA) OR 60 semester credit hours completed at the 100/1000 level or above with a grade of “C” (2.000) or better to include at least 30 semester credit hours of general education coursework and a minimum cumulative grade point average of 2.000 on a 4.000 scale from all prior institutions attended

The general education coursework must include:

- One course in English composition or written communication from an accredited United States institution
- One course in intermediate algebra, mathematics course that satisfies MTA, or higher-level mathematics course/placement

Bachelor of Science in Applied Management Admission Requirement

For consideration for admission to a Walsh Bachelor of Science in Applied Management degree program, an applicant must have:

- An associate of applied science degree (AAS) AND a minimum cumulative grade point average of 2.000 on a 4.000 scale from all prior institutions attended

All academic coursework considered for use in meeting admissions requirements or for use in establishing direct equivalent transfer credit must be from an institution accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC). Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

Undergraduate Communication Assessment

All new undergraduate degree students are required to take the Communication Placement Exam. Students who take COM 210 at Walsh will take the placement exam during COM 210. Students who transfer in an equivalent to COM 210 will need to take the placement exam prior to registering for COM 320, Business Communication Methods. Students who pass the placement exam will be eligible to enroll in COM 320. COM 320 is required to be completed within a student’s first 9 credit hours at Walsh. It is highly recommended that students take the placement exam immediately upon being admitted to Walsh. Failure to do so may result in delaying a student’s graduation as COM 320 is a prerequisite to several required courses. Students who do not pass the placement exam will be required to take COM 300, Communication Essentials, a one credit hour course designed to enhance students’ writing skills. Students will be eligible to enroll in COM 320 upon successful completion of COM 300 with a grade of “P”. Students are not charged a fee for the placement exam. The placement exam may only be taken one time and is not repeatable.

The Communication Placement Exam will assess basic writing skills in three areas:

- Grammar and mechanics
- Style
- Organization and development

Student Learning Outcomes

At the completion of COM 300, students will be able to:

- Compose messages that display organization of thoughts based on a synthesis of credible information
- Write sentences and paragraphs using correct grammar, spelling and punctuation
- Develop written messages that display appropriate tone and style for intended audience
- And produce brief business documents that are clear, concise, well organized, and properly formatted

For more information on the placement exam and COM 300 please visit our Website at www.walshcollege.edu/commplacementexam.

Acceptance of Equivalent and Transfer Credit

Prospective students are encouraged to schedule an appointment with a Walsh academic advisor to develop a transfer plan. This transfer plan will include identifying transfer equivalencies to meet admissions requirements and other required courses. Students can obtain transfer equivalencies by visiting the Walsh website at www.walshcollege.edu/transfer or the Michigan Transfer Network at www.michigantransfernetnetwork.org.

Bachelor of Accountancy, Bachelor of Business Administration, and Bachelor of Science in Information Technology applicants with equivalent credit to required coursework in their intended degree program at Walsh may transfer a maximum of 82 semester credit hours of freshman/sophomore (100/1000 level and above level coursework) to Walsh. Transfer of credit above 82 semester credit hours for a maximum of 91 semester credit hours will only be accepted from an accredited four-year institution for equivalent junior/senior (300/400 level and above) level coursework at the transfer institution and at Walsh.

Bachelor of Science in Applied Management applicants may transfer a maximum of 90 semester credit hours.

Concurrent Enrollment

Admitted Walsh students may be eligible for concurrent enrollment while taking classes at Walsh. Concurrent enrollment allows new students who are enrolled at a transfer institution to complete credits while attending Walsh. Concurrent enrollment may affect a student's ability to receive financial aid; students are encouraged to contact the Financial Aid office prior to concurrent enrollment. Upon admittance to Walsh, a student interested in concurrent enrollment is required to meet with a Walsh advisor to determine concurrent enrollment eligibility as well as to sign the Concurrent Enrollment Agreement Form prior to the end of their first semester of attendance at Walsh.

Credit for Extra-Institutional Learning

Undergraduate students may be awarded credit based on prior learning experiences. Students may submit competency through Advanced Placement (AP), College Level Examination Programs (CLEP), and International Baccalaureate (IB). Prior learning experiences will be evaluated as part of the admission process. Walsh may determine possible transferable credits through the American Council on Education (ACE) recommendations, accredited college acceptance of credit, and/or academic department chairperson review.

Double Majors/Dual Undergraduate Degrees

Dual degrees are not available at the undergraduate level. Students pursuing a Bachelor of Business Administration degree may select to add an additional major simultaneously. The following disciplines are available as a double major: finance, human resource management, management and marketing. All required professional core, major and/or required elective coursework within the undergraduate degree and major(s) must be completed prior to graduation. The student will be awarded one degree, the Bachelor of Business Administration and the student's official transcript will reflect the two majors earned. To declare a double major, students are required to submit a Declaration for Double Major form in the Walsh Student Portal.

Fast Track Program

The Walsh Fast Track program will allow undergraduate students the ability to complete a maximum of four graduate-level courses as part of their undergraduate degree requirements. Graduate level courses successfully completed with a grade of "C" (2.000) or higher will be considered for advanced standing credit in the chosen graduate degree, if applicable. A maximum of 12 semester credit hours of advanced standing credit is allowable for graduate degree programs. A student must be in good academic standing to pursue the Fast Track program.

GRADUATE ADMISSION REQUIREMENTS

For consideration for admission to a Walsh graduate degree program, an applicant must:

Possess an undergraduate degree or higher from a college or university accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges –

Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC).

Have an overall cumulative grade point average (GPA) of 2.750 or better on a 4.000 scale. Students with a cumulative grade point average lower than 2.750 – but not below 2.000 – will be admitted on a provisional basis (see Provisional Status for more information).

Individuals for whom English is not their first language must provide proof of English language proficiency. This proof may be in the form of one of the following:

- TOEFL score of 79-80 internet based, or 550 written
- MELAB score of 80
- MTELP score of 80
- IELTS score of 6.5 (<http://www.ielts.org>)
- Successful completion of Level 112 from ELS Language Centers
- Successful completion of the highest level of ESL accredited program
- Successful completion of an English Composition course from an accredited U.S. institution
- Completion of a college degree from an accredited U.S. institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The TOEFL & IELTS scores are valid for two years; the MTELP/MELAB scores are valid for five years. Transcripts from the degree-granting institution may be accepted as proof of English language proficiency. Walsh retains the right to require reexamination or further English language studies at a qualified institution for any non-native speaker of English. For additional information on international transcript evaluation and admission to Walsh for those individuals pursuing a student visa, please see the section entitled Admission on a Student Visa.

Walsh administers the MTELP exam at no charge. Please contact an international student advisor for more details.

Graduate Communication Assessment

All new graduate students who are entering the MAB, MAC, MSF, and MSITL are required to complete the Graduate Communication Assessment (GCA) prior to their first COM 510 Leadership Communication or COM 525 Applied Organizational Communication class session.

It is highly recommended that students take the communication assessment immediately upon being admitted to Walsh. Students are not charged a fee for the communication assessment. The communication assessment may only be taken one time and is not repeatable.

The Graduate Communication Assessment will assess writing skills in three areas:

- Grammar and mechanics
- Style
- Organization and development

For more information on the communication assessment please visit our website at <https://www.walshcollege.edu/communication-assessments>.

Provisional Status

Graduate students with a cumulative grade point average lower than 2.750 – but not below 2.000 – will be admitted on a provisional basis. Students admitted provisionally to all graduate programs must achieve a minimum cumulative grade point average of “B” (3.000) in the first 2 graduate courses taken within their degree program in order for the provisional status to be removed.

Failure to meet the requirements of the provisional status will result in dismissal which prohibits the student from enrolling in any further courses at Walsh for a period of one year. After a period of one year, provisionally dismissed students may be eligible to reapply to a Walsh graduate degree program. Upon readmission, all admissions policies in effect at that time will be applied toward a student’s application and evaluation process. A second provisional dismissal is considered final, and the student will not be eligible for readmission to Walsh.

Advanced Standing Credit

Students may receive advanced standing credit for graduate-level coursework that is directly equivalent to a required and/or concentration course in their specific Walsh degree program. If a student is awarded advanced standing credit, the semester credit hours are applied toward the appropriate degree program.

All graduate degree programs will allow for a maximum of 12 semester credit hours of advanced standing credit for graduate coursework.

Advanced standing credit will only be awarded once for a transfer course within a graduate degree or certificate program; in subsequent programs, the course may be used to obtain a waiver or exclusion, if time limits and equivalencies are met. Approved courses taken at the graduate level while an undergraduate student may not exceed 12 semester credit hours of advanced standing toward the graduate program.

Advanced standing credit awarded for a “course set” can be used to fulfill elective and concentration requirements but will not be designated on the student’s transcript as a concentration. A student will not be awarded a certificate for courses completed for a concentration. A student who is pursuing a second graduate degree at Walsh will not be awarded a concentration that was previously completed in the first degree.

For coursework to be eligible for advanced standing, the following criteria must be met:

- The course must be equivalent to a course offered as a part of a Walsh graduate degree program.
- The graduate transfer course must have been completed with a grade of “B” (3.000) or better from a college or university accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC) or have been approved through the Extra Institutional Credit policy. Graduate courses completed in residence at Walsh must be completed with a grade of “C” (2.000) or better to be considered for advanced standing.
- The course must have been completed within the 60 calendar months (five years) preceding the date of initial admission. Graduate courses taken within ten years preceding the date of initial admission in residence at Walsh may be evaluated for advanced standing with the exception of ACC/TAX courses, which must be taken within five years.

Students may contact the Walsh Admissions and Academic Advising office for additional information.

Course Waivers

An applicant may be eligible to receive waivers for required and/or elective coursework in the graduate program. Unlike advanced standing, an applicant will not receive credit for the waiver. A waiver requires the applicant to replace the waived course with an allowable elective course. Waivers may be awarded for coursework that is determined to be equivalent to courses required in the graduate degree program. Courses must have been completed at Walsh or at another institution prior to admission to Walsh. If the student desires to take a course that has been waived for a grade, they must contact the Admissions and Academic Advising office.

To apply eligible courses as a waiver for required coursework, the following criteria must be met:

- The coursework must be equivalent to a course offered as part of a Walsh graduate degree program.
- The coursework must have been completed with a grade of “C” (2.000) or better, from a college or university accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC).
- The coursework must have been completed within 60 calendar months (five years) preceding the date of initial admission. Graduate courses taken within ten years preceding the date of initial admission in residence at Walsh may be evaluated for waivers with the exception of ACC/TAX courses, which must be taken within five years.

Exclusions

An applicant may be eligible to be excluded from foundation or prerequisite courses within a graduate degree program. Exclusions may be given when the student has taken an equivalent course (including undergraduate coursework) at Walsh or at another institution. Excluded foundation courses do not have to be replaced by another course in the student's graduate degree program.

Pursuing a Second Graduate Degree at Walsh

Students may apply for a second graduate degree at Walsh upon completion of their current academic degree program. Students must follow all procedures outlined for application to graduate programs. Consideration of prior graduate academic coursework that has been successfully completed at Walsh will be reviewed as outlined in sections entitled Advanced Standing Credit, Course Waivers and Exclusions. Students who have graduated with a MBA degree from Walsh are not eligible for admission to the MSM or MAB program.

CERTIFICATE ADMISSION REQUIREMENTS

For consideration for admission to a Walsh graduate certificate program, an applicant must:

- Possess a bachelor degree or higher from a college or university accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (ACCJC-WSCUC).

Individuals for whom English is not their first language must provide proof of English language proficiency. This proof may be in the form of one of the following:

- TOEFL score of 79-80, or 550 written
- MELAB score of 80
- MTELP score of 80
- IELTS score of 6.5 (<http://www.ielts.org>)
- Successful completion of Level 112 from ELS Language Centers
- Successful completion of the highest level of ESL accredited program
- Successful completion of an English Composition course from an accredited U.S. institution
- Completion of a college degree from an accredited U.S. institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The TOEFL & IELTS scores are valid for two years; the MTELP/MELAB scores are valid for five years. Transcripts from the degree-granting institution may be accepted as proof of English language proficiency. Walsh retains the right to require reexamination or further English language studies at a qualified institution for any non-native speaker of English. For additional information on international transcript evaluation and admission to Walsh for those individuals pursuing a student visa, please see the section entitled Admission on a Student Visa.

Walsh administers the MTELP exam at no charge. Please contact an international student advisor for more details.

DOCTORAL ADMISSION REQUIREMENTS

Admission to the Walsh doctoral degree program is competitive and the attainment of a specific set of minimum qualifications does not assure admission.

In general, an applicant must:

- Possess a master's degree with a minimum cumulative GPA of 3.000 or higher from an institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest, Southern or Western.

AND

- Have completed at least one course in management with a grade of “B” (3.000) or better at the master’s level.
 - Students who have not successfully completed a graduate level management course will be required to complete MGT 600 in their first semester with a grade of “B” (3.000) or better.
- Take the GMAT exam or the GRE exam.
- Provide three professional letters of recommendation.
- Provide a professional resume.
- Provide a written letter of intent (approximately 1,500 words- with suitable references as needed) indicating the applicant’s personal strengths and limitations, reasons for selecting the doctoral program, and for choosing Walsh and the applicant’s chief academic, research, and career interests.
- Complete an interview (candidate evaluation) with the Doctoral Program Director and/or Doctoral Program Committee.

There is no advanced standing credit allowed toward the doctoral program for doctoral level coursework completed at another institution.

Candidate Evaluation

A candidate evaluation is required of each applicant to the doctoral program.

The purpose of the candidate evaluation is to determine if the student demonstrates the ability to pursue and successfully complete the doctoral program. The review process will evaluate the entire candidate portfolio holistically rather than place specific limits or requirements on individual elements.

After completion of the candidate evaluation, the Doctoral Program Committee will recommend by vote of the members either acceptance or rejection into the Program. The decision will be recorded and communicated to the applicant in writing.

Doctoral Program Student Handbook

Admitted students will receive a handbook containing other information pertinent to the doctoral program.

For doctoral students, the Doctoral Program Student Handbook, covering course and grading policies, academic progress structures, comprehensive examination requirements, program governance and student compliance details as well as the dissertation specifications, serves as additional program specific guidance and governance for doctoral program students.

INTERNATIONAL STUDENTS

Academic Advising

The admissions and academic advising office provides support programs and services to assist international students in achieving their goals. All F-1 international students must meet with an international student advisor/DSO prior to their first semester and afterward as needed. International students should meet with an international student advisor/DSO if they experience academic difficulties, have questions about their academic program, or seek tutoring assistance.

The academic Program Plan can be accessed through the Walsh Student Portal upon admission. The Program Plan outlines the course of study at Walsh based on the Catalog in effect at the time of admittance. Students may change their degree program, major, or update their program to the newest Catalog year, with approval of the international student advisor/DSO in the Admissions and Academic Advising office. They must also meet with the international student advisor/DSO so that appropriate changes can be made to their I-20. Students are encouraged to review their program of study each year.

An advisor can confirm specific courses remaining for program completion and review the cumulative and major grade point average to ensure that students are meeting the expected requirements.

Change of Major, Minor, or Degree Program

An international student, who would like to explore changing majors, minors, or degree, or to add a second major, should see the international student advisor/DSO to discuss alternatives that suit the new interests. A student desiring to change their degree program, major, or minor must officially request this change with the international advisor. A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria for the new degree or major. The student will be placed on the most current program of study and a new Program Plan will be created. All current admissions requirements and policies will apply.

Financial Aid

International students with an F-1 visa are not eligible for federal or state financial aid. However, international students may apply for scholarships. For scholarship purposes, an international student must use an approved outside service agency to have an evaluation of international transcripts for U.S. credit and grade equivalents. Scholarship funds will not be awarded without a valid transcript. Contact the Admissions and Academic Advising office for further information.

Orientation

The international student advisor conducts a mandatory international student orientation prior to the beginning of the student's first semester. The student's I-20 is distributed at this session. In addition, the orientation provides new international students with the opportunity to become acquainted with Walsh's policies, curriculum, and most important, F-1 and immigration rules and regulations. Information about student organizations and location services is available. New students are notified of the date, time, and location upon admission.

Student Enrollment Classification

For visa status compliance, please contact the international student advisor/DSO.

Undergraduate International Students

Full Time: 12 semester credit hours or more

Graduate and Doctoral International Students

Full Time: 6 semester credit hours or more

Enrollment verification will be determined based on course-level enrollment (undergraduate, graduate, or doctoral) and classification based on number of semester credit hours taken. Only one online course may be taken each semester, per USCIS regulations.

VETERAN STUDENTS

Walsh holds military service to our country in high honor and values the life experience veterans and service members bring to our educational community. Veterans with questions or in need of assistance can contact the Walsh veteran services at veterans@walshcollege.edu. Students can also access information on veteran issues at our Veterans Services website, www.walshcollege.edu/veterans, or directly to the U.S. Department of Veteran Affairs (VA)'s website, www.gibill.va.gov.

Admission Procedures

To apply to any Walsh degree program, an online Admissions Application must be submitted. The admissions application fee is waived for all veterans and service members applying into a bachelor's, master's or non-degree program.

Every attempt will be made to process applications in time for accepted students to enroll in their intended semester of attendance. Admissions applications will be accepted until the beginning of a given semester. Applicants will be considered for admission when the Admissions and Academic Advising office receives evidence of the achievement of minimum admissions requirements. Official admission to Walsh will be granted only upon receipt of all official transcripts, although

an individual may initially be admitted based upon a review of unofficial materials and contingent upon receipt of final transcripts and fulfillment of grade point average requirements.

It is the responsibility of the applicant to formally request official transcripts to be sent to Walsh from all previous academic institutions, including military credit. Indebtedness or transcript holds at another institution may prevent processing of the admissions application and/or class registration. Veterans and service members are able to bring in college credit from their military service. In order to apply military credits, a student must submit an official copy of their military transcript. Transcript services are offered through the American Council on Education. Acceptable transcripts are the Joint Services Transcript (JST), AARTS, SMARTS, CCAF, and Coast Guard Institute. Also accepted are DSST Examinations and CLEP Examinations. Official transcripts can be requested through <https://jst.doded.mil/> and through <http://www.airuniversity.af.mil/Barnes/CCAF/>.

After receiving the applicant's official transcripts, the Admissions and Academic Advising office will evaluate the transfer of academic credits based upon all previous college coursework. SMARTS, CCAF, and CGI credits will also be evaluated. Credit hours categorized as L = Lower; U = Upper; and G = Graduate are accepted and may be reviewed for possible equivalent credit. Generally accepted transfer policies are practiced along with state and federal guidelines. Upon completion of the evaluation, a letter will be sent to the applicant reflecting the status of their application and admission to Walsh.

An applicant may contact the Admissions and Academic Advising office at any time during this process to inquire about specific policies and procedures or the status of their application. A newly admitted student may enroll in any semester within 12 months following admission to Walsh. In most cases, failure to complete at least one course within the 12 months from admission will necessitate re-application.

Academic Advising/Counseling

The Admissions and Academic Advising office provides support programs and services to assist veterans and military students to achieve their educational goals. Service members, veterans and their families (SMVF) should meet with an advisor regarding academic difficulties, questions about their academic program, or to seek tutoring assistance. In addition, Walsh has certified counselors on staff to assist students with challenges regarding adjustment to civilian life, time management, etc. All SMVF students are encouraged to meet with the Military and Veteran Services Consultant and a licensed counselor during their first semester and afterward as needed.

The academic Program Plan provided to students upon admission outlines the course of study at Walsh based on the Catalog in effect at the time of admittance. Students may change programs of study, major, or degree to the newest Catalog year. GI Bill® recipients must notify veterans@walshcollege.edu to ensure appropriate changes are made to their VA file. Students are encouraged to review their program of study each year. An advisor can confirm specific courses remaining for program completion and review the cumulative and major grade point averages to ensure that students are meeting the expected requirements.

Student Enrollment Classification

For specific rate of pursuit information based on your individual situation, please contact the Department of Veterans Affairs (VA) www.gibill.va.gov or by calling 800-442-4551.

Enrollment verification will be determined based on course-level enrollment (undergraduate or graduate) and classification based on number of semester credit hours taken.

Military Orders

A student who receives military orders (deployment, training, etc.) while already registered for a term must email veterans@walshcollege.edu. The Military and Veteran Services Consultant can help determine the best course of action for a deployed/activated student. The student will need to submit a copy of the military orders and a request to drop or withdraw from the course(s). If the activation date of the order was unknown at the time the student registered, the tuition/fees can be refunded and the enrollment certification updated, if necessary. In order to have the tuition/fees refunded, the Tuition Refund Exception form must be submitted to the Business Office.

Walsh understands that students may not be given much notice about a deployment or military order. In these situations, be sure to contact veterans@walshcollege.edu prior to deployment. This allows Walsh to initiate processes to ensure benefits are maximized, out-of-pocket expenses are minimized, and the student's academic record is not adversely affected.

If the student was deployed or activated and was unable to attend for 12 months or longer, the student needs to contact an academic advisor. The student has the option to move to the newest version of the academic program or stay on the same program they were on at the time of the deployment. If the Veteran opts to move to the newest program, all policies of the newest handbook will apply and the student may not switch back.

GI Bill® Recipients

Walsh has been approved by the Michigan Department of Talent and Economic Growth to offer training and education for veterans and other eligible persons under the Department of Veterans Affairs (VA) educational programs. In order to receive VA benefits, a student must be admitted to Walsh as a degree or certificate-seeking student. All certification forms can be found at www.walshcollege.edu/veterans.

GI Bill® Chapters MGIB-AD (30), Post 9/11 (33), Survivors and Dependents' Educational Assistance Program (35), MGIB-SR (1606), and REAP (1607)

Students using any of these GI Bill® benefit chapters should visit www.va.gov for the latest information regarding eligibility. Once admitted, GI Bill® recipients must submit the Benefits Authorization Form along with the student's Certificate of Eligibility. This form must be submitted each term before the student's enrollment can be certified with VA. Students who have used GI Bill® Educational benefits at another school prior to attending Walsh must submit a Change of Program or Place of Training Form to VA by visiting www.va.gov.

A student attending another institution for approved college credit that will be applied toward a Walsh degree program may have courses at both colleges apply toward GI Bill® certification. Both school certifications are combined to equal the student's full rate of pursuit. The student must notify veterans@walshcollege.edu to request a Parent School Letter be sent to the secondary educational institution. Certification of enrollment at the other institution will apply only toward courses within the student's declared academic program at Walsh.

Once the student is admitted, registered, and has submitted all required documents (eligibility documents, Change of Program or Place of Training form, and Authorization form), the student's enrollment will be certified with VA. If the student wishes to have tuition and fees certified with the enrollment certification (because of financial aid disbursement) they must request this in writing using the Early Certification Request form, which is available at www.walshcollege.edu/veterans. Only courses that apply to the approved academic program at Walsh can be certified for educational benefits.

It is the responsibility of each student receiving GI Bill® educational benefits to notify veterans@walshcollege.edu of any changes in enrollment, program status, address, or benefits. A student receiving these benefits is expected to maintain the same standards of academic progress as all other students. Walsh is required to notify the VA when a student graduates, is placed on academic probation, or is dismissed. Walsh is required to report reductions in enrollment (drop or withdrawals) to VA. The date reported to VA will be the last day the student attended the course or the day the drop request was submitted to Walsh. Reductions reported could lead to an overpayment situation and a student debt to VA or Walsh. If mitigating circumstances exist (death in the family, illness or injury, or unavoidable changes in employment, military service, or childcare, etc.), notify veterans@walshcollege.edu.

VA will pay for courses that were not successfully completed and are required to be retaken for graduation. VA will not pay for courses that were successfully completed and retaken for a higher grade.

Students must notify veterans@walshcollege.edu when they have exhausted their GI Bill® benefits.

Vocational Rehabilitation and Employment (Chapter 31)

Walsh must follow all requirements detailed on the 28-1905. Any changes in enrollment or academic status must be reported to the student's case manager. Chapter 31 recipients can only be certified within the details of the 28-1905 and cannot be certified without a current 28-1905 on file.

Housing Information

If eligible for housing under the Post 9/11 GI Bill®, housing payments are paid on the first of the month for the previous month's housing. To obtain the full housing allowance a student must be enrolled in what the VA considers full time and in at least one resident course. To be eligible for any portion of housing, the student must be enrolled over half time each certified term. Housing amounts are prorated based on rate of pursuit. A student enrolled half time is not eligible for any housing payments.

In addition to rate of pursuit, a student taking all distance learning courses would be eligible for only 50% of the national average for BAH.

Payment Information

Students that provide documentation (TA Authorization Form, 28-1905 Form, or Certificate of Eligibility) verifying their use of Federal Tuition Assistance, the Michigan National Guard State Tuition Assistance Program, Vocational Rehabilitation or the GI Bill® to fund their education are granted a payment due date extension for the semesters they are certified/invoiced. Tuition and fee payments are extended until the first payment due date of the subsequent term (minimum of 90 days after invoice or certification processed). Walsh will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from one of the above-mentioned programs.

Payment Information (Post 9/11 and Vocational Rehabilitation and Employment)

Walsh must review all tuition and fee payments made for a student receiving Post 9/11 or Vocational Rehabilitation GI Bill® funds.

If funding from outside sources is tuition and fee specific, Walsh is required to submit the remaining tuition and fees after the funding is applied to the student account. These reduced tuition and fee amounts are reported to VA regardless of when funds are applied to the student account and could cause a debt situation with the VA. To confirm if funds received are Title IV funds, contact the Financial Aid office. For questions pertaining to this regulation, contact the VA St. Louis Regional Processing office at 888-442-4551.

Yellow Ribbon Program

Walsh is an approved Yellow Ribbon school. This Yellow Ribbon funding is available to students who are 100% eligible for the Post 9/11 GI Bill®. If the student's tuition and fees amount over the academic year will exceed the established cap set by VA, the student could be eligible to use Yellow Ribbon funding to cover costs in excess of the cap. When a student is certified for Yellow Ribbon benefits, Walsh and VA split the cost of the tuition and fees that exceed the established cap. Contact veterans@walshcollege.edu for details.

Scholarship Categories

A variety of funding opportunities are available for Walsh students. Most of these scholarships are based upon academic achievement, minority status, academic program, and/or financial need. Walsh has Veteran Scholarships and a grant specific for active duty and reserve members. See the Financial Aid and Scholarships section of the handbook for full scholarship details and opportunities.

County Veteran Services

There are Veteran Services available in surrounding counties. Walsh strongly encourages veterans to reach out to their local County Veteran Services office for assistance with Veteran Benefits. Veteran Services offices help Veterans determine all benefits (burial, health, education, home loans, pension, disability, etc.) available to them. If there is no Veteran Services office in the county in which a Walsh student resides, they can go to the Oakland County Veteran Services office for assistance. For information on Oakland County Veteran Services office, please refer to their website: www.oakgov.com/veterans.

FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID

Walsh participates in federal and state financial aid programs and offers scholarships based both on academic achievement and financial need. Policies, procedures, and regulations relating to these areas are published in the Walsh Student Handbook. The Student Financial Aid Step by-Step Guide is available on the Walsh website at www.walshcollege.edu/financialaid. It is the student's responsibility to read and become familiar with these policies and procedures. Failure to do so does not excuse a student from the requirements or policies as described.

Financial assistance is based upon the following criteria:

Financial Need – A student who demonstrates financial need as defined by the federal government may be eligible to receive financial assistance through federal, state, and/or institutional financial aid programs. These programs include grants, scholarships, and loans. A student must be enrolled on at least a half-time basis in order to receive federal and state grants and federal loans. A student who is enrolled less than half-time will have grants and/or loans for that term cancelled.

Financial Aid Eligibility – To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible non-citizen
- Be enrolled in degree or eligible certificate program
- File the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is available each year beginning Oct. 1 for the following academic year (fall - summer)

Incoming undergraduate students are also eligible to apply for scholarships. A limited number of scholarships are also available to incoming graduate students. The scholarship application is available online at www.walshcollege.edu/scholarships. Students must be admitted to Walsh before they can apply.

Students who have received a financial aid offer may charge books and supplies from the Walsh bookstore to their student accounts if they have completed the Walsh Bookstore Authorization form, available at the time a financial aid offer is made. Walsh participates in the following financial aid programs:

Federal Programs

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Subsidized and Unsubsidized Direct Loan Program
- Federal Direct Parent Loan (PLUS) Program
- Federal Direct Grad (PLUS) Program

State Programs

- Michigan Tuition Grant*
- Michigan Competitive Scholarship*
- Tuition Incentive Program (Phase II)*
- Children of Veteran Tuition Grant

**FAFSA is required and should be submitted by March 1st for full consideration.*

Concurrent Enrollment

Undergraduate financial aid students who wish to enroll at Walsh and a community college during the same semester must contact the Financial Aid office to request a financial aid consortium agreement form.

Federal Direct Loan Program

A financial aid recipient who is a first-time borrower of the Federal Direct Subsidized and Unsubsidized Loan programs at Walsh must complete the loan entrance counseling and must e-sign a Master Promissory Note. This counseling session and Master Promissory Note requirement can be completed online at www.studentloans.gov. This must be done before a Direct Loan application can be processed by Walsh.

Financial Aid Exit Interview

A financial aid recipient who has borrowed under the Federal Direct Subsidized or Unsubsidized programs must complete the loan exit counseling session. This counseling session requirement can be completed online at www.studentaid.gov or by individual appointment. The exit interview must be conducted shortly before the borrower ceases at least half-time enrollment.

Return of Title IV Policy

Federal law requires Walsh to determine the amount of Title IV financial aid a student earns if the student withdraws from or stops attending school. A student's withdrawal date is the date the student began the withdrawal process or officially notified Walsh of their intent to withdraw. If a student leaves without notification, otherwise known as an unofficial withdrawal, the midpoint of the term or the student's last date of attendance at a documented academically-related activity is used as the withdrawal date. A student who never begins attendance in all classes is considered not eligible for financial aid and all Title IV aid is returned to the appropriate originating agency.

The Title IV programs include and the return of aid is made in the following order:

1. Federal Direct Unsubsidized
2. Federal Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal financial aid is "earned" directly in proportion to the number of days attended during the academic term. Walsh must calculate the total amount of federal financial aid the student has earned and is entitled to keep up to the date of withdrawal.

The calculation of earned financial aid is derived from a formula mandated by the U.S. Department of Education. The portion of federal grants and loans a student is entitled to keep is calculated on a percentage basis by comparing the total number of days in the term (less any scheduled breaks of 5 consecutive days or more) to the number of days the student completed up to the withdrawal date. For example, if a student completes 30% of the semester, then 30% of the federal financial aid awarded is considered earned, and 70% of the schedule awards must be returned.

If a student has already received more financial aid than earned, the unearned funds must be returned to the appropriate originating agency. When the date of withdrawal occurs after 60% of the term has elapsed, the student is considered to have earned 100% of aid, and no action is required. All unearned Title IV funds must be returned within 45 days of the date the school determined the student withdrew.

If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the student's post-withdrawal disbursement includes loan funds, Walsh must obtain the student's permission before a disbursement can be made. Federal grants do not require permission from the student if the tuition and fees charges are greater than the federal grant to be disbursed.

If a post-withdrawal offer requires the student's permission, a letter will be sent via the U.S. Postal Service. To receive a post withdrawal disbursement the student must accept the offer within the timeframe allowed in the post withdrawal letter. A post-withdrawal offer must be made within 30 days from the date the school determined the student withdrew.

Financial Aid Satisfactory Academic Progress (SAP) Policy

It is the policy of the Financial Aid Office of Walsh to provide financial assistance to students who remain in good academic standing and making satisfactory academic progress (SAP) toward their degree while receiving financial aid. Walsh's SAP policy applies to all students, those receiving federal and/or state financial aid as well as those who do not. Walsh evaluates each student's academic progress at the end of each term in which the student is enrolled (fall, winter, spring, and summer).

In order to maintain satisfactory academic progress for financial aid eligibility while attending Walsh, a student must meet both a Qualitative Factor and a Quantitative Factor described below.

Qualitative Factor

This is the cumulative grade point average a student must achieve in order to receive financial aid. A grade of A through D- is included in the cumulative GPA even if the grade is not an acceptable grade for the student's program of study.

Quantitative Factor

This is the pace a student must progress through their program to ensure they will graduate within the maximum timeframe.

Undergraduate Students

Must have a cumulative grade point average at Walsh of 2.000 or higher and must successfully complete 67% of their cumulative credits attempted. Undergraduate students must complete their degree within 150% of the length of the program. 120-127 semester credit hours are required for graduation.

Second Degree Undergraduate Students

Must have a cumulative grade point average at Walsh of 2.000 or higher and must successfully complete 67% of their cumulative credits attempted. A degree audit will need to be performed by the Admissions Office to determine the credit hours required to complete the new degree. This will allow the Financial Aid Office to determine their maximum timeframe.

Graduate Students

Must have a cumulative grade point average at Walsh of 3.000 or higher (MAC, MST and non-degree certificate programs students attending under a Walsh Catalog prior to 2017 - 2018 must achieve a cumulative grade point average at Walsh of 2.000 or higher). Graduate students must complete 50% of their coursework attempted and complete their degree requirements within 5 years or 20 semesters.

SAP Status Definitions

Acceptable Status

A student who is meeting both qualitative and quantitative requirements above. A student with an acceptable status is eligible to receive the financial aid for which they qualify.

Warning Status

A student who does not meet both qualitative and quantitative requirements listed above will be placed on a warning status. Students are eligible to receive financial aid while on a warning status. Their progress will be reviewed at the end of the warning status semester and must meet the qualitative and quantitative factors above to continue receiving financial aid.

Unacceptable Status

A student who does not meet both qualitative and quantitative requirements at the end of their warning status semester will be placed on an unacceptable status. While on an unacceptable status a student is not eligible for financial aid.

Maxed Status

An undergraduate student who has attempted more than 150% of their program, or a graduate student who is unable to complete their degree requirements within 5 years is no longer eligible for financial aid.

Appealing the Loss of Financial Aid Eligibility

A student who has lost financial aid eligibility due to an unacceptable status may appeal their status. Appeals should be based on circumstance beyond the student's control such as, injury or illness, death of a relative, or other special circumstances. Documentation may be required. A student who wishes to appeal must complete a Satisfactory Academic Appeal Request Form. Other forms of appeal will not be accepted.

If the appeal is approved and the student can mathematically meet the minimum GPA and/or pace requirements will be placed on an Academic Plan by the Financial Aid Office and eligible for one additional semester of aid. Students who still fail to meet the minimum GPA and/or pace requirements will lose additional aid eligibility until they meet the quantitative and qualitative requirements. Students who cannot mathematically meet the qualitative and quantitative standards in one semester will either be placed on an Academic Plan by the Assistant Vice President, Accreditation and Academic Administration or will have their appeal denied.

Undergraduate students who have attempted more than 150% of their program and graduate students who are unable to complete their degree requirements within 5 years (20 semesters) are no longer eligible for financial aid. They can appeal to the Assistant Vice President, Accreditation and Academic Administration and if approved, will be placed on an academic plan. The student will remain eligible for financial aid as long as the student meets the terms of the academic plan. If the student fails to meet the terms of the academic plan the student will no longer be eligible for financial aid for the remainder of their program.

Regaining Financial Aid Eligibility

A student who has lost financial aid eligibility due to SAP or has been denied an SAP appeal will be reviewed at the end of their next semester of enrollment at Walsh. Their SAP status must be Acceptable to receive financial aid for which they qualify.

Transfer Credits

Transfer credits from other institutions at the time of the SAP review are included in both the attempted and completed credits. Transfer credits are also included in the 150% maximum timeframe. The cumulative grade point average is determined only with courses taken in residence at Walsh.

Attempted Coursework

Withdrawals, earned F-grades, F-grades due to non-attendance (see Attendance Policy for Financial Aid), incomplete and NR coursework, retroactive drops, repeated courses, coursework removed from transcript due to clean slate and non-credit remedial coursework count as attempted coursework, and may cause a student to be placed on SAP status which could jeopardize future financial aid eligibility. Students who have a grade change or incomplete grade change after SAP and been determined must notify the Financial Aid Office from their Walsh email to finaid@walshcollege.edu. Upon notification the student's SAP will be recalculated to determine if the SAP status needs to be modified. The student will be notified of the outcome of the recalculation.

Change of Major

A student who decides to change majors, all classes already taken will count in the maximum timeframe.

Attendance Policy for Financial Aid

Regular class attendance is required for students receiving financial aid. If a student fails to begin attendance or stops attending classes (unofficial withdrawal), financial aid may be reduced or cancelled.

At the end of each semester students who fail to earn credit (F-grade) for coursework are reviewed. Students who receive an F-grade because they never attended class will have all financial aid cancelled. Students who receive an F-grade because they stopped attending class may have their financial aid reduced based on a Return to Title IV calculation. Students who earned an F-grade will not be affected by this policy. An F-grade may affect a student's Financial Aid Satisfactory Academic Progress.

This policy applies to consortium students attending Walsh and a community college. Attendance will be reviewed for courses at both schools to determine if the grades were caused by a failure to attend.

SCHOLARSHIPS

A variety of scholarships are available for incoming Walsh students. These scholarships are based upon academic achievement, minority status, academic program, and/or financial need. Newly admitted transfer students who demonstrate strong academic performance may apply for a Walsh scholarship. Students must be enrolled on at least a half-time basis in order to receive scholarship funding. In addition, a very limited number of scholarships are available for newly admitted graduate students. The application to apply can be found online at www.walshcollege.edu/scholarships. Students must be admitted to Walsh before they can apply.

Scholarship Criteria

Specific selection criteria for scholarships are described on the scholarship application available online at www.walshcollege.edu/scholarships. Scholarship evaluation will include coursework from all colleges attended, including courses taken at out-of-country schools.

Jeffery W. Barry Endowed Scholarship

This scholarship is offered to prospective undergraduate transfer students majoring in accounting. Students must have an incoming grade point average of 3.500 to qualify.

Community College Excellence Awards

This scholarship is offered to prospective undergraduate students transferring a minimum of 60 semester credit hours from a Michigan community college. Students must have an incoming cumulative grade point average of 3.750 to qualify.

Academic Awards

These scholarships are offered to prospective undergraduate transfer students based on their proposed major and cumulative grade point average. A list of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

Multicultural Awards

These scholarships are offered to prospective undergraduate minority students and are intended to enhance diversity at Walsh. A list of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

Graduate Scholarships

A very limited number of scholarships are available for prospective graduate students. Graduate certificate students are not eligible. Applicants must have a minimum undergraduate GPA of 3.600. Additional eligibility criteria can be found online at www.walshcollege.edu/scholarships.

Scholarship Application Deadline

Priority will be given for scholarships applications submitted by:

August 1.....for the Fall semester

November 1.....for the Winter semester

February 1.....for the Spring semester

May 1.....for the Summer semester

Scholarship applications received after the deadline will be considered based on availability of funds.

Endowed and Expendable Scholarships

These scholarships are available for prospective undergraduate students and are funded through generous gifts from donors, corporations, or organizations. A limited number of scholarships are also available to prospective graduate students. Annual contributions received in one fiscal year are offered during the next academic year and may not be available from one year to the next. An up-to-date listing of scholarships and eligibility criteria can be found online at www.walshcollege.edu/scholarships.

Endowed Scholarships

Mark J. Albrecht Endowed
AT&T/Leo F. Egan Scholarship
Paul P. Baker Endowed Scholarship (accounting students)
Jeffery W. Barry Endowed Scholarship (accounting students)
Berger and Wild Scholarship (accounting students)
Stephanie W. Bergeron Endowed Scholarship
Richard Berschback Endowed Scholarship
Bluewater Horizons Educational Scholarship
Elizabeth Briggs Fisher Endowed Scholarship
Frank and Judith Borschke Endowed Scholarship
Kevin Carmody Endowed
Clayton & McKervey Endowed Scholarship
Cynthia Collins Memorial Scholarship
Comerica Women & Minority Scholarship
Deloitte Alumni Endowed Scholarship
Frederick A. & Barbara M. Erb Endowed Scholarship for Online Learning
Maria Gistingner Endowed
Mary and Paul Glantz Endowed Scholarship
Firman and Rhoda Hass Endowed Scholarship
Frank and Helen Gofrank Endowed Scholarship
Gordon Advisors Scholarship
Golf Classic Endowed Scholarship
Nancy and Steve Harms Endowed Scholarship
H. Theodore Hoffman Memorial Scholarship
Thomas R. Johnson Endowed Scholarship
Marjorie and Maxwell Jospey Endowed Scholarship
JPMorgan Chase Minority Endowed
Arthur, Marguerite and Fred Kaufmann Endowed Scholarship
H.W. Kaufman Endowed
Kulkarni International Student Scholarship
Anthony S. Latella Endowed Scholarship
Aubrey W. and Jeane F. Lee Endowed Scholarship
Jeffery C. Littmann Endowed Scholarship
Masco Corporation Foundation Endowed Scholarship
Carl W. McConkey Memorial Scholarship
The Rosemarie and Michael J. McKay Endowed Scholarship
The Thomas McNulty Endowed Scholarship for Student Leaders
Moore Family Endowed Scholarship
Timothy and Sandra Moore Endowed Scholarship
Novi Student Scholarship
Pearson Endowed Scholarship
Norman C. Perrin/The Rehmann Group Scholarship
Petoskey Family Endowed Scholarship Fund
Brian Pilarski Endowed
Plotzke Family Endowed Scholarship in memory of Ilene Plotzke
The Herbert & Elsa Ponting Foundation Scholarship
Christine Potempa Endowed Scholarship
Judith L. Radtka Memorial Scholarship
Rady Endowed Scholarship
Chadwich Herman Rakusin Endowed Scholarship
Robinson-Coleman Endowed Scholarship for Veterans
Walter P. Rinkus Memorial Scholarship for Veterans
William C. Roney, Sr. Endowed Scholarship
Margret and Donald Schafer Memorial Endowed Scholarship
Arthur and Rita Schmaltz Endowed Scholarship
Donald and Gwendolyn Schmaltz Scholarship
Louis and Mary Schmidt Endowed Scholarship
Ernest Shaw Memorial Scholarship
Isadore & Evelyn Silverman Endowed Scholarship
Barbara Mahone/Sarah Lou Simpson Scholarship
Mark Solomon Endowed Scholarship
Arthur and Erika Strunk Endowed
Tower Scholarship
Steven R. Ureel Endowed
M.T. Walsh Endowed Scholarship
W. Margaret Walsh Endowed Scholarship
Walsh Alumni Association Endowed Scholarship
Walsh Executive Officers Fund
Walsh Minority Scholarship Fund
Walsh Student Government Fund

George R. Waltensperger Memorial Scholarship
Archie D. Waring Memorial Scholarship
Morris A. Wattles Memorial Scholarship
Ralph C. Wilson Foundation Scholarship
Janet Wojtowicz Memorial Endowed Scholarship
Brian F. York Endowed Scholarship
Neal and Ester Zalenko Endowed Scholarship

Expendable Scholarships

AAUW Birmingham Branch Scholarship
The Accountant's Guild Annual Scholarship
Adele L. Caudill Memorial Scholarship
DeRoy Testamentary Foundation Scholarship

Rick and Susan DiBartolomeo Annual Scholarship
Golf Classic Annual Scholarship
Ford Motor Company in Tribute to Tom Walsh
Leo R. Hagan Legacy Scholarship
Thomas and Julie Hinsberg Annual Scholarship
Leadership Awards Scholarship
Lear Gives Back Scholarship
The Francine Parker Legacy Scholarship
Student Emergency Needs Fund
Tax Executives Institute-Detroit Chapter
UHY Annual Scholarship
Walsh Employee Scholarship

POLICIES AND PROCEDURES

ACADEMIC POLICIES AND REQUIREMENTS

A student enrolled in a course at Walsh must observe all academic policies and regulations in effect and published in the current Student Handbook, Academic Catalog, and in other official publications. It is the responsibility of the student to be aware of all changes in academic policy as implemented by Walsh. Any student wishing to be exempt from a specific academic policy as outlined in the Handbook or elsewhere must formally petition the specific administrative or academic department enforcing the policy.

Academic Honor Code

The Walsh academic community will maintain the highest ethical standards in our quest for academic excellence. We will not lie, cheat, steal, or claim credit for the ideas and work of others. We commit to respecting the intellectual property of others and will always acknowledge the authorship of intellectual property in all forms.

Academic and Professional Conduct

Walsh students are expected to conduct themselves in a manner conducive to continued growth toward a business or professional career. A professional demeanor with a high degree of ethical conduct is expected. Written and oral communications, including paper and electronic, should reflect professionalism. All students are expected to attend classes regularly and be fully prepared. Students are responsible for being knowledgeable and observing all Walsh policies and procedures.

Academic Records and Transcripts

A student's academic transcript reflects all courses taken, credit hours attempted, and grades received while in residence at Walsh; these are used to compute the student's semester and cumulative grade point averages. An official transcript bears the Walsh seal, the registrar's facsimile signature and transcript issuance date. Academic standing designations such as probation and dismissal are noted on the student's transcript.

Graduate courses taken as part of the student's undergraduate program are posted on the student's undergraduate transcript. All grades and credit hours attempted and earned will be used in computing the student's cumulative grade point average for purposes of graduation, with the exception of those courses and grades that have been replaced under the Course Repeat Policy. Courses repeated under this policy will be excluded from the cumulative grade point average

calculation. Undergraduate courses taken by a graduate-level student will appear on a non-degree transcript and will not be computed into the student's graduate grade point average.

Academic transcripts will reflect all courses taken, applicable credit hours attempted, and grades received while in residence at Walsh for all students including those who are readmitted or who change majors or degree programs prior to graduating from Walsh. Once a student graduates from a degree program, a new cumulative grade point average will be computed for the subsequent degree.

Academic transcripts are maintained in the Records and Registration office and are regularly audited and corrected as necessary. A student wishing to inquire about their record should contact the Records and Registration office at records@walshcollege.edu.

Calendar

Walsh operates on a semester calendar system. The academic calendar consists of four 11-week semesters per year. All courses and credit hours are stated in semester credit hours. The current academic calendar can be found in the Student Handbook, the Catalog and on the Walsh website.

Course Numbering System

Courses Numbered 200-499

Courses with these numbers are undergraduate level courses. Undergraduate, graduate, and non-degree students are eligible to enroll in these courses for undergraduate credit and are assessed undergraduate tuition rates.

Courses Numbered 500-699

Courses with these numbers are graduate level courses. Graduate, certificate and non-degree students are eligible to enroll in these courses for graduate credit and are assessed graduate tuition rates.

Undergraduate students cannot enroll in these courses unless permitted in their undergraduate degree program. See the section entitled Undergraduate Students Taking Graduate Courses. Graduate level courses taken by undergraduate students as part of their undergraduate degree program will appear on their undergraduate transcript. Students are responsible for paying graduate tuition.

Courses Numbered 700-899

Courses with these numbers are doctoral level courses and are only open to doctoral students.

Grading System and Policies

Most courses taken at Walsh are recorded by letter grade (A-F); the 4-point system (4.000) is used to compute the grade point average (GPA). Grades are awarded according to the following system:

| GENERAL GRADING SCALE | |
|-----------------------|------------------------------|
| Grade | Grade Points per Credit Hour |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |

| D | | 1.0 |
|--|-------------------|------------------------------|
| D- | | 0.7 |
| F | | 0.0 |
| THE FOLLOWING GRADES ARE NOT COMPUTED IN GPA: | | |
| Grade | Description | Grade Points per Credit Hour |
| AU | Audit | 0* |
| I | Incomplete | 0* |
| NR | No grade reported | 0* |
| N | Not Passing | 0* |
| P | Passing | 0° |
| W | Withdrawal | 0* |

* Not included in computing hours, grade points or GPA. ° Included in computing hours, but not included in computing grade points or GPA.

For all undergraduate degree programs, the grade of “C” (2.000) is the minimum acceptable grade for many courses. As a graduation requirement, an undergraduate student must maintain a 2.000 for both the overall cumulative grade point average and for the cumulative grade point average in their major. For undergraduate degree programs, satisfactory academic progress is a cumulative grade point average of 2.000 or better.

For all graduate programs, including dual degree programs and graduate certificates, the grade of “C” (2.000) is an acceptable grade for the purposes of course completion for all courses. However, a 3.000 overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic progress is a cumulative grade point average of 3.000.

Students in the doctoral program may earn a grade of “C” (2.000) one time only. A second grade of “C” (2.000) will result in automatic dismissal. If there are extenuating circumstances, a student may appeal dismissal. Reentry into the program will be determined by the DM Program Director. The Program Director’s decision may be appealed to the Doctoral Committee, chaired by the Chief Academic Officer. Any work below the level of “C” (2.000) is considered failing and will be issued the grade of “F” (0.000). A student who earns a failing grade in any one course will be automatically dismissed from the program. If there are extenuating circumstances, a student may appeal dismissal. Reentry into the program will be decided by the DM Program Director. The Program Director’s decision may be appealed to the Doctoral Committee, chaired by the Chief Academic Officer. Doctoral courses and grades are not eligible to be replaced under the course repeat policy.

“P” (passing) is only used in courses that are graded on a pass/no pass basis and indicates that the course has been completed successfully.

“N” (not passing) is only used in courses that are graded on a pass/no pass basis and indicates that the course has not been completed successfully.

“W” (withdrawal) indicates the student has withdrawn from the course. This grade earns no credit for purposes of graduation and is not included in a student’s grade point average computation. However, the grade does appear on the student’s academic transcript. A student may withdraw from the same course no more than twice during their academic career. Withdrawing from separate sections of courses that are equated will be considered separate withdrawal attempts. A letter grade of A through F will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

“I” (incomplete) is a temporary grade used by an instructor in cases when the student is unable to complete course requirements because of illness or other justifiable circumstances.

An incomplete grade can only be issued if:

- Approved in advance by the instructor
- The remaining coursework cannot be completed for reasons clearly beyond the student's control
- The student has only a minor portion of the semester's coursework to complete
- The work completed to date is not less than "C" (2.000) in quality
- The remaining coursework can be completed within four weeks after the end of the semester in which the "I" is granted.

The student must initiate the request for an incomplete grade with the instructor of the course. If the incomplete grade is granted, the instructor will issue an "I" grade when submitting their final grades. It is the student's responsibility to contact the instructor and make arrangements for completing the remaining work within the four-week timeframe. If the coursework is not completed within the four-week period, the grade of "I" will be changed to the grade of "F" (failing). The student will be notified of the grade change.

"AU" (audit) denotes that the student is enrolled in a course for no grade and no credit. Upon completion of the course, a grade of "AU" will be noted on the student's academic transcript. The decision to audit a course should be made at the time of registration. Once the add/drop period ends, a student cannot change their registration status from credit to audit or from audit to credit. A student desiring to audit a class must pay full tuition and fees. A designation of "AU" will be allowed only once per course. A grade of "AU" will automatically be issued to a student who repeats a course in which they have previously received equivalency transfer credit, an exclusion, waiver or advanced standing. After grade replacement, once a course has been completed at Walsh with a grade of "C" or better, all subsequent attempts will receive a grade of "AU" and no credit.

"NR" (no grade reported) is a temporary grade indicating the final grade has not yet been submitted. The "NR" grade will be replaced by the appropriate letter grade (A-F) when submitted by the instructor.

Cumulative Grade Point Averages

A student's cumulative grade point average is computed by dividing the total grade points earned to date by the total number of hours attempted. Grade point average calculations are carried out to the third position after the decimal point. Grade points are calculated by multiplying the number of credit hours for the course by the number of points earned on the grading scale. For example, a grade of B for a 3-credit hour course produces 3 (credit hours) x 3 (points for a grade of B), or 9 grade points. The grade of "F" (0.000) is included in the calculation of cumulative grade point averages. When a student repeats a course under the Course Repeat Policy, both grades will appear on the academic transcript, but only the better grade will be used to compute the cumulative grade point average. If, after the one-time replacement, the course has not been passed, all subsequent grades will be factored into the cumulative grade point average along with the better of the original and replaced grades. Only courses taken at Walsh are used to determine a student's grade point average.

Major Grade Point Averages - Undergraduate Students

In addition to maintaining an overall cumulative grade point average of 2.000, undergraduate students are required to maintain a 2.000 grade point average in their major courses. A student's major grade point average is computed by dividing the total grade points earned for all major courses by the total number of hours attempted in those courses. All courses taken within the major, credit hours attempted, and grades received will be used to compute the student's major grade point average, with the exception of those courses and grades that have been replaced under the Course Repeat Policy. Courses repeated under this policy will be excluded from major grade point average calculation. Please refer to the Undergraduate Graduation Requirements section of the Catalog for each individual program for the courses that are used to compute the major grade point average.

Minor Grade Point Averages - Undergraduate Students

In addition to maintaining an overall cumulative grade point average of 2.000, undergraduate students are required to maintain a 2.000 grade point average in their minor courses. A student's minor grade point average is computed by dividing the total grade points earned for all courses within the minor discipline by the total number of hours attempted in those courses. All courses taken for the minor, within the discipline, credit hours attempted, and grades received will be used to compute the student's minor grade point average, with the exception of those courses and grades that have been replaced under the Course Repeat Policy. Courses repeated under this policy will be excluded from the minor grade point

average calculation. Please refer to the Undergraduate Graduation Requirements section of the Catalog for each individual program for the courses that are used to compute the minor grade point average.

Semester Grade Point Averages

A student's semester grade point average is computed by dividing the total grade points for that semester by the number of credit hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of "F" (0.000) is included in the calculation of grade point averages.

Viewing Grades

Grades may be viewed online by logging in to the Walsh Student Portal and clicking on "My Grades."

Appealing Final Grades/Grade Changes

A student who questions or wishes to clarify a grade must contact the instructor and provide specific arguments for the grade change to resolve the dispute within four weeks after the start of the next semester. A request by a student to dispute their grade after this four-week period will not be considered.

If an error has been made, the instructor must submit an official change of grade to the Registrar and Director of Records and Registration certifying reasons for the change of grade. Upon receiving documentation from the instructor, the Registrar and Director of Records and Registration will change the grade and post the grade on the Walsh Student Portal (click on "My Grades" to view). In exceptional or unusual circumstances, the Registrar and Director of Records and Registration may determine that additional signature approval must be obtained by the department chairperson and/or chief academic officer (or approved designee) prior to processing the grade change.

Step 1 – Instructor

Contact the class instructor involved to resolve the problem. If resolution cannot be achieved at the instructor level, a student can petition the chair of the department involved. The student may not proceed to step two until the final grade is discussed with the instructor.

Step 2 – Department Chair

The department chair will investigate the matter and attempt to resolve the issue. The chair will notify the student and the class instructor of the decision. The student may not proceed to step three until the final grade is discussed with the department chair.

Step 3 – Final Appeal

If resolution cannot be achieved at the departmental level, a final review may be conducted by the chief academic officer. It must be demonstrated to the chief academic officer that an instructor's evaluation was based entirely or in part on factors that are inappropriate or irrelevant both to academic performance and applicable professional standards. In this case, the chief academic officer will have the student's performance reassessed and good faith evaluation established. The decision of the chief academic officer is final.

**If the Instructor or department chair do not respond to your initial correspondence within seven business days, please contact the Academic Office at 248-823-1635 for assistance.*

Undergraduate Earned Credit Policy

Undergraduate credit is earned for a course only when the student is issued a grade of "D-" (0.700) or better, except for those specific courses, or their substitute(s), in which a grade of "C" (2.000) or better is required. All grades from Walsh undergraduate coursework will be used to compute the student's undergraduate cumulative and major grade point average, with the exception of those grades that have been replaced under the Course Repeat Policy. Grades replaced under this policy will be excluded from the cumulative and major grade point average.

Undergraduate students may enroll in approved graduate level (500 or 600 level) courses for up to 12 semester credit hours. All graduate courses taken and grades received under this status will be reflected on the student's undergraduate transcript and will be used in computing the student's cumulative grade point average for purposes of graduation. Students are responsible for paying graduate-level tuition and course fees. Please note that students cannot switch from the undergraduate version of a course to the graduate version of the course after the add/drop period ends in any given semester.

An undergraduate student who wishes to take a graduate course to fulfill their undergraduate degree requirements should contact the Admissions and Academic Advising office to determine if the course may be applied as advanced standing to any Walsh graduate degree program.

Graduate Earned Credit Policy

All grades from Walsh graduate coursework will be used to compute the student's graduate cumulative grade point average, with the exception of those grades that have been replaced under the Course Repeat Policy. Grades replaced under this policy will be excluded from the cumulative grade point average. A graduate student may enroll in undergraduate courses. Students must complete a non-degree application for admissions in order to take an undergraduate course. Grades received in an undergraduate course will be noted on a non-degree transcript and will not be computed in the student's graduate cumulative grade point average.

Clean Slate Policy

Graduate students who have not attended Walsh for at least one-year (12 consecutive months) and are reapplying for admission to a graduate degree program other than the degree program they were pursuing when they last attended Walsh, may request a one-time review of their previous academic coursework for exclusion from the grade point average (GPA) calculation under their new program. Courses chosen to be excluded from GPA calculation will include all attempts of the course. Under this policy, all courses, grades, and academic standing notations will still appear on the student's academic transcript, but the student's cumulative GPA for the new program will only include previous coursework required or used as electives under the new program. Students are required to sign a Clean Slate Policy form and a notation that the Clean Slate Policy has been invoked will appear on the student's transcript. After invoking the Clean Slate Policy, the student's transcript will not be updated until the student registers under the new program.

This option allows courses and grades from the student's previous graduate degree or academic program to be excluded from their new degree program with the following stipulations:

Previously completed courses will not be excluded from cumulative grade point average (cumulative GPA) calculations for the new academic program if the course meets one of the following criteria:

- Any course, including those that are dual listed, and all attempts of that course, that is a required course in the student's new degree program
- Any course, including all attempts of that course, that the student has chosen to include as an elective course in the new degree program
- Any course that is being counted to reach the total number of required credit hours for a new graduate degree
- Courses whose grades have been affected by findings of academic misconduct

Course(s) selected by the student to be used toward degree requirements must be identified at the time of readmission. Course selections cannot be changed. The Clean Slate Policy cannot be used more than once and all courses attempted, grades earned and academic standing notations remain on the student's transcript even though some courses/grades under the provisions of this policy may not be counted toward the new degree/program or grade point average.

After having taken advantage of the Clean Slate Policy, should the student reapply to another degree or certificate program, all courses attempted and grades received as part of the Clean Slate Policy will be used to re-compute the student's cumulative grade point average for admission evaluation purposes. A student who invoked the Clean Slate Policy, but does not attend Walsh for one year or is dismissed, will have all previously excluded courses and grades re-entered into the cumulative GPA.

Course Repeat Policy

The Course Repeat Policy will apply to undergraduate, graduate and non-degree programs. Doctoral courses and grades are not eligible to be replaced under the course repeat policy.

The grade of any eligible course repeated beginning fall 2012 may be replaced one time, regardless of when the course was taken previously or how many attempts of the course were made prior to fall 2012. This policy applies only to courses that are repeated fall 2012 or later.

Any eligible course, regardless of grade, may be repeated once at Walsh for a grade replacement.

There is no appeal process to this limit. Additional repeats will be allowed without grade replacement. If, after the one-time replacement, the course has not been passed, all subsequent grades will be factored into all GPA calculations, along with the better of the original and replaced grades.

Courses that are not eligible for grade replacement:

- Courses that have been graduated in any program may not be replaced in that program
- Courses whose grades have been affected by findings of academic misconduct
- Courses for which transfer credit has been awarded
- Courses that are dual listed

After grade replacement, once a course has been completed at Walsh with a grade of “C” (2.000) or better, all subsequent attempts will receive a grade of Audit (“AU”) and no credit.

Students who repeat courses at other institutions will not receive transfer credit if Walsh credit has been earned, nor will they improve their Walsh grade point average. A grade of Audit (“AU”) will automatically be issued to a student who repeats a course in which they have received course equivalency transfer credit, an exclusion, waiver or advanced standing.

All grades will remain visible on the transcript. All academic standings originally calculated will remain visible on the transcript.

In any one program, credit can only be earned once for any course.

Withdrawn classes will not replace grades and will not be included in the one-time grade replacement limit. Students will still be allowed two withdrawals in addition to one replacement attempt per eligible course. In the case of a withdrawal, a grade of “W” will appear on the transcript.

Federal and/or state regulations may supersede portions of this policy. For example, students with financial aid or GI Bill® benefits are required to follow federal regulations regarding repeating courses. Please see the financial aid and veterans’ sections of the Student Handbook for details.

Degree Completion Policy

In order to graduate, undergraduate and graduate students must complete a degree program within 60 consecutive calendar months (five years) from the initial date of enrollment at Walsh (as designated by the first semester attended on the student’s Walsh transcript). Should it appear that this time limit might not be met, the student should immediately consult with an advisor in the Admissions and Academic Advising office to request an extension. This request will be forwarded to the academic department chair for review and approval. If an extension is requested and granted, coursework more than five years old may be reviewed for currency. Additional coursework may be required to complete the degree. If an extension is not granted due to an insufficient portion of the program requirements having been completed, the student must update to the current degree program. Credit will be applied toward a degree for coursework less than five years old in which the grade of “D-” (0.700) or better has been earned, with the exception of courses which require a “C” (2.000) or better to fulfill graduation requirements. All graduate courses require a minimum grade of “C” (2.000).

A readmitted undergraduate or graduate student who is granted credit for previously taken courses may be required to complete the program in a period of time less than 60 months (five years). The transcript of a readmitted student will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh.

Doctoral students must successfully complete all coursework and comprehensive qualifying and oral examinations within a maximum of six years (72 months) after commencing the program. Any exceptions beyond the stated criteria will be determined by the Program Director and/or Program Committee.

Residency Policy

Bachelor of Accountancy, Bachelor of Business Administration, and Bachelor of Science in Information Technology degree candidates must complete a minimum of 45 semester credit hours in residence in the BAC, BBA, or BSIT programs at Walsh. Bachelor of Science in Applied Management degree candidates must complete a minimum of 30 semester credit hours in residence in the BSAM program at Walsh. However, certain undergraduate students may be eligible to transfer up to a maximum of 9 additional semester credit hours of approved equivalent junior/senior (300-400) level coursework from an institution accredited by the Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of

Schools and Colleges (ACCJC-WSCUC). These additional transferred semester credit hours may reduce the number of hours required in residency by a corresponding number.

A graduate degree candidate must complete the following minimum residency requirements (excluding foundation coursework) at Walsh:

- Master of Arts in Business degree requires a minimum of 21 semester credit hours in residence in the MAB program at Walsh.
- Master of Business Administration degree requires a minimum of 18 semester credit hours in residence in the MBA program at Walsh.
- Master of Science in Accountancy degree requires a minimum of 18-24 semester credit hours in residence in the MAC program at Walsh.
- Master of Science in Finance degree requires a minimum of 18 semester credit hours in residence in the MSF program at Walsh.
- Master of Science in Information Technology degree requires a minimum of 21 semester credit hours in residence in the MSIT program at Walsh.
- Master of Science in Information Technology Leadership degree requires a minimum of 18 semester credit hours in residence in the MSITL program at Walsh.
- Master of Science in Management degree requires a minimum of 18 semester credit hours in residence in the MSM program at Walsh.
- Master of Science in Marketing degree requires a minimum of 18 semester credit hours in residence in the MSMKT program at Walsh.
- Master of Science in Organizational Leadership degree requires a minimum of 18 semester credit hours in residence in the MSOL program at Walsh.
- Master of Science in Taxation degree requires a minimum of 18 semester credit hours in residence in the MST program at Walsh.
- Dual Master of Business Administration and Master of Science in Finance degree requires a minimum of 36 semester credit hours in residence in the MBA/MSF program at Walsh.
- Dual Master of Business Administration and Master of Science in Information Technology Leadership degree requires a minimum of 36 semester credit hours in residence in the MBA/MSITL program at Walsh.
- Dual Master of Business Administration and Master of Science in Management degree requires a minimum of 30 semester credit hours in residence in the MBA/MSM program at Walsh.
- Dual Master of Business Administration and Master of Science in Marketing degree requires a minimum of 33 semester credit hours in residence in the MBA/MSMKT program at Walsh.

A certificate candidate must complete the following minimum residency requirements at Walsh:

- The Cybersecurity certificate requires a minimum 9 semester credit hours in residence in the Cybersecurity certificate program at Walsh.
- The Global Project and Program Management certificate requires a minimum 9 semester credit hours in residence in the Global Project and Program Management certificate program at Walsh.
- The Human Resource Management certificate requires a minimum 9 semester credit hours in residence in the Human Resource Management certificate program at Walsh.

A doctoral candidate must complete the following minimum residency requirements at Walsh:

The Doctor of Management requires 60 semester credit hours in residence in the Doctor of Management program at Walsh.

Academic Misconduct

Walsh students are expected to conduct themselves in a manner that is professional, ethical, honest, and in accordance with generally recognized standards of academic conduct. All coursework including, but not limited to, examinations, quizzes, homework exercises, projects, presentations, online discussion boards, papers or other assignments should reflect professionalism and appropriate academic standards.

By choosing to attend Walsh, both students and faculty members agree to the provisions of the Academic Misconduct Policy, including its rules, policies and disciplinary actions.

A. Academic Misconduct Standards

If any administrator, faculty, staff or student body member suspects a student of engaging in academic misconduct, that person must report it to the Academic Conduct Committee. Academic misconduct is defined as any act of commission or omission by a student designed to affect the grade of that student or another student, where such act is unfair, unethical, or outside of the rules of Walsh, the rules set by the academic department, or by a classroom instructor (for the instructor's course).

Academic Misconduct includes but is not limited to:

1. **Plagiarism:** Plagiarism is the use of another's work, words, ideas or images without properly citing the source and thereby representing this work as one's own, whether the representation is oral or written, expressed or implied. Examples include:

- Failure to give credit for work (including ideas and materials) taken from other sources (public or private), including quoting, paraphrasing, rephrasing or condensing that work
- The submission of one's academic work from a previous course without prior written approval of the current instructor
- Using graphics, graphs, images, tables or other illustrative work without giving credit to the original source
- Using materials that were assembled by or collected by others without acknowledging their contribution
- Contributing to another student's work or helping another to plagiarize

2. **Cheating:** Cheating includes, but is not limited to, the following actions in regards to coursework:

- Unauthorized collusion on coursework, including two or more students working together to prepare and submit the same or substantially similar coursework, or portions of coursework, without the specific consent of the instructor
- Sharing of completed or partially completed coursework which includes, but is not limited to, examinations, quizzes, homework exercises, projects, presentations, discussion boards, papers or other assignments, except where expressly allowed by an instructor for a particular course
- Use of unauthorized aids while completing coursework
- Failure to follow administrative instructions on exam-taking or other assessment procedures
- Completing coursework, including taking an examination, for another student or asking or paying someone else to do the same
- Allowing another person to access online coursework to review, copy, submit, or complete that coursework
- The theft, sale, purchase, unauthorized procurement or possession of examinations or other coursework (or any attempt to do so)
- Copying another student's work

Unauthorized distribution or uploading of copyrighted materials, including but not limited to:

- Any portion of course content such as, lectures, presentations, videos, assignments, examination or quiz questions, etc.
- Library materials subject to copyright whether or not noted as "do not copy."
- Copying of library materials designated "do not copy"

Damage, destruction or modification to Walsh computers/servers/printers including but not limited to:

- Copying, modifying or removing software
- Unauthorized uploading of computer software and/or introducing a virus or malware

3. **Misrepresentation or Deception:** This includes intentionally lying to or deceiving a member of Walsh's faculty, staff, administration, or outside agency in order to gain academic advantage for one's self or another; or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

B. Penalties for Academic Misconduct:

Possible disciplinary actions or sanctions include, but are not limited to, one or more of the following:

- Re-doing the assignment for a reduced grade
- A reduction in the earned grade on the assignment
- A directed zero on the assignment
- A reduction in the overall semester grade
- Loss of Walsh-awarded scholarship money or awards

- A directed “F” in the course
- A review of all prior coursework completed at Walsh, which may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not, up to and including possible reversal of grades earned in prior courses, or degrees revoked, if evidence is found indicating that misconduct was employed in the pursuit of those earlier grades or degrees
- Suspension from Walsh
- Expulsion from Walsh

C. Academic Misconduct Process

The suspected misconduct should be reported promptly to the Academic Conduct Committee, which will examine the evidence, determine whether the student was a repeat offender, and impose the appropriate disciplinary action and/or remediation. Formal documentation of the infraction will be noted in the student’s file. Under no circumstances shall any faculty, staff or administrator determine their own punishment or remediation for academic misconduct.

A student may appeal a finding of academic misconduct by applying in writing to the Academic Conduct Committee AcademicConduct@walshcollege.edu within seven calendar days of notification for an appointment to appear before the Committee.

A final written appeal may be directed to the office of the chief academic officer of Walsh, who in their discretion, may affirm, modify, or reverse the decision. In all instances, the decision of the chief academic officer is final.

D. Other Consequences of Academic Misconduct

A student who receives a disciplinary action for academic misconduct or is being investigated for misconduct:

- May not withdraw from the course at any time
- May not seek financial relief for withdrawal
- May not utilize the grade replacement feature of the Course Repeat policy
- A finding of academic misconduct will become a permanent part of the student record. Subsequent acts of any level of academic misconduct will be considered a basis for suspension or permanent expulsion from Walsh

E. Responsibility of Faculty Members

All faculty members must promptly report all apparent instances of academic misconduct to the Academic Conduct Committee. Under no circumstances shall any faculty member determine on their own a punishment for academic misconduct.

Academic Misconduct Disciplinary Designations

Disciplinary action for academic misconduct can take multiple forms. For academic misconduct, disciplinary action may include those listed under Section B. The most serious disciplinary procedures include suspension and expulsion, as defined below.

Suspension from Walsh;

A suspension will terminate the student’s status at Walsh for a specified period of time, not to exceed one year. This may be posted on the student’s academic transcript at the direction of the chief academic officer.

At the end of the specified period, the suspended student will be required to request reinstatement to Walsh. If granted, the student will be admitted conditionally. Any additional act of academic misconduct committed during the remainder of the student’s academic program will result in permanent expulsion from Walsh, without the possibility of appeal.

Expulsion from Walsh;

Expulsion from Walsh will permanently and irrevocably terminate the student’s status at Walsh. This may be posted on the student’s academic transcript at the direction of the chief academic officer. An expulsion may not be appealed and the student will be permanently barred from earning a Walsh degree.

Academic Standing Policy

Grade point averages and academic standing designations are computed for each student at the end of each semester. Students enrolled in degree and certificate programs are required to maintain acceptable academic progress in accordance with the following definition:

Satisfactory Academic Progress

2.000 cumulative GPA:

Bachelor of Accountancy

Bachelor of Business Administration

Bachelor of Science in Applied Management

Bachelor of Science in Information Technology

3.000 cumulative GPA:

Master of Arts in Business

Master of Business Administration

Master of Science in Accountancy

Master of Science in Finance

Master of Science in Information Technology

Master of Science in Information Technology Leadership

Master of Science in Organizational Leadership

Master of Science in Management

Master of Science in Marketing

Master of Science in Taxation

Dual Master of Business Administration and Master of Science in Finance

Dual Master of Business Administration and Master of Science in Information Technology Leadership

Dual Master of Business Administration and Master of Science in Management

Dual Master of Business Administration and Master of Science in Marketing

Cybersecurity certificate

Global Project and Program Management certificate

Human Resource Management certificate

Doctor of Management

Probation

A student will be placed on academic probation whenever their cumulative grade point average (cumulative GPA) falls below satisfactory academic standing; either a 2.000 or 3.000 cumulative GPA, depending on their academic program. Probation status is calculated based on cumulative credit hours attempted and grades received at Walsh and are noted on the student's academic transcript. Once a student's cumulative GPA falls below the minimum required to maintain satisfactory academic progress, the student will be placed on their first semester of probation. Undergraduate and graduate students then have three additional semesters in which to improve their cumulative GPA to a satisfactory level.

If satisfactory academic standing is not achieved after four semesters of attendance, the student will be dismissed from Walsh. All graded semesters, including courses with grades of "W" are counted toward the maximum semesters of probationary status. However, any semester in which a student has received all "AU, N or P" grades will not be counted as one of the four semesters. A student may elect to take a semester off while on academic probation.

It is highly recommended that a student on probation meet with an advisor to review academic standing requirements and develop a course plan to improve their academic standing. Probation students may be required to reduce their course load. This determination will be made in conjunction with an academic advisor. A full tuition and fee refund, excluding registration and international student fees, will be issued for courses dropped due to probationary status as determined by an academic advisor.

When the student's cumulative grade point average reaches the minimum GPA required for their degree program, the student will be in good academic standing and probation restrictions will no longer be applicable. However, all academic standing notation(s) remain on the student's academic transcript. Students on academic probation who have not enrolled for four consecutive semesters (12 calendar months) must reapply for admission and, if readmitted, will be placed on the same level of probation as in their last semester of enrollment at Walsh.

Doctoral students are required to maintain a cumulative grade point average (CUM GPA) of 3.000. If a student's CUM GPA falls below 3.000 for any given semester, the student will be placed on academic probation and will be required to meet with the DM Program Director to determine continuance in the program.

Academic Dismissal

Undergraduate and graduate students whose cumulative grade point average (cumulative GPA) remains below satisfactory academic standing for four semesters of attendance will be academically dismissed from Walsh for a period of one year.

Academic dismissal is calculated based on cumulative credit hours attempted and grades received at Walsh. Academic dismissal is noted on the student's academic transcript. A student who has been academically dismissed will be contacted by the Director of Academic Advising, administratively dropped from all course(s) and will be issued a full tuition refund including fees.

Permanent Dismissal

A second dismissal from Walsh is final. Permanent dismissal from Walsh will irrevocably terminate the student's status at Walsh. A permanent dismissal may not be appealed and the student will be ineligible to enroll in courses, reapply for admission, or earn a Walsh degree. A student who has been permanently dismissed will be contacted by the Director of Academic Advising and administratively dropped from all course(s) and will be issued a full refund including tuition and fees.

Readmission after Dismissal

After a period of one year (12 consecutive calendar months) undergraduate and graduate students may be eligible for readmission to Walsh. Readmission is permitted only when the student's cumulative GPA calculation shows the possibility of achieving satisfactory academic standing in three consecutive semesters. An academic advisor will establish the minimum grade per course required to achieve satisfactory academic standing within the three-semester time limit. Any previous coursework will be reviewed for applicability under the new academic program at the time of readmission.

All courses previously taken, credit hours, grades received, and academic standing notations remain on the student's transcript. A student must meet with an advisor in the Admissions and Academic Advising office to determine eligibility for readmission. If readmitted, the student will be placed on the academic program in effect at the time of readmission. In any given semester, failure to achieve the minimum required grade will result in recalculation of minimum grade requirements. A second dismissal may result if the student is unable to achieve satisfactory academic standing within the remaining semester requirement. In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale. If approved, the minimum grade per course and course load will be established in conjunction with an advisor based on the grades required to achieve satisfactory academic standing. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

After a period of one year (12 consecutive calendar months) doctoral students may be eligible for readmission to Walsh. Doctoral students must contact the Program Director to request a review and approval for readmission.

A second academic dismissal from Walsh is final; students will not be eligible for readmission. A student who has been academically dismissed will be contacted by the Director of Academic Advising and administratively dropped from all course(s) and will be issued a full refund including tuition and fees.

In addition to Walsh's academic standing policy, the Financial Aid office is required to maintain its own satisfactory academic progress (SAP) policy. Students receiving federal financial aid should refer to the section entitled Satisfactory Academic Progress for Financial Aid Recipients in this handbook.

Applying for Graduation

Students are required to apply for graduation for degree and certificate programs five months prior to their intended graduation date. Graduation application forms are available through the Walsh Student Portal and at each location. Once an Application for Graduation is submitted, a fee will be charged. A preliminary graduation audit will then be completed and notification of the status of the application will be sent to the student's Walsh email account.

Graduation Applications may be carried over to a future semester but are only valid for a total of four consecutive semesters. If a Graduation Application has exceeded the four-semester limit, the student will be required to complete a new Application for Graduation and resubmit the graduation application fee.

A separate fee for the cap and gown is assessed for students who choose to participate in Commencement ceremonies.

Graduation Application Deadlines

| | |
|--|------------|
| Winter Semester (Ending in March)..... | November 1 |
| Spring Semester (Ending in June)..... | February 1 |
| Summer Semester (Ending in September)..... | May 1 |
| Fall Semester (Ending in December)..... | August 1 |

Commencement Ceremonies

Walsh hosts two Commencement ceremonies per year. All eligible candidates/graduates will receive information concerning dates, cap and gown purchase, tickets, time, location, and other relevant information two-three months prior to the ceremony.

Academic Honors and Awards

Academic Recognition

Undergraduate students who complete a bachelor's degree program and achieve high academic grade point averages are officially recognized by Walsh upon graduation. The cumulative grade point average used for academic honors is computed at the time of graduation, is based upon all coursework included in hours attempted in residence at Walsh, and will be noted on the student's academic transcript and diploma.

The following honors designations will be noted on the academic transcript and diploma:

| | |
|------------------|-----------------|
| 3.900–4.000..... | Summa Cum Laude |
| 3.750–3.899..... | Magna Cum Laude |
| 3.500–3.749..... | Cum Laude |

In addition, honors recognition is given at Walsh Commencement ceremonies. The cumulative grade point average used to determine academic honors eligibility, for the ceremony only, will be the cumulative GPA on record as of the last graded semester of attendance prior to the ceremony.

Undergraduate honor graduates who participate in Commencement ceremonies will be recognized by the following honor cord color designations:

- Gold Honor Cord - Summa Cum Laude (3.900–4.000)
- Silver Honor Cord - Magna Cum Laude (3.750–3.899)
- White Honor Cord - Cum Laude (3.500–3.749)

Honors are not awarded at the graduate or doctoral level.

Honors Lists

Walsh recognizes undergraduate students for outstanding academic achievement. Undergraduate students who have completed a minimum of 12 semester credit hours in residence at Walsh are eligible. At the end of each semester, enrolled students who achieve a cumulative grade point average of 3.500-3.749 are named to the Honors List. Those with a 3.750-4.000 GPA are noted on the President's Honors List. The names of students who attain these academic achievements may be published in the Walsh Journal. The Honors Lists may also be submitted to local publications.

Awards

Walsh students are eligible to earn the following prestigious academic awards. Award winners are presented with a certificate at Commencement and a plaque is inscribed with their names and displayed at Walsh.

The Everett M. Hawley, Jr. Taxation Award

Each academic year, two master's degree students are honored with the Everett M. Hawley, Jr. Taxation Award for outstanding achievement in taxation.

The Financial Executives Institute Award

Each year, the Financial Executives Institute honors one outstanding undergraduate and one outstanding graduate accounting or finance student for academic achievement. The student is presented with a medal at a Financial Executives Institute Detroit chapter meeting.

The Walter B. Fisher Award for Excellence in Accounting

This award is given annually to one Walsh undergraduate student who demonstrates outstanding achievement in the Bachelor of Accountancy program. Those chosen for the award must achieve a cumulative GPA of 3.500 or better and must have contributed time or talent to either Walsh or the accounting profession through tutoring, club leadership, community service, or other activities. The student is also presented with a cash award.

The Institute of Management Accountants Annual Award

Each academic year, the Institute of Management Accountants honors two undergraduate accounting students specializing in Certified Management Accounting for outstanding achievement. The students are also presented with a cash award.

REGISTRATION POLICIES AND PROCEDURES

Registration information and the schedule of classes can be found on the Walsh Student Portal. Go to myportal.walshcollege.edu; log in and click the "Registration" link for more information.

Students can register for classes online using the Walsh Student Portal through the seventh day of the semester. Students should consult the academic calendar for appropriate registration dates. If Walsh encounters a problem processing a registration, the student will be contacted. Instructors and advisors do not register, add, drop, or withdraw students from courses. Students are not automatically dropped for non-payment or non-attendance.

Students can confirm their registration at any time by using the "My Class Schedule" link on the Walsh Student Portal. Students should carefully review their schedules after registering and every time a schedule change is made to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Confirmation of registration transactions will also be sent to the Walsh email account. Ultimately, a student's schedule is the student's responsibility.

Add/Drop Policy

Students may make changes to their schedules during the designated registration period. Courses can be added and/or dropped online using the Walsh Student Portal or Walsh email. Any course dropped during the add/drop period will not be reflected on the student's academic transcript. There is no fee for adding or dropping courses.

A student may add classes to their schedule through the seventh day of the semester*. Please refer to the academic calendar for specific registration dates for the current semester.

A student may drop classes through the fourteenth day of the semester*. For courses dropped through the eighth day of the semester, 100 percent of the tuition charges will be credited to the student's account*. For courses dropped between the ninth and fourteenth day of the semester, 50 percent of the tuition charges will be credited to the students account.

**See the Tuition Refund Policy section of the handbook for information on refundability of fees. Please refer to the academic calendar for specific refund dates for the current semester.*

A student may change sections of a currently enrolled course through the fourteenth day of the semester. The section must be an open course with seats available. Instructor permission will be required to add into the new section and will be the responsibility of the student to obtain. There is no fee for changing sections of a currently enrolled course. Requests can be sent to records@walshcollege.edu, will need to be sent from the student's Walsh email account, and will need to contain approval from the instructor. Students are responsible for investigating the timing/grade consequences of late registration prior to adding the class. Some assignments/activities and therefore points (i.e.: in-class participation credit) may not be able to be made up. Please note that assignments, assessments, etc. completed in the first and second weeks of the course may not be transferable.

Add/drop requests submitted by Walsh email will be considered as received on the date submitted.

The student is solely responsible for adjustments to their personal, professional, extracurricular, and employment schedules as they relate to class attendance.

A student who does not officially drop their course within the first two weeks of classes is financially obligated to pay for the course(s) even if they have not attended any sessions. * This includes any fees that have been added to the student account. Students receiving federal financial aid must review the Tuition Refund Policy Effect on Financial Aid Recipients section in this Handbook.

**Dates pertain to 11-week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found on the Walsh Student Portal and/or the course syllabus.*

Note: An international student on an F-1 visa must consult with the designated school official/international advisor in the Admissions and Academic Advising office before dropping a class that will result in less than full-time status.

Advanced Assignments

Many classes have advanced assignments that need to be completed before the semester begins. Advanced assignments are available a week before the semester starts, and can be found by logging into Moodle through the Walsh portal.

Cancellation of Enrollment

Walsh reserves the right to administratively cancel a student's registration due to non-payment of tuition or fees, academic issues or if directed by an officer of Walsh.

Class Cancellations/Changes

Walsh reserves the right to cancel classes and make changes to the instructors and course prerequisites.

Class Enrollment Policy

Students are not allowed to attend classes unless they are officially enrolled and the appropriate tuition and fees have been paid. Students who violate this policy will not receive a grade or credit for that course. Each student is encouraged to check with the instructor to verify that they appear on the instructor's official class roster.

Classroom Assignments

Students should consult the most current classroom assignment schedule on the first day of classes as room assignments may change. Final classroom assignments are posted on the website, outside of each classroom, and in the lobbies of each building on the first day of classes.

Confidentiality Statement and Security Information

Students who register online should be aware that the Walsh Student Portal is a fully encrypted website designed to protect confidential information. To further ensure confidentiality, passwords must be changed every 90 days. Please note that students are still responsible for preventing unauthorized access. It is important that students not share their login or passwords and to properly log out of the Walsh Student Portal when finished accessing information.

Exception Requests

Students are expected to complete all of the required courses for their degree program. In extenuating circumstances, a student may submit a request for an exception as it pertains to a specific course or prerequisite. Exception requests will only be considered if there are extenuating circumstances and no other course option. All exception requests must be submitted through an academic advisor to the appropriate academic chairperson by submitting an e-mail request to advising@walshcollege.edu. The reason for the request must be included and documentation provided. Additional approvals may be needed when applicable.

Holds

There are six different types of holds that can affect a student's registration: academic standing, administrative, admissions, final transcript, financial, and library. Students who have any of these holds placed on their record will not be eligible to register for courses, and must contact the appropriate office for resolution.

- **Academic Standing Hold** – Applies when a student’s cumulative GPA falls below the minimum required to maintain satisfactory academic progress. Contact the Admissions and Academic Advising office for resolution.
- **Administrative Hold** – An administrator of Walsh has placed a hold to prevent the student from registering and/or receiving an academic transcript. Contact the Records and Registration office for resolution.
- **Admissions Hold** – Applies to a student who has not attended Walsh for 12 consecutive months; has graduated; or has not provided the Admissions office with required documentation. Contact the Admissions and Academic Advising office for resolution.
- **Final Transcript Hold** – Applies to new students who have not provided Walsh with official transcripts from all colleges attended prior to registering for their second semester. Contact the Admissions and Academic Advising office for resolution.
- **Financial Hold** – A student owes Walsh for past tuition or fees. The hold will be removed once the student makes payment in the Business office.
- **Library Hold** – A student has outstanding library fines or materials. The hold will be removed after the student returns the materials or pays the fines to the library.

Prerequisite Policy

Prerequisites are assigned to a course to ensure that the student is properly prepared for the course and will be able to derive the maximum educational benefit from that course. All students must follow course prerequisites unless otherwise noted. Undergraduate students are required to complete all prerequisite courses with a grade of “C” (2.000) or better for courses within their major and all communication courses. Graduate students must complete all course prerequisites with a grade of “C” (2.000) or better.

A student should consult the catalog for the most current course prerequisites. It is the responsibility of the student to plan the selection of courses so that all prerequisites for a selected course are successfully completed prior to enrollment.

A student who wants to request a waiver of prerequisites must submit the request through the Admissions and Academic Advising office. The Prerequisite Waiver form will be forwarded to the department chair or program director for review prior to registration. The student will be notified when a decision is made. A student who has enrolled in a course without the required course prerequisites or an approved prerequisite waiver will be administratively dropped from the course. The student will receive a full tuition refund. See the Tuition Refund Policy section of the Student Handbook for information on refundability of fees.

Registration Confirmation

Students can confirm their registration at any time by using the “My Class Schedule” link on the Walsh Student Portal. Students should carefully review their schedules after registering and every time a schedule change is made to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Confirmation of registration transactions will also be sent to the student’s Walsh email account. Ultimately, a student’s schedule is the student’s responsibility.

Selection of Courses

Walsh does not specify or regulate the number of courses or credit hours selected by a student each semester, providing the student is in good academic standing. In undergraduate degree programs, Walsh considers 12 semester credit hours to be full-time. In graduate degree programs, a student enrolled in 9 semester credit hours is considered to be full-time. In the doctoral degree program, a student enrolled in 6 semester credit hours is considered to be full-time. During the dissertation research phase, 1-3 semester credit hours will be considered full-time.

Upon admission to Walsh, a student employed on a full-time basis is urged to consult with an academic advisor concerning the appropriate course load. A student requesting any form of student financial assistance should inquire about the number of semester credit hours necessary to receive such benefits.

Although Walsh does not maintain a policy regarding the number of courses required each semester, the student should be aware of the time limitation attached to complete each degree program. More information about time limitations is listed in

the Catalog in the sections entitled Bachelor's Degree Graduation Requirements, Master's Degree Graduation Requirements, and Doctoral Degree Graduation Requirements.

Waitlist Policy

When a course meets its maximum registration capacity, students are given the option to add themselves to a waitlist. Once added to the waitlist, if a seat in the course becomes available, the student will receive an email to their Walsh email account letting them know that they have 24 hours to register for the open seat. Once the 24-hour period expires, the student is dropped from the waitlist and must add themselves back on if they want another opportunity to get a seat in the course. Students can manage their waitlists through the Walsh Student Portal. All waitlists are ended seven days prior to the term beginning. Students on a waitlist at that time will be notified through their Walsh email that the waitlist has ended, and any seats that may become available are registered for on a first come, first serve basis.

Withdrawal Policy

For 11-week courses, students may withdraw from courses beginning the third week of the semester through the ninth week of the semester. Students should refer to the current academic calendar for the most accurate dates pertaining to withdrawing from courses. For courses that meet for less than 11 weeks, withdrawal dates will be published in the Walsh Student Portal each semester. Withdrawing from courses is a formal procedure that must be initiated by the student in writing, Walsh email or online through the Walsh Student Portal. Walsh does not allow faculty or staff to initiate a withdrawal for a student for any reason including nonattendance.

There is no tuition refund given for withdrawn courses, and a grade of "W" (Withdrawal) appears on the student's academic transcript. Students are responsible for all tuition and fees incurred. Students should carefully review their schedules after withdrawing from courses to ensure that processing was completed. Ultimately, a student's schedule is the student's responsibility.

A student may withdraw from the same course no more than twice during their academic career. Withdrawing from separate sections of courses that are equated will be considered separate withdrawal attempts. A letter grade (A-F) will be issued on a student's academic transcript when the withdrawn course is repeated for the third time.

Withdrawal forms submitted online through the Walsh Student Portal or Walsh e-mail will be considered as received on the date submitted.

Students receiving federal financial aid are encouraged to contact the Financial Aid office before withdrawing from classes to determine if there are any financial implications as a result of the withdrawal. Additional details can be found in the Financial Aid and Scholarships section.

Note: An international student on an F-1 visa must consult with the designated school official/international advisor in the Admissions and Academic Advising office before withdrawing from a class that will result in less than full-time status.

Late Withdrawal Requests

If documentable unforeseen and unavoidable circumstances occur that prevent a student from withdrawing within the published withdrawal period and from completing a course, a late withdrawal may be requested. To be considered for a late withdrawal, a student must submit a Late Withdrawal Request form to the records and registration office, along with a written explanation of the circumstances and supporting documentation. Requests must be received within four weeks after the start of the subsequent term (refer to the academic calendar for dates). Late requests will not be reviewed.

The request and documentation will be reviewed and a response will be sent in writing within 30 days. If a late withdrawal is granted, a grade of "W" (withdrawal) will appear on the student's transcript. The student will be responsible for all tuition and fees. If approved, it will be a one-time exception and all future requests will be denied. Note that a student is only allowed two withdrawals per course and that a late withdrawal cannot be granted for any course that has been completed (final exam taken; final project submitted, etc.).

Examples of circumstances that may qualify for an exception include, but are not limited to:

- Illness or injury with signed doctor's note on letterhead indicating inability to attend course(s)
- Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice

Late Withdrawal requests will not be granted for:

- Conflicts between personal and class schedules
- Change in work schedule, accepting a new position or voluntary transfer within current employment
- Difficult class schedules or non-attendance
- Being a new student; not knowing the withdrawal policy or the withdrawal deadline
- Completed courses

Textbooks and Course Materials

Walsh has an online tool to provide students with textbook and course materials information. Once registration for each term begins, go to textbooks.walshcollege.edu to view the required materials.

STUDENT AND VISITOR CONDUCT

It is the goal of Walsh to maintain a professional and safe environment that is conducive to learning and working. Walsh reserves the right to take action for any other conduct which it deems inappropriate or improper. The following are examples of unacceptable behavior and are published to minimize the potential for misunderstanding. This list is not intended to be all-inclusive.

- Forgery, alteration or misuse of Walsh documents, records, or instrument of identification, as well as knowingly furnishing false information to Walsh
- Representing or acting on behalf of Walsh or another individual when not authorized to do so
- Misrepresenting oneself or one's circumstances to gain an unfair advantage
- Obstruction or disruption of teaching or other activities on location
- Physical abuse, unlawful detention, or threatening behavior toward any person on location
- Theft or damage to property of Walsh or to property of a Walsh student, employee or location visitor
- Unauthorized entry or use of Walsh facilities and equipment (including technology)
- Illegal use or unauthorized possession or distribution of alcoholic beverages, narcotics, or dangerous drugs on location
- Failure to comply with the directions of Walsh officials, members of the faculty, or other authorized individuals
- Except for public safety officials, possession or use of firearms, even if an individual holds a concealed weapons permit
- Possession or use of explosives or other weapons, or chemicals
- Inappropriate attire. Visitors and students are required to wear shoes, shirts and pants/shorts or skirts
- Bringing animals, except for service (guide) animals, on location
- Attendance in any course by a non-registered individual(s), including dependents or other relatives of the registered student, is generally prohibited. This restriction doesn't apply to individuals providing reasonable accommodation assistance for disabled students or to approved guest speakers. The faculty member or an administrator may grant exceptions to dependents attending class with the registered student in the case of an emergency. In these cases, students should obtain approval from the faculty member before class begins. Even if an exception is granted, the faculty member may revoke the arrangement for any reason at any time
- Unsupervised children (generally defined as under age 16) are not permitted on location. Adults are welcome to bring children to the location while they conduct business; however, children must be closely supervised. Generally, nonregistered individuals, including children, should not be brought to class. Specific areas of Walsh, such as the library and computer labs, may have additional guidelines regarding children visiting those areas
- Intentionally making false allegations or filing a false report regarding Walsh with local, state or federal agencies. Such conduct may serve as a basis for discipline, including but not limited to suspension or permanent expulsion from Walsh

- Discrimination, harassment (including sexual harassment) and sexual misconduct. Please refer to Walsh's Policy on Discrimination, Harassment and Sexual Misconduct, included in the handbook

"On location" or "facility" is defined as any location owned or leased by Walsh, or any other location used to hold a Walsh sponsored activity.

Any student, visitor, or employee can report an incident of alleged misconduct. All complaints should be reported as soon as possible to the appropriate supervising officer or director. If the situation involves a security-related matter and requires immediate attention, it should be reported to the main receptionist or any Facilities staff member.

An administrator, faculty member, or Facilities department staff member may remove any individual behaving in a disruptive or potentially disruptive manner. Non-emergency security issues must be reported to the assistant vice president of facilities and auxiliary services. Academic misconduct should be reported to the academic conduct committee. If the complaint is regarding an officer, it should be reported to the President.

The appropriate supervising officer or director will investigate the complaint and may take immediate action, if needed. Walsh may search individuals/property or use surveillance activities to aid in an investigation. All parties involved in the incidents are expected to cooperate fully with the investigation. Any behavior(s) that Walsh deems inappropriate can lead to disciplinary action up to and including academic dismissal; and/or termination of employment; removal and/or ban from the facilities; and/or filing of criminal charges. Students should see the Student Conduct and Appeals Procedure for further information.

Student Misconduct Disciplinary Designations

Disciplinary action for student misconduct can take multiple forms. The most serious disciplinary procedures include suspension and expulsion, as defined below.

Suspension from Walsh

A suspension will terminate the student's status at Walsh for a specified period of time, not to exceed one year. This may be posted on the student's academic transcript at the direction of the chief academic officer.

At the end of the specified period, the suspended student will be required to request reinstatement to Walsh. If granted, the student will be admitted conditionally. Any additional act of academic misconduct committed during the remainder of the student's academic program will result in permanent expulsion from Walsh, without the possibility of appeal.

Expulsion from Walsh

Expulsion from Walsh will permanently and irrevocably terminate the student's status at Walsh. This may be posted on the student's academic transcript at the direction of the chief academic officer. An expulsion may not be appealed and the student will be permanently barred from earning a Walsh degree.

Student Complaint Policy

Walsh provides opportunities for students to register complaints through an informal or formal process. An informal or verbal complaint is handled in the functional area related to the complaint. Students may submit a formal complaint using the Student Complaint form found on the Walsh Student Portal. Formal complaints are logged and tracked in compliance with the Higher Learning Commission. Walsh will address and systematically process all student complaints in a timely manner.

Definition of a Student

A student is any individual who is or has been in attendance at Walsh and about whom Walsh maintains education records.

Definition of a Student Complaint

A complaint involves a concern, problem or issue other than a disciplinary measure. (The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint. Appeals are made through established Walsh procedures.) Complaints may be academic or nonacademic.

Student Complaint Form

The Student Complaint form provides students with an avenue to submit a concern regarding any area on location for which no other specific process exists. The form should not be used to submit complaints or grievances for procedures that are published in the Walsh Student Handbook such as:

- Academic Dismissal
- Academic Misconduct Appeal
- Admission Decision
- Location Security
- Financial Aid Appeal
- Grade Appeal
- Harassment
- Late Withdrawal
- Student Misconduct Appeal
- Tuition Refunds

Student Requests for Exceptions to Academic Policies

This section does not apply to academic policies mentioned elsewhere in this Student Handbook, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

Academic policies have been thoroughly considered before adoption and are consistently applied. However, Walsh reserves the right to grant an exception to a policy. The integrity of Walsh's degrees and equality of treatment of students limits the types of policy exceptions that may be granted and the justifications which may be considered.

A student seeking to obtain an exception to an academic policy must submit a written petition to the chief academic officer by the end of the following semester, not to exceed three months after the semester in which the exception is requested. The petition must include the policy for which the student is seeking the exception and the reasons justifying the request. Exceptions are not given for work-related reasons or when the student has completed the course(s) by having taken the final exam and/or by submitting the final project. Written documentation must be attached to any policy exception requested for medical reasons. Requests will be reviewed with the appropriate academic personnel or chief academic officer. The student will be notified of the decision in writing. A copy of all written decisions may be retained in the student's file.

Student Requests for Exceptions to Non-Academic Policies

This section does not apply to non-academic policies mentioned elsewhere in this Student Handbook, such as Late Withdrawal Requests and Exceptions to Tuition Refund deadlines.

Walsh policies and procedures have been thoroughly considered before adoption and are consistently applied. However, Walsh reserves the right to grant an exception to a policy or procedure. The integrity of Walsh's degrees and equality of treatment of students limits the types of policy exceptions that may be granted and the justifications which may be considered. To request an exception, a student must direct the request in writing to the director of the department implementing the non-academic policy. The request must include the student's Walsh identification number, telephone number, the policy for which the student is seeking the exception, the reasons justifying the request, and any documentation necessary (e.g., if the request is due to medical problems, a written statement from the physician should be attached to the request). Exceptions are not granted for work related reasons or when the student has completed the course (s) by having taken the final exam and/or submitting the final project. The request must be submitted by the end of the following semester, not to exceed three months after the semester for which the exception is requested.

Requests will be reviewed with the appropriate Walsh personnel and will be considered based upon the amount of control the student had over the situation, the circumstances and merit of the request, and the impact the action will have on the overall academic standards of Walsh. The student will be notified of the decision in writing. A copy of all written decisions may be retained in the student's file.

Non-Academic Issue Resolution

Non-academic issues involving general student conduct and/or the application of administrative policies or procedures will be considered as cases of non-academic misconduct. Cases of this nature should be brought to the immediate attention of the administrative director of the department directly involved with the area of administrative policy or procedure.

If the issue cannot be resolved with the director of the responsible administrative area, the matter may be referred to one of Walsh's Officers for review. An officer of Walsh may attempt resolution of the issue, including meeting with the student, remand it to the director to resolve; or recommend to the assistant vice president, Accreditation and Academic Administration that it be considered by the Student Conduct and Appeals Committee.

Cases involving discrimination, harassment or sexual misconduct are subject to a separate Walsh policy, included in the Student Handbook as the Policy on Discrimination, Harassment and Sexual Misconduct, which contains guidance on reporting and procedures.

Student Conduct and Appeals Procedure

A student wishing to appeal a decision related to Walsh policy or procedure may do so following the steps outlined. The Student Conduct and Appeals Committee reviews unresolved student issues concerning policies and procedures of the institution. Such issues might involve general student conduct and/or the application of academic or administrative policy.

- Appeal of any issue must be initiated in writing to the assistant vice president, Accreditation and Academic Administration within 90 days of the incident to be reconsidered by the committee.
- Cases of misconduct will not be considered by the Student Conduct and Appeals Committee until the procedures for issue resolution have been completed and any disciplinary action has been finalized.

Issues Not Considered by the Student Conduct and Appeals Committee

The Student Conduct and Appeals Committee will not consider challenges involving the following:

- Requirements for completion of a degree program
- Propriety of the requirements for completion of a degree program
- Propriety of an individual course
- Issues of sexual harassment (See Harassment Policy)
- An individual student's evaluation which represents an instructor's good faith judgment of the student's academic performance
- Course grades. An issue involving a course grade will be addressed within the academic department responsible for the course
- Any action taken as the result of academic misconduct

Committee Procedures

If the procedures outlined under Non-Academic Issue Resolution do not result in resolution of the issue, a student, faculty member, or administrative director may submit a written request to the assistant vice president, Accreditation and Academic Administration within 90 days of the occurrence of the original event, for referral of the matter related to student conduct to the Student Conduct and Appeals Committee. The request should contain the following:

A statement describing the issue and identification of the policy or procedure in question;

A review of the steps already taken to seek resolution, and the specific decision or action desired;

Justification for the decision or action sought, with specific references to the applicable Walsh policies made; and

Copies of information or documentation to be presented, and specific identification of individuals requested to be present; to include witnesses, at the Student Conduct and Appeals Committee hearing.

The assistant vice president, Accreditation and Academic Administration will act on a request for referral to the Student Conduct and Appeals Committee, advising all parties involved of its disposition. The assistant vice president, Accreditation and Academic Administration may decline to refer a matter to the committee due to insufficient cause to proceed; may consult directly with the affected parties to reach an appropriate resolution without a hearing; or may refer the matter to committee for consideration and final disposition. When the Student Conduct and Appeals Committee meets to consider an issue, new or additional issues may not be introduced during the appeals hearing. Each issue must receive separate due process and cannot be introduced to confuse or complicate the issue being appealed. The responsibility of the committee is to determine if there is evidence which would support the alleged act of misconduct or violation of policy and procedure.

If a Student Conduct and Appeals Committee is formed, the assistant vice president, Accreditation, and Academic Administration will assume responsibility for the following:

- Act as committee coordinator
- Assign an Officer to serve as committee chair
- Implement all committee decisions or disciplinary actions or procedures

The Student Conduct and Appeals Committee will be composed of:

- One Officer of Walsh who will act as the chair of the committee
- Two administrative representatives selected by lottery or a random selection process
- Two academic representatives, at least one of whom is a full-time faculty member, selected by lottery or a random selection process
- Two representatives from student organizations or from student government, to be selected by student government

Anyone who is considered to have a conflict of interest in the proceedings may not be selected.

The chairperson of the Student Conduct and Appeals Committee will be responsible for the following:

- Scheduling and notifying the student and committee members of the meeting time
- Providing the student with an opportunity to appear before and address the committee
- Presiding over the proceedings and acting as a nonvoting member of the committee unless there is a tie vote, in which case the chair will cast the deciding vote
- Receiving and presenting to the committee and the student all relevant information pertaining to questions of misconduct, exceptions or appeals to policies
- Notifying the student within five business days of the decision of the committee

Six committee members, excluding the chair, constitute a quorum. A majority vote of the committee will constitute a committee decision. Information regarding specific cases considered by the Student Conduct and Appeals Committee is considered strictly confidential. All records of and documents pertaining to a meeting of the Student Conduct and Appeals Committee, including the committee's decision and record of notification to the affected student, will be retained in the office of the assistant vice president, Accreditation and Academic Administration.

Appeal of a Committee Decision

Any individual desiring to appeal a decision of the Student Conduct and Appeals Committee or an issue not considered by the committee must do so in writing within seven calendar days after being notified of the committee's decision. The appeal should be directed to the President of Walsh who, in their sole discretion, may affirm, modify, or disapprove the Student Conduct and Appeals Committee's decision. In all circumstances, the decision of the President of Walsh is final.

HARASSMENT, DISCRIMINATION & SEXUAL MISCONDUCT POLICY

Notice of Nondiscrimination

Walsh strives to maintain an environment free of discrimination and harassment. Walsh prohibits discrimination or harassment based on any protected status on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. Walsh complies with all applicable federal and state laws regarding nondiscrimination, including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination and Employment Act of 1967, Michigan's Elliott-Larsen Civil Rights Act and Michigan's Persons With Disabilities Civil Rights Act.

The following person is designated to handle inquiries and reports regarding nondiscrimination and Title IX compliance:

BETH BARNES

Vice President, Chief Human Resources & Administrative Officer

3838 Livernois Road

Troy, MI 48083

bbarnes@walshcollege.edu or 248-823-1239

Title IX Policy Statement

Walsh does not discriminate on the basis of sex in the education programs or activities it operates and complies with Title IX's non-discrimination requirements. Walsh views all forms of sex discrimination, including sexual misconduct, relationship violence, stalking and sexual or gender-based harassment, as reprehensible and therefore prohibited in connection with any Walsh related activity. Sex discrimination is unacceptable conduct; it undermines the integrity of the employment/learning relationship, debilitates morale, and interferes with the work productivity of the organization and its learning environment.

All staff, faculty, and students have a responsibility to maintain high standards of integrity, impartiality and conduct, both personal and official, thereby ensuring proper performance of Walsh's business and the maintenance of public trust. Sex discrimination violates those standards. Therefore, violations of this policy may lead to disciplinary action, as determined appropriate by Walsh.

Walsh will strive to take prompt and appropriate action to eliminate sex discrimination within its operations, prevent its recurrence and remedy its effects. Walsh conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy.

To Whom Does the Policy Apply?

This policy is applicable to students, employees and third parties. Third parties include all contractors, vendors, visitors, guests or any other third parties.

Definitions

Complainant means an individual who reports an alleged violation of this policy.

Respondent means an individual against whom a report has been made or complaint filed alleging a violation of this policy.

Discrimination

Walsh does not discriminate against students, employees, applicants for admission or employment, or those seeking access to programs, on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. Such discrimination is unlawful.

Sexual Harassment and Gender-Based Harassment

Sexual harassment is a form of sex discrimination. It is defined as unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome behavior of a sexual nature when one of the conditions outlined below are present:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any Walsh programs and/or activities, or is used as the basis for Walsh decisions affecting the individual (often referred to as "quid pro quo" harassment).
2. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from Walsh's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

Gender-based harassment is a form of sex discrimination. It includes harassment based on actual or perceived gender or sexual orientation, which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions described in (1) and (2) above are present.

Sexual harassment includes, but is not limited to, the following:

- Influencing, offering to influence, or threatening the career, pay or job of another person or the educational program of a student in exchange for sexual favors
- Deliberate or repeated offensive comments, gestures, physical contact of a sexual or suggestive nature, or creation of hostile work, work-related or instructional environment

By way of further illustration, and not by way of limitation, any employee, student, faculty member, or professional development instructor who uses implicit or explicit sexual behavior to control, influence, affect the career, pay, or job of any employee or student, or to affect the instructional experience of any student is engaging in sexual harassment.

Any employee, student, faculty, or professional development instructor who makes deliberate or repeated offensive verbal comments, gestures, or physical contact of a sexual or suggestive nature in the work, work-related, or educational environment is also engaging in sexual harassment. For purposes of this section, the term "student" includes any person enrolled in an academic or non-credit course at Walsh.

Sexual Misconduct

Sexual misconduct is a broad term that encompasses sexual assault, including sexual contact and rape.

Sexual misconduct is also referred to as sexual violence.

Sexual Assault

Sexual assault is a touching of a sexual nature, including the following: vaginal or anal intercourse; anal, oral or vaginal penetration with an object; oral-genital contact; or other sexual contact that occurs without consent (defined below).

- Consent is a voluntary, willful and unambiguous agreement to engage in a particular sexual activity.
- Consent cannot be obtained through coercion or force. Coercion is conduct, including intimidation and express or implied threats of immediate or future physical, emotional, reputational, financial, or other harm to the complainant or others, that would reasonably place an individual in fear and that is used to compel into sexual activity.
- Consent can be withdrawn by any party at any point. Consent to one sexual activity does not mean consent is granted for other sexual activities. Once consent is withdrawn, the sexual activity must stop immediately.
- In determining whether consent was freely sought and given, the issue is whether the respondent knew, or reasonably should have known, that the activity in question was not consensual or that the complainant was unable to consent due to incapacitation.
- An incapacitated person cannot consent to sexual activity. A person who is incapacitated is unable, either temporarily or permanently, to give consent due to sleep, unconsciousness or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or drugs or due to a temporary or permanent physical or mental health condition.

Sexual contact is a form of sexual assault that includes: intentional touching of the breasts, buttocks, groin, or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; or making an individual touch another person or themselves with or on any of these body parts.

Rape is a form of sexual assault that includes: non-consensual penetration, however slight, of the genital opening, anus or mouth of a person with any body part or object; or non-consensual use of the sex organ of a person to penetrate, however slight, the genital opening, anus or mouth of another person.

Stalking

Stalking means engaging in a course of conduct toward another person under circumstances that would cause a reasonable person to fear bodily injury to themselves or to others, or experience substantial emotional distress. Stalking usually involves individuals who are known to one another or who have a current or previous relationship, but the respondent may also be a stranger.

"Course of conduct" means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. "Substantial emotional distress" means significant mental suffering or anguish.

Stalking may include "cyber-stalking" or "cyber-bullying," in which the respondent uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other devices or forms of contact in the course of conduct.

Relationship Violence

Relationship violence, also referred to as intimate partner violence, dating violence, domestic violence, is any act of violence or pattern of emotionally or financially abusive behavior that one person uses against a current or former partner in a sexual, dating, spousal, domestic or other intimate relationship to gain or maintain power and control over another.

The determination of whether any conduct constitutes relationship violence is whether the conduct is so severe, pervasive or persistent as to significantly interfere with an individual's ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a "reasonable person" would find the behavior to be emotionally abusive) and subjectively (meaning the impacted individual felt the behavior was emotionally abusive).

Relationship violence may include any form of prohibited conduct under this policy (i.e., sexual misconduct or stalking); physical assault; or a pattern of abusive behavior. Intimate partner violence can be a single act or a pattern of behavior within a relationship.

Reporting Complaints

Walsh strongly encourages the reporting of sex discrimination incidents. However, Walsh encourages every person who may have experienced harm to get the support and information he or she needs, regardless of whether he or she wishes to report an incident to Walsh.

Walsh's Title IX webpage www.walshcollege.edu/title-IX provides a link to a complaint form. A person reporting an incident under this policy may submit an official complaint form or report the incident or concern verbally or in writing to the following:

1. A Title IX Coordinator
2. The appropriate department chairperson, if the complaint is against a faculty member or instructor
3. The chief academic officer, if the complaint is against a faculty department chairperson
4. The president of Walsh, if the complaint is against the chief academic officer or some other officer of Walsh
5. Any member of the Board of Trustees, if the complaint is against the president of Walsh or a member of the Board of Trustees
6. The chief academic officer, if the complaint occurs in connection with a non-credit course or seminar
7. Walsh's human resources office, if the complaint is against a staff or faculty member, a third party, or if the person reporting is uncertain

Complaints and reports submitted per this policy and received by Walsh alleging violations of this policy will be sent to the appropriate Title IX Coordinator as promptly as possible.

Timeframe for Reporting

Complaints or reports of incidents should be submitted within one hundred eighty (180) days of the last act that the complainant believes was a violation of this policy. Walsh may investigate older allegations or investigate in the absence of a written complaint on a case by case basis, in the discretion of the Title IX Coordinator.

Investigation Process

Walsh will make every effort to resolve complaints under this policy and conduct investigations as promptly as possible. All investigations will be conducted in an impartial, fair, prompt and unbiased manner. The following complaint resolution procedure will be utilized for all Walsh investigations under this policy.

Initial Steps

An initial interview will be conducted between the complainant and the Title IX Coordinator (or another Walsh official, if appropriate), during which the investigation process and the options of informal resolution and formal investigation will be discussed. If the Title IX Coordinator decides that further action is required, an investigator will be designated and the investigation procedures outlined below will be followed. The investigator may be a Title IX Coordinator, an employee of Walsh or a neutral third-party investigator. The Title IX Coordinator will determine at this initial stage whether to issue interim protective measures to the complainant, and may issue such measures at any time during, as well as after, the investigation process.

Informal Resolution

If the complainant wishes to seek informal resolution, prompt notification of the complaint will be provided to the respondent and informal proceedings will begin. The investigator will attempt to achieve a mutually acceptable resolution. If a resolution is reached, a written record of the resolution shall be documented and maintained in accordance with applicable Walsh recordkeeping policies and the matter shall be considered closed. If a resolution has not been reached, further investigation will be undertaken if determined to be necessary. It is voluntary whether a complainant engages in the informal resolution process. The complainant may request that the matter proceed directly to the Formal Investigation stage. The complainant and respondent are expected to be respectful and keep the matter as confidential as possible during the process of an informal resolution.

Formal Investigation

At the start of a formal investigation, both the complainant and respondent will simultaneously receive written notice that an investigation has been initiated. The notice of investigation will include a description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigator and a copy of this policy. The formal investigation will entail interviewing the parties and relevant witnesses, and reviewing written statements, documents, records and other potential evidence. The complainant and respondent shall have equal opportunities to present relevant witnesses and evidence in connection with the investigation. The preponderance of the evidence (i.e., more likely than not) is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted under this policy. All parties (complainant, respondent, witnesses, support persons) are expected to be respectful and keep the matter as confidential as possible during the process of a formal investigation.

Investigation Outcome

When the formal investigation is completed, the investigator will prepare an Investigation Report. The Investigation Report will contain (1) the complainant's allegations of violations; (2) the respondent's reply; (3) relevant information provided by witnesses, documents, or other information obtained during the investigation; (4) a description of the investigation process; (5) analysis of evidence and findings of fact on each element of the complaint; and (6) any recommendation(s) considered pertinent to the disposition of the complaint.

The Title IX Officer will review the Investigation Report and determine if further investigation is needed. If the Title IX Coordinator has served as the investigator, an appropriate Walsh officer will make this determination. Once the Investigation Report is determined to be final, copies will be provided to the complainant, respondent, human resources (for employees and third parties) and the chief academic officer (for students and faculty). Additional Walsh officers will receive the final Investigation Report as determined appropriate by the Title IX Coordinator, with sensitivity to the privacy concerns of the parties.

The Title IX Coordinator will meet to discuss the Investigation Report with the appropriate Walsh officials to make a decision on the merits of the complaint, namely with human resources for employees and third parties and the chief academic officer for students and faculty. The decision as to the outcome of the investigation shall be made as soon as possible after this meeting. Both the complainant and respondent will simultaneously receive written notice of the investigation outcome. The notice of investigation outcome will include the findings as to whether there has been a policy violation, the rationale, sanctions or remedial measures (if any) and appeals information.

Sanctions or Remedial Measure for Policy Violations

If a policy violation is found, sanctions and/or remedial measures will be ordered by the Title IX Coordinator, based on meeting and discussion with human resources for employees and third parties and the chief academic officer for students and faculty. Remedial measures and sanctions will be determined on a case by case basis after a consideration of all relevant evidence. For students, sanctions might include: warning; probation; restitution; educational program; disenrollment from a course; deferred suspension; suspension; withholding, delaying, or revoking the conferral of a degree; and/or expulsion. For employees, sanctions might include: warning; change of work location; restitution; educational program; progressive discipline; suspension; demotion; and/or termination. Remedial measures will be aimed at eliminating the misconduct, preventing its recurrence and remedying its effects. Walsh's ability to take appropriate action against a third party will be determined by the nature of the relationship of the third party to Walsh. Unless appealed as described below, the Title IX Coordinator's decision shall be final.

Appeal Process

Any complainant or respondent who is not satisfied with an investigation outcome may file an appeal with Walsh's President via written letter or email no later than 30 calendar days after the date of the notice of investigation outcome. The appeal should be in writing and must be based only on one or more of the following appeal issues:

1. The investigation outcome is unsupported by the evidence, based on the preponderance of the evidence standard;
2. Prejudicial procedural errors impacted the investigation outcome; or
3. New evidence, not available at the time of the investigation that would substantially change the outcome of the findings, is now available.

Walsh's President shall: provide prompt written acknowledgement of the receipt of the appeal to the appealing party via email to the appealing party's Walsh email address; and notify the non-appealing party of the appeal via email to the non-appealing party's Walsh email address. If a party does not have a Walsh email address, the address information supplied to Walsh will be used.

Walsh's President's review will not involve a new investigation and will not consider evidence that was not introduced during the investigation, unless the new evidence was not available at the time of the investigation process and the appealing party provides a reasonable explanation for the lack of such availability. Walsh's President's determination shall be final.

Walsh's President shall respond to the appealing party no later than 30 calendar days after receipt of the written appeal.

General Requirements

Retaliation: Retaliation (e.g., adverse action or consequences) against any complainant or individuals cooperating in any investigation is prohibited and will not be tolerated. A person who believes that he or she has been subject to retaliation may file a complaint under this policy.

False Complaints: Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or intentionally misleads the investigator, may be subject to disciplinary action, as determined appropriate by Walsh. Such disciplinary action shall not be deemed to be retaliation.

Confidentiality: Walsh will make every reasonable effort to maintain confidentiality and privacy of all parties involved to the extent allowable in accordance with state and federal laws. Title IX Coordinators are not a confidential source of support. While they will address a complaint or report with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. Please see Walsh's Title IX webpage www.walshcollege.edu/title-IX for confidential resources.

Advisor: Throughout an informal resolution or formal investigation, the complainant and respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney, who is not otherwise a party or witness in the investigation. The advisor may accompany the complainant or respondent to any meeting with the investigator, however the advisor may not speak on behalf of the complainant or respondent or otherwise actively participate in any meeting.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all universities and colleges to publish specific information about their campus crime and security policies. The Walsh Annual Campus Security Report includes the required information:

- Campus security policies
- Reporting procedures
- Campus crime statistics for the most recent three years
- Information about crime prevention
- Access to campus

The Annual Campus Security Report information is available at www.walshcollege.edu/campussafety. A printed copy can be requested from:

Walsh
Facilities and Auxiliary Services
Campus Safety
3838 Livernois Road
Troy, MI 48083
248-689-8282

INFORMATION TECHNOLOGY USAGE POLICY

It is the policy of Walsh to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information. Walsh's goal with respect to information technology is to provide the following:

Student access to information anywhere on location through Walsh's network or off location through the Internet;

Faculty resources necessary to enhance teaching, learning, and research; and

Staff tools necessary for a responsive service environment.

This and all policies and procedures of Walsh are not intended to abridge academic freedom, constitutional guarantees of free speech, or freedom of expression. While the rights of academic freedom and intellectual creativity are recognized, the interests of Walsh, students, faculty, and staff must be protected. In addition to consideration of legal liability issues, the institutional image and reputation of Walsh are valuable assets requiring protection.

In accordance with these policies, Walsh works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues at Walsh and at other institutions without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction, or theft.

Walsh advises users that while it follows generally accepted information security practices and deploys effective safeguards, it cannot guarantee that its information technology resources are completely protected from cybersecurity risks and threats from individuals who possess the skill and desire to breach those security measures and commit malicious acts. In addition, the information transmitted to third parties is not under the control of Walsh and may be intercepted.

Walsh advises all users of personally-owned computers to protect themselves from cybersecurity risks by:

- Promptly installing security patches for the operating system and other software installed on the computer
- Using antimalware software and keeping the software updated
- Using a firewall
- Using strong passwords on all accounts
- Securing sensitive information such as accounts, passwords, financial and medical records by methods such as encryption and secure erasure
- Staying alert to common ploys of cyber criminals, such as PHISHING

Links to additional information about cybersecurity are available on the Walsh website: walshcollege.edu/ITHelpDesk.

In the final analysis, the availability of Walsh information resources, technology, and networks is the responsibility of its users. Each user must guard against abuses that disrupt and threaten the long-term viability of the systems at Walsh and those beyond Walsh. Walsh requires members of its community to act in accordance with these responsibilities; this policy; relevant laws; and contractual obligations; and to maintain the highest standard of ethics.

Acceptable Use Policy

The following policies define the privileges of and restrictions on Walsh students and non-Walsh account holders who are provided with accounts to access the information resources and information technology of Walsh. The policies include examples of activities that are detrimental to the welfare of the overall community and are therefore prohibited.

This section also describes the process by which violators are identified, investigated, and disciplined. It should be noted that some activities that are legal are in violation of this policy and are prohibited with respect to Walsh

information technology. Note that this policy does not apply to the employees, faculty and contractors who are governed by the policies of the Walsh Employee Handbook.

Walsh characterizes as unethical and unacceptable, and just cause for taking actions up to and including dismissal, and/or legal action, any activity prohibited by this policy statement.

Access to the information resources and information technology at Walsh is a privilege and must be treated as such by all users. The primary purpose of the information resources and information technology at Walsh is to fulfill the goals previously described. Use for other purposes, such as personal recreation, is secondary. A modest level of secondary use is permitted, but if secondary use activities interfere with fulfillment of the primary purposes of the technology, those activities may be terminated or restricted. Specific restrictions on use follow.

Walsh advises all users of its information resources and information technology that it has the right and the duty and will routinely monitor the use of its technology to prevent and detect any violations of these policies or applicable laws. Monitoring of use and investigation of suspected violations will be done routinely by the Office of Information Technology (OIT) and without prior notice. Investigations may also be initiated by faculty department chairs, officers and cost center directors of Walsh and will be carried out by the OIT department. Computer activity that may be monitored includes, but is not limited to:

- Files and data stored on Walsh computers
- Programs installed on Walsh computers and programs used on Walsh network
- Websites visited
- Electronic messages sent and received
- Information uploaded, downloaded and posted
- Usage levels
- Access to Sensitive (confidential) information

All of these computer activities are visible and verifiable by Walsh's network management facilities.

Unless otherwise indicated, the following are prohibited activities. This list may not be exhaustive. Additional prohibitions may be communicated to the community at any time:

- Students may not use any resource, equipment, or software to harass, discriminate against or threaten others. Such conduct may constitute a violation of Walsh policy, including but not limited to the Policy on Discrimination, Harassment and Sexual Misconduct in this handbook. Example: A student must not use the computer to contact another person repeatedly where no legitimate purpose exists and the recipient requests the communication to stop.
- Students may not steal, forge, lie, cheat, eavesdrop, intercept, attempt to intercept, or compromise information. They may not alter the content of a message with the intent to deceive.
- Students may not attempt to access or disclose any confidential or private information about Walsh, other students, staff, faculty or contractors. Confidential or private information includes, but is not limited to, personal information, health information, student records and Walsh business records.
- Students may not masquerade as another user. They may not misrepresent the identity of the sender or source of an electronic communication. They may not acquire or attempt to acquire or discover the passwords of others. Example: A student must not access or attempt to access the account of another student, even if the student left their account logged in. Tip: Always log out of an application when you are not using it or lock your desktop. Tip: Always use long and complex passwords that meet the Walsh password guidelines. Never use passwords that can be easily guessed or that may be found in a dictionary. If you believe someone may know or be using your password, change it and report the security policy violation to the Office of Information Technology (OIT).
- Students may not in any way destroy, damage, or alter any information, resource, equipment, or software, or monopolize computing resources. Example: Generating activities that consume excessive network bandwidth or other system resources causing or threatening to cause disruption of system availability. These activities could include "spam," sharing or downloading large files, using a file sharing service, or generating Denial of Service network packets. Example: Deliberately installing malicious software such as a worm, virus, key logger or rootkit. Example: Accessing and altering information without authorization.
- Students may not scan Walsh network for vulnerabilities without direct authorization from the OIT Director. Scanning of a separate non-production network Cybersecurity Lab or Virtual Lab is permitted when required for a class and authorized by the instructor.

- Students may not possess any software, resource, or equipment whose purpose is to affect a violation of any of these policies. Exceptions will be made for software, resources and equipment required or recommended for classes the student is currently enrolled. This exception does not give any student permission to use the software, resources or equipment to violate any of these policies. Example: Possessing on any Walsh-owned system account or on the student's personal computer those programs which may be used to determine the passwords of others, intercept network traffic or to obtain computer system privileges beyond those authorized.
- Students may not attempt to violate any of these policies. An attempt will be considered the same as a violation. Example: If a student attempts to obtain system privileges to which they are not entitled, the student is as guilty as if they had succeeded.
- Students may not create, possess, willingly receive, or distribute obscene material. Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to possess this material or to transmit it across state lines, even electronically.
- Students may not violate this Technology Usage Policy off-location anywhere in the world using Walsh resources. Example: An attempt to gain unauthorized entry to a Walsh computing resource such as the Walsh Student Portal, email etc, via any computer off Walsh location is treated as if the student attempted to gain access from a computer located on location.
- Students may not copy, install, or use any equipment, service, information, data, image, recording, or other work in violation of applicable copyrights or license agreements, including media file-sharing, streaming, or hosting. Example: If a student places on Walsh computing resources or uses Walsh's network to download to a personal device any material created by or belonging to others, they must have their documented permission to do so, and will be expected to produce written permission when proprietary or copyrighted material is involved.
- Students may not use Walsh's information resources or information technology for political purposes or non-Walsh commercial business or advertising. Students must not generate unsolicited commercial email unless they have express written authorization to do so from the appropriate authority. However, any officially sanctioned Walsh student group may maintain an official Web page that presents objective information about the group itself. Example: Individuals may not use Walsh owned statistics software on the academic shared systems to do work for off-location entities for which they are paid. Example (Permitted activity): The Young Democrats/Republicans may have a page that presents information about their activities and goals. They may not engage in the following activities, which is not an exhaustive list: endorsing a candidate for office; linking to a candidate's campaign site; or political fundraising. Example: The sending of unsolicited bulk email (spamming) is not allowed.
- Students may not make alterations to the Walsh network. They must not add or alter network components such as routers, wireless routers, firewalls or switches. They must not add to or alter cabling. They must not alter domain names or IP addresses. Example: A student must not add a wireless router to any Walsh network jack or port. Example: All IP addresses and domain names are owned and assigned by the Office of Information Technology. The Office of Information Technology may also restrict World Wide Web, ftp and other network services that interfere with fair network use by others.
- Students must take full responsibility for what they publish, download, transmit, or possess.

Policy Violations

Students should report any known or suspected violation of this policy or any computer security incident to the Director of the Office of Information Technology either directly or by email (OIT_Director@walshcollege.edu).

If Walsh suspects an individual of violating its technology policies, it may conduct an investigation of any equipment, device, software, documents, or data that is involved. Walsh may access, search, or retrieve related equipment as part of its investigation. It may also employ surveillance activities to aid in an investigation. All parties involved are expected to cooperate fully with the investigation.

Any action(s) that Walsh deems inappropriate can lead to disciplinary action up to and including academic dismissal and/or termination of employment, removal and/or ban from the facilities and/or filing of criminal charges.

SUBSTANCE ABUSE POLICY

Walsh will support activities and requirements of the Drug Free Workplace Act and Drug Free Schools and Campuses Act. It is a violation of Walsh policy for students, employees, or visitors to engage in the unlawful manufacture, distribution, possession, or use of a controlled substance on Walsh property.

Students in violation of the policy may face disciplinary action, including dismissal from the institution and/or appropriate criminal charges. Reinstatement to Walsh will be considered on a case-by-case basis. Reinstatement considerations will be reviewed only for students who have successfully completed a substance abuse program. Employees who are convicted of any criminal drug statute may be subject to disciplinary action up to and including termination of employment and/or be required to satisfactorily complete an approved drug abuse program at the employee's expense.

Walsh will provide information regarding the dangers of drug abuse and referrals for assistance programs.

STUDENT SERVICES

ACADEMIC ADVISING

The Admissions and Academic Advising office provides support programs and services to assist Walsh students in achieving their goals. Academic advisors are available to help students choose programs, majors, minors, and assist with selecting a career field. All students are encouraged to meet with an advisor during their first semester and thereafter as needed. Students are also encouraged to meet with an advisor if they experience academic difficulties, would like assistance selecting classes, have questions about their academic program, or seek tutoring assistance.

A student's academic program plan is located in the Walsh Student Portal and outlines the course of study at Walsh based on the Catalog in effect at the time of admittance. Students may change their degree program, major, minor, or update their program to the newest catalog year with approval of an advisor in the Admissions and Academic Advising office. All current admissions requirements and policies will apply.

Students are encouraged to review their program requirements each year. An advisor can confirm courses remaining for program completion and review the cumulative and major grade point averages to ensure that students are meeting the expected requirements. Students can check their progress by viewing their Program Plan through our online Walsh Student Portal system.

Throughout a student's course of study, concerns of a personal nature may be experienced that could hinder academic success. Academic advisors are qualified to offer options or appropriate referrals to external resources for any personal counseling issues.

Change of Major, Minor, or Degree Program

A student who would like to explore changing their major, minor, or degree program should schedule an appointment with an academic advisor to discuss available options. A student desiring to change their degree program, major, or minor needs to officially request this change in the Walsh Student Portal.

A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria for the new degree or major. The student will be placed on the most current program of study and a new Program Plan will be created. All current admissions requirements and policies will apply. In addition, international students must see the coordinator of international student advising so that proper changes can be made to their I-20s.

Disability Services

A student seeking reasonable accommodations based on a disability should contact a disability services representative within the Admissions and Academic Advising office immediately after being admitted to Walsh, or whenever he or she

requires an accommodation. A member of the disability services team will meet with the student to review documentation requirements and determine the proper course of action. The Admissions and Academic Advising office will implement reasonable accommodations in a timely manner where appropriate to provide access to education and programs at Walsh. Requests for accommodations should be made as far in advance as possible in order to provide disability services with ample time to make the appropriate arrangements.

New Student Orientation

The Admissions and Academic Advising office will provide new students the opportunity to become acquainted with Walsh's academic and administrative staff, policies, and student organizations. Information about location services and academic programs will be provided. The new student orientation is accessible in an online format, located in the Walsh Student Portal. New student orientation sessions will also periodically be offered in an on-ground format. Upon admission, students will receive information on how to access the online new student orientation and future dates for on-ground sessions.

Request for Guest Student Status

Students must request permission through the Admissions and Academic Advising office to enroll as a guest student at another institution. Enrolling as a guest student is permitted on an approved basis only. For more information, please refer to the Guest Student at Another Institution section of this handbook.

BOOKSTORE

Barnes and Noble has partnered with Walsh to provide bookstore services. The bookstore is located at the Troy location. The bookstore carries books for all locations including online classes. The store also offers spirit clothing, school supplies, and gift items. Information on textbook buyback, last day to use financial aid in the bookstore, extended hours, special events, and other useful information can be found at www.walshcollege.bncollege.com.

Ordering Textbooks

For the convenience of all Walsh students, Barnes and Noble has established a website, located at www.walshcollege.bncollege.com. Students may have books delivered to the Troy or Novi location free of charge, or shipped to their home or office (no P.O. boxes) for a small additional fee. Textbooks can also be paid for via financial aid or direct bill to employers on the website or in the store. Students who use these payment methods must contact the Troy location bookstore in advance of placing an order.

Book Buy-Back

Book buy-back dates for best prices will be posted each semester in the bookstores and on Facebook (www.facebook.com/walshcollegebookstore), and on Twitter (www.twitter.com/walshbookstore). Textbooks selected by Walsh instructors for use in the upcoming semester will be purchased from Walsh students at approximately 50 percent of the retail price until inventory requirements are met. Books brought in for buy-back after the stores' needs are met will be purchased at current wholesale prices. The bookstores provide wholesale book buy-back year-round. This service allows students to sell books even though they are not needed by our location stores. Prices paid under this program are determined by market forces and are set by the wholesale company. A driver's license or state ID is required to utilize book buy-back.

Textbook Refund Policy

A full refund will be given in the original form of payment if course materials are returned with original receipt within the first seven days of the school's semester.

With proof of a schedule change and a receipt, a full refund will be given in the original form of payment during the first 30 days of classes.

Textbooks must be in original condition.

No refunds on digital content once accessed.

No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.

No refunds on course materials will be given without a receipt.

Shipping and handling charges are not refundable.

Computer Software

Barnes and Noble offers a variety of computer software at great savings through a partnership with www.thinkedu.com/bn.

BUSINESS OFFICE

The Business Office collects tuition payments, processes tuition vouchers, and assists students with questions on charges, payments, and other accounts receivable issues.

Tuition and Fees

To obtain the current tuition and fee expenses and payment due dates, students should refer to the Tuition and Fees section of the Walsh Website, or contact the Business Office at business@walshcollege.edu, or call 248-823-1620.

Tuition Payment Methods

When registering for classes, students are entering into a financial obligation, which includes non-refundable fees. Students may make full payment of tuition and fees after registration. Refer to the Tuition and Fees section of the Walsh website for how to make a payment or utilize one of the following payment methods listed below.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Qualified Employer or Third-Party Voucher

This option is available to students whose employer or other third party pays Walsh directly for tuition and/or fees. The payment of tuition must not be dependent on grades. Only official employer vouchers or purchase orders will be accepted. Applications for vouchers will not be accepted. Direct billing of all third parties will take place after the add/drop period. Vouchers can only be accepted until the first day of the withdrawal period to avoid potential late fees. If vouchers are received after the payment due date, a 1.5% fee of the total balance will apply.

Submitting an employer or third-party voucher does not release a student's liability of tuition and fees. Students are responsible for any balance their voucher may not cover or if their employer fails to pay Walsh.

Financial Aid/Scholarship Payments

Students must complete and file all necessary paperwork to receive financial aid (including scholarships, grants, and loans). Please refer to the Financial Aid section of this handbook.

Financial aid/scholarship payments will be applied to student accounts after the add/drop period. Financial aid recipients are permitted to charge books to their account until the add/drop period is over. The bookstore will have a list of all eligible students. If aid exceeds the tuition and fees charges, a refund will be issued where appropriate. Refund checks are issued weekly.

If a balance remains on a student's account after aid is applied, payment is due in full by the first payment date.

GI Bill® Education Benefits

Students must complete and file all necessary paperwork to receive GI Bill® Education Benefits. Chapter of eligibility will determine how tuition and fees are to be paid to Walsh. Please refer to the Veteran Students section of this Handbook. Students are responsible for any balance not paid by their GI Bill® Education Benefits. Refer to the appropriate Benefit packet for more information and payment deadlines.

MET

Students that have a MET account set up with the State of Michigan need to inform the MET office that they will be attending Walsh. The MET office will submit the appropriate paperwork to Walsh indicating the balance in the MET account.

Account Statements

Account statements and FAQs are available online via the Walsh Student Portal by logging in to the portal. Go to the Walsh Student Portal tab under the Student Home page, and under Financial Information click "Accounts Receivable Statement." Students who have questions about their account balance or payment dates or need to request a copy of their statement should contact the Business Office at business@walshcollege.edu, or call 248-823-1620.

Student Financial Responsibility

Students are responsible for adhering to published refund dates when registering for courses and making the proper payments by the due dates. Students should refer to the Tuition and Fees section of the Walsh Website.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Submitting an employer voucher does not release the student's liability of tuition and fees. Students will be responsible for any balance the voucher may not cover or if the employer fails to pay Walsh.

Dropping courses is the responsibility of the student. Instructors and advisors do not register, drop or withdraw students from courses. Students are not automatically dropped for non-payment or non-attendance.

Note: Walsh does not mail printed statements nor send notifications prior to the payment dates. Students must view their account statements online via the Walsh Student Portal to check their account balance.

Policy on Non-Sufficient Fund Checks

Checks returned to Walsh that are not honored by the student's financial institution will be charged a non-refundable service fee per occurrence. The student will be notified and expected to pay the owed amount within five business days to avoid collection efforts. The check may be re-deposited only upon request by the student (if allowed by the student's financial institution). In the case of bank error, a written document directly from the bank or financial institution will correct the situation. After receipt of two non-sufficient fund checks, a student may no longer submit checks as a method of payment. Students who submit a non-sufficient check to register for classes (such as payment of a past due balance) will be dropped from registered courses (5 business days to submit payment does not apply). Refer to the "Indebtedness to Walsh" section of this handbook.

Tuition Refund Policy

See Student Financial Responsibility section of the handbook. Students may drop classes through the fourteenth day of the semester. After the fourteenth day of the semester students will have to withdraw from courses and no refund will be given during the withdrawal period. Students can add, drop or withdraw from courses online using the Walsh Student Portal or by submitting an add/drop/withdrawal request by mail, Walsh email, fax, or in person. Below is a breakdown of the Refund Policies:

- For courses dropped through the eighth day of the semester, 100 percent of tuition charges will be credited to the student's account.
- For courses dropped between the ninth and fourteenth day of the semester, 50 percent of tuition charges will be credited to the student's account.
- No tuition refund will be given for courses dropped after the fourteenth day of the semester (withdrawal period).
- International fees are non-refundable.
- Student Support fee is non-refundable unless all courses are dropped. 100% or 50% of the fee will be refunded based on when the last course is dropped. See refund dates.
- All accounts with credit balances will be issued a refund after the add/drop period.

NOTE: Dates pertain to 11-week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found on the Walsh Student Portal or in the course syllabus.

Tuition Refund Policy Affecting Financial Aid Recipients

See the Financial Aid section of this Handbook.

Exceptions to Tuition Refund Deadlines

If a documentable unforeseen and unavoidable circumstance occurs that prevents a student from attending their courses for the term, exceptions to the tuition refund deadlines may be granted. To be considered for an exception to the policy, the student must drop or withdraw from all course(s). Walsh does not automatically drop students from classes for non-payment or non-attendance. The last day to withdraw from courses is during the ninth week of the term (students should refer to the academic calendar each semester for drop and withdraw dates). Students receiving federal financial aid should refer to the section entitled "Tuition Refund Policy Affecting Financial Aid Recipients" in this handbook.

Requests for exceptions to the refund policy must be directed in writing to the Chief Financial Officer of Walsh and must be accompanied by a signed Tuition Exception Request form available on Walsh's Website. Any original documentation supporting the request should be included. Only signed Tuition Refund Exception Request forms, statements of request, and documentation with original signatures will be accepted. Faxed and emailed copies will not be accepted. Requests must be postmarked within four weeks after the start of the subsequent term (refer to the academic calendar for dates). Late requests will not be reviewed.

Requests will be reviewed by the Refund Exception Committee and a response will be sent in writing within 30 days. If the Committee determines that the request meets the criteria for an exception (a documentable unforeseen and unavoidable circumstance preventing a student from attending their courses), a 100 percent credit of the tuition charges will be credited to the student's account. Student Support fees are non-refundable unless all courses are refunded.

Examples of circumstances that may qualify for an exception include but are not limited to:

Illness or injury with signed doctor's note on original letterhead indicating inability to attend course(s);
Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice;
Involuntary work transfer or shift change with employer documentation; or,
Military deployment.

Tuition refund requests will not be granted for:

Conflicts between personal and class schedules;
Overtime;
Accepting a new position or voluntary transfer within current employment;
Loss of employer tuition reimbursement;
Difficult class schedules or non-attendance;
Missing posted refund dates, or;
Completed courses.

Tuition Rate Assessment

Tuition charges are billed at the level of the course in which the student enrolls. All 200 through 400 level courses are billed at undergraduate tuition rates. All 500 through 600 level courses are billed at graduate tuition rates. All 700 through 800 level courses are billed at doctoral tuition rates. Students should consult the Tuition and Fees section of the Walsh website for current tuition rates.

Indebtedness to Walsh

A student who is indebted to Walsh will not be permitted to register for classes, receive their diploma or certificate, and/or academic transcript. All indebtedness to Walsh must be paid in full and all materials and/or books borrowed

from the Library or a faculty member must be returned prior to the student receiving a diploma or certificate, and/or academic transcript. A student with a past-due balance will be sent to collections.

Tax Information

1098-T Forms will be processed for all students with billable tuition and fees during the calendar year by January 31. Students can sign up to receive their 1098-T electronically by signing up for electronic consent. To sign up for electronic consent or to view a 1098-T online, log in to the portal, select “Financial Information” on the Walsh Student Portal tab under the Student Home page, and selecting “1098 Electronic Consent” or “View My 1098-T Forms.”

Per IRS guidelines, institutions may use the amounts paid method (box 1) or amounts billed method (box 2). Walsh’s system supports the amounts billed method. Note that the taxpayer may not be able to claim a credit for the entire amount billed.

Walsh cannot provide tax advice or determine if students are eligible for a tax credit. Please consult a tax advisor or visit the IRS website at www.irs.gov. Tip: Search the IRS site for “Form 8863.”

W-9S

The IRS requires Walsh to collect and provide correct identifying numbers to file certain information returns such as Form 1098-T Tuition Statement. This is a social security number (SSN) or individual taxpayer identification number (ITIN). Please note that non-resident aliens who do not have income that is subject to tax are not required to supply this information to Walsh.

If the identifying number has not been provided, submit form W-9S Request for Student’s Taxpayer Identification Number and Certification.

Failure to provide the correct identifying number could result in a penalty from the IRS imposed on each incorrect document.

Submit the completed W-9S forms by December 1 to:

Walsh
Attn: Business Office
P.O. Box 7006
Troy, MI 48007-7006

CAREER SERVICES

The Career Services office assists current for-credit students and degreed-alumni in the pursuit of their career goals by providing career coaching, resume and cover letter reviews, job search strategies, mock interviews, topical workshops, confidence building sessions, and Strong Interest Inventory assessments. Additionally, they provide connections to many employers by hosting employer meet & greets, employer presentations, an annual Internship Connection, an IT Cyber Connections event, an accounting Meet the Firms, and two career fairs per year. Students and alumni can also participate in On-Campus Recruiting (OCRs), where employers interview students on location for a single day. Information about events and activities sponsored by Career Services, are emailed to students and alumni through the Career Services database at www.WalshCareerLink.com; therefore, it is important for students to activate their accounts, and review their Walsh emails regularly.

The Career Services office is located at the Troy location; however, appointments can be scheduled at the Troy, Novi, Port Huron, and University Center locations. Phone, Zoom, and email appointments are also available for your convenience.

It is recommended that students schedule an appointment with a career advisor during their first semester at Walsh to become familiar with the services offered and career events as well as establish a career action plan well in advance of graduation. Internships are an important part of preparing for a successful career transition and many employers interview and hire candidates well before graduation. Working with Career Services while pursuing your degree is strongly advised.

Some companies and organizations interview students utilizing the On-Campus Recruiting process. On-Campus Recruiting is primarily held twice a year, during October/November and February/March, however employers are able to set an OCR schedule at any time throughout the year. Students should plan to participate in on-campus recruiting at least three semesters prior to graduation. Accounting students interested in interviewing for positions at public accounting firms should plan to participate in October/November on-campus recruiting in their first semester at Walsh.

The initiative for finding employment remains with the student or graduate. Career Services cannot guarantee employment as hiring decisions are made by employers, but will assist individuals in their efforts to secure employment. Any student dismissed from Walsh is ineligible to utilize Career Services until reinstated.

Career Services Student Responsibilities

The manner in which students and alumni conduct themselves in the job search process affects the way employers view Walsh. Acting in a professional and considerate manner creates a positive impression and keeps employers coming back to hire students and graduates.

To be eligible for continued use of Career Services, students are required to:

Regularly update their resume, profile and contact information on file.

During OCR's, inform Career Services when a position is secured or the student is no longer seeking employment.

During OCR's, return phone calls or emails from employers and Career Services, even if the student is not interested in the position.

Prepare for interviews by researching the company and understanding the job responsibilities.

For off-location interviews, if an interview has to be cancelled or rescheduled, call in advance of the scheduled time to inform the employer. On-location interviews must be cancelled at least two business days prior to the interview in accordance with on-campus recruiting policies found on the Career Services Portal.

Be courteous and professional in interactions with employers and Career Services staff.

Ensure student's voice mail greeting and name of the email address is professional and appropriate for employers.

Follow other Career Services policies and procedures posted on the Career Services webpage.

LIBRARIES

Walsh Libraries collect and make available specialized professional print and electronic resources in support of the undergraduate and graduate curricula at both the Troy and Novi locations. The print collection consists of over 27,000 bound reference and circulating volumes, as well as more than 155 current periodical subscriptions. The EBSCO e-Book Collection consists of 20,000 titles that are easily downloadable to smartphones, laptops or e-readers. Walsh's extensive tax collection is one of the finest in the State of Michigan. The Library delivers 24/7 access to over 75 full-text online business databases which includes over 71,500 online periodicals and 35,000 e-books. Off-site access to these online resources, as well as to a variety of electronic reserve items, are available to all Walsh students, faculty and staff.

Walsh has fully staffed Libraries at its Troy and Novi locations. The Troy and Novi location libraries have computers available to students for research and class assignments. Students can telephone or e-mail the librarians with questions and requests, as well as visit the Troy or Novi locations for one-on-one assistance.

Walsh librarians provide reference services and deliver tailored classroom presentations. They are well versed with multiple citation methods and copyright compliance.

The Walsh Library supports student and faculty research needs through no cost interlibrary loan. The Library participates in the MeLCat patron initiated interlibrary loan program which allows direct patron borrowing from more than 430 libraries throughout Michigan. This statewide resource sharing initiative makes the holdings of most academic libraries in Michigan readily available to Walsh students, staff, and faculty. Walsh is also a member of DALNET (Detroit Area Library Network) which is a consortium of 18 academic, public and special libraries in Southeastern Michigan. OCLC is another interlibrary loan partner, making books and articles loans from libraries worldwide.

The Library discovery system and curated research guides provide students access to discipline specific information in areas such as: Accounting, Communication, Entrepreneurship, Finance, Human Resource Management, Global Business Information, Information Assurance, Legal Resources, Marketing, Operations Management, Organizational Change and Learning, Project Management and Tax.

The main library collection is housed in the Vollbrecht Library located in the Jeffery W. Barry Center at the Troy location. The Kaufman Library at the Novi location houses a smaller print collection of circulating books, reference materials and periodicals. Print materials are delivered between the two libraries for student and faculty convenience. Walsh students

attending classes at the Macomb University Center and SC4 University Center have library privileges through the Macomb Community College and St. Clair County Community College libraries.

OFFICE OF ALUMNI ENGAGEMENT

The Walsh Office of Alumni Engagement builds lifelong partnerships and connections with our students, alumni, and community partners. The Office of Alumni Engagement offers a variety of avenues for alumni to become engaged including networking with fellow alumni and students, participating in professional development opportunities, recruiting top Walsh talent for your hiring needs, engaging in our mentor program and enhancing the Walsh experience through philanthropic support.

Alumni are also welcome to get involved with the Walsh Alumni Association. The Alumni Association affords meaningful opportunities to connect with other alumni through exclusive events. We welcome your inquiry about all of our alumni programs at (248) 823-1298 or email alumni@walshcollege.edu.

RECORDS AND REGISTRATION

The Records and Registration office processes registration requests, student record changes, enrollment and degree verifications, graduation audits, transcript requests and diploma orders. The office also processes requests related to benefit certification for veteran students.

Academic Transcript Requests

Official student records, including transcripts, are privileged, confidential information and are not open to public inspection or released to a third party without the student's written consent. Therefore, transcripts must be requested in writing by the student or the student's authorized legal representative.

Walsh has partnered with the National Student Clearinghouse (www.studentclearinghouse.org) to offer an online option for ordering and receiving official transcripts. Transcripts ordered online can be delivered by email, U. S. Mail, or held for pickup at the Troy location. The processing fee for an electronic PDF version of official Walsh transcripts is \$5.00. This charge is paid directly to the National Student Clearinghouse, not to Walsh.

Walsh continues to produce and mail paper transcripts free of charge. Requests will be processed within 24-48 business hours. A Transcript Request Form may be obtained on location or online at www.walshcollege.edu/transcript. Requests for transcripts cannot be accepted via phone.

Official transcripts will not be provided for those with outstanding financial obligations. The eTranscript service is not available for students who last attended Walsh before 1990.

Transcripts issued directly to the student will be stamped "Issued to Student" and should be considered unofficial. In accordance with the Family Educational Rights and Privacy Act (FERPA), official transcripts issued to Walsh from previously attended colleges and universities are furnished in confidence and are considered part of the student's educational record. Therefore, duplication of the student's previous official college transcripts will not be permitted. Walsh does not fax academic transcripts to students, employers, or agencies under any circumstances.

Change of Student Personal Information

Students may update personal information such as address, phone numbers or employment by completing a Student Record Change form (available at any location or online) by sending a request from a Walsh email account, or by mailing or faxing a letter with the new information to the Records and Registration office. To ensure continued security of student information, students should use their student identification number on all Walsh forms. Name, Social Security number, and/or birth date changes must be accompanied by legal documents verifying that the information is correct at the time the request is made. Students are responsible for any communication sent by Walsh to the last address reported to the Records and Registration office.

Degree Posting

Degrees are posted to transcripts four to six weeks after the completion of a student's final semester. A congratulatory letter from the president is then mailed to the address that is on file for the student.

Diplomas

Students will be notified by mail that their diploma has arrived at Walsh approximately six to eight weeks after the completion of their final semester. They are given the option for the diploma to be mailed to their home address or picked up at a location.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law designed to protect the privacy of education records. The Act provides students the right to inspect and review their education records; the right to seek to amend those records on the grounds that they are inaccurate or misleading; and to have some control over disclosure of information from the records. The educational records of currently enrolled and formerly enrolled students are protected under FERPA, unless the student is deceased. For purposes of FERPA, a student is defined as a person who has applied, has been admitted and has enrolled in classes. A student has the right to file complaints with the Family Policy Compliance Office, in the Department of Education, for failure of Walsh to comply with FERPA.

At its discretion, Walsh may provide “directory information”, should that information not be considered harmful to the student or an invasion of privacy if disclosed, in accordance with the provisions of FERPA. Walsh defines the following items as “directory information” and may permit disclosure without written consent of the student:

- Name
- Home address
- Phone numbers
- Current or past enrollment status
- Academic program/degree
- Honors recognition/awards
- Participation in officially recognized activities
- Graduation information including degree earned, major, specialization, certification, honors, and awards received and/or date of graduation
- Dates of attendance
- Photographs
- Walsh email address

Current or former students may request that Walsh not release any directory information. The request must be made in writing to the Registrar and Director of Records and Registration. Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student’s educational record not listed as “directory information” may be disclosed to third parties only with the prior written consent of the student. This written authorization must identify the individual or agency’s name and address and phone number, and specify the records to be released.

FERPA authorizes disclosure of educational records without the consent of the student under certain circumstances, including but not limited to:

- School officials with legitimate educational interest. A school official is a person employed by Walsh in an administrative, supervisory, academic, research, or support staff position; contractors, consultants, volunteers and other non-employees performing institutional services and functions or outsourced services (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks
- A vendor or outsourced service provider may be considered a school official as long as they perform an institutional function for which Walsh would otherwise use employees, is under direct control of Walsh, and is subject to the requirements of CFR 99.31(a) governing the use and re-disclosure [CFR 99.33(a)(1)] of personally identifiable information from education records. The person or company with whom Walsh has contracted is limited to only the specific student information needed to fulfill their contract
- Officials of other schools in which the student seeks or intends to enroll
- Federal, state, and local authorities involved in an audit or evaluation of federal legal requirements for compliance with education programs
- Veterans Administration officials

- Persons or organizations providing financial aid to students if the information is necessary to determine eligibility for an amount of aid, conditions of aid, and to enforce the terms and conditions of aid
- Organizations conducting studies for or on behalf of educational agencies or institutions
- Accrediting organizations carrying out accreditation functions
- Parents of dependent students according to the Internal Revenue Code of 1986
- Comply with federal law (e.g. the U.S. Patriot Act), a judicial order or a lawfully issued subpoena
- Persons in an emergency if the information is necessary to protect the health or safety of students or other persons
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the institution may disclose the final results of the disciplinary proceeding
- Interested individuals in connection with the final results of an institutional disciplinary proceeding to include only the name of the student, the violation committed and any sanction imposed by the institution
- The parent of a student under 21 if the institution determines that the student has committed a disciplinary violation of its drug or alcohol rules or policies or violation of any federal, state, or local law

A school official has legitimate educational interest in the protected education records if the official is:

- Performing a task that is specified in the official's position description or contract agreement; related to a student's education; or related to the discipline of a student
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
- Maintaining the safety and security of the location
- Legitimate educational interest does not include having a curiosity about the academic record or disciplinary proceedings with regard to a student without some legitimate academic reason
- All records of all students are not open to all faculty or staff at Walsh regardless of access
- Consult with the Records and Registration office if you have any question about whether a legitimate educational interest exists in connection with a request for student data

Student Identification Number

Students are required to submit Social Security numbers with their Federal and state financial aid applications, loan programs forms, scholarship, and veteran certification forms. Upon admittance to Walsh, students will be issued a unique student identification number that will serve as the primary student identifier in maintaining permanent academic records. The student identification number should be used with all transactions such as registration, add/drop, transcript request, certification request, financial transactions, and internal financial aid, scholarship, and veterans' forms. Since the student identification number is a unique identifier, students should guard its security carefully.

A student who forgets their student identification number can obtain it in several ways: online through the Walsh Student Portal, in person at any location (with picture ID), from the official Program Plan (created upon admission), or by calling the Records and Registration office.

Social Security numbers or student identification numbers are not released to agencies or individuals outside Walsh without the written permission of the student, except as permissible under the Federal Educational Rights and Privacy Act (FERPA).

TUTORING

Walsh takes a very supportive position in assisting students and offers tutoring services for selected courses each semester. Tutors are valuable resources when students are experiencing academic difficulties or wish to increase their level of understanding in a subject area. Although every effort is made to have tutors available for every student who needs one, Walsh cannot guarantee that there will be a tutor for every class. Students are encouraged to request a tutor as early in the semester as possible to better ensure the chance of obtaining a tutor. Students requiring a tutor should contact Student Academic Success Services, or go online to myportal.walshcollege.edu, and click "Student Services/Tutoring," then

“Find a Tutor.” Once the student completes and submits the Tutor Request form, they can select and contact a tutor from the online tutor list. All tutoring is free of charge.

Walsh has received a grant to provide tutoring labs for accounting, communication, finance, statistics, and quantitative methods courses. English as a Second Language (ESL) tutoring sessions are also available. These labs are on a walk-in basis and are free of charge to students. The schedule of labs is posted on the Walsh portal.

STUDENT ORGANIZATIONS

Walsh encourages students to get involved in student organizations and activities to explore their interests, develop leadership skills, and build a professional network. For more information, contact the Office of Student Life at 248-823-1394 or studentlife@walshcollege.edu.

Accounting and Taxation Student Organization

The mission of the Accounting and Taxation Student Organization (ATSO) is to build relationships between students, alumni, and business professionals through networking opportunities and philanthropic outreach. ATSO partners with professionals and organizations in the accounting and taxation field to sponsor company tours and guest speakers that foster social interactions and provide educational experiences for members. For more information, visit www.walshcollege.edu/ATSO.

Delta Mu Delta

Delta Mu Delta is an international honor society in business administration. The Gamma Eta chapter of Delta Mu Delta was established at Walsh in 1976, becoming the 79th chapter nationwide. Membership is by invitation only. Four times a year, qualifying students are mailed an invitation to join. Delta Mu Delta candidates/graduates are noted in the Walsh commencement program. For more information, visit www.walshcollege.edu/delta-mu-delta.

Information Technology Student Association

The Information Technology Student Association (ITSA) welcomes students to explore their interests in the field of information technology including eSports, project management, and cybersecurity. The association creates an educational environment for the Walsh community to learn best practices and trends related to information technology through workshops, guest speakers, and more. For more information, visit www.walshcollege.edu/ITSA.

International Student Organization

The International Student Organization (ISO) is dedicated to enhancing a global location environment among international and American students. The organization advocates bringing different cultures together to encourage friendships and celebrate diversity. For more information, visit www.walshcollege.edu/ISO.

Investment Club

The Investment Club provides an opportunity for members to meet and discuss topics and techniques in the investment industry. Guest speakers provide insight on financial markets and career opportunities in the investment field. Members gain hands-on experience in the Finance Lab, where they can learn and utilize the software programs that drive the financial marketplace. For more information, visit www.walshcollege.edu/investment-club.

Marketing Association

The Marketing Association is an excellent resource for students interested in building a professional network within the marketing community. Through guest speakers, company tours, and possible consulting projects, students are exposed to topics such as strategic marketing, product management, social media, public relations, digital marketing, and more. Members are expected to offer their time and talents as a means of fostering comradery and building an association with other marketing professionals. For more information, visit www.walshcollege.edu/marketing-association.

MBA Association

The MBA Association provides graduate students with professional and educational growth opportunities in order to create a community of business minded individuals from different backgrounds and professions. The association hosts networking events, guest speaker panels, and volunteer activities for members to learn and build connections that will help them excel and advance in their careers. For more information, visit www.walshcollege.edu/mba-association.

Student Government Association

The role of the Student Government Association is to create an engaged college community by encouraging participation in student organizations and location activities. Students involved in the Student Government Association play an important role in increasing awareness of the opportunities students have to get

involved and make the most of their Walsh experience.
For more information, visit
www.walshcollege.edu/student-government.

Student Veteran Organization

The Student Veteran Organization is an official chapter of the Student Veterans of America. The organization acts as an advocate for veterans on location and supports their unique educational needs. Members have opportunities to learn how to apply their military experience to the professional world through career workshops and seminars. For more information, visit www.walshcollege.edu/student-veteran-organization.

WALSH LEADERSHIP

EXECUTIVE MANAGEMENT

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Executive Vice President and
Chief Academic Officer
Professor, Economics and Finance

Elizabeth Barnes, BBE, SHRM-SCP

Vice President and
Chief Human Resources & Administrative Officer
Secretary, Board of Trustees

Susan Foley, BS

Vice President and
Chief Advancement Officer
Secretary, Walsh Foundation

Helen Kieba-Tolksdorf, BS, MBA, CPA, CGMA

Vice President and
Chief Financial Officer & Treasurer
Treasurer, Walsh Foundation

Patricia Swanson, BBA, MS

Vice President and
Chief Marketing & Enrollment Officer

ADMINISTRATORS

Catherine Berrahou, BS

Director
Student Financial Aid

Monique Cardenas, BA, MA

Director
Academic Administration

Stacy Johnson, BA, MSA

Registrar and Director
Records and Registration

Jacob Klein, BS

Executive Director
Office of Information Technology

Karen Mahaffy, BA, MSM

Executive Director
Admissions & Enrollment Services

Caryn Noel, BA, MLIS

Director
Library

Brenda Paine, BS, M.Ed, Ph.D.

Director
Career Services

Kelly Perez-Vergara, BA, MS

Assistant Vice President
Institutional Research

Heather Rinkevich, BS, MA

Director
Academic Advising

Victoria Scavone, BBA, MSM

Assistant Vice President
Academic Administration

Drew Smith, BA, MA

Director
Online Learning

Christine Stout, BA, MSM

Assistant Vice President
Facilities & Auxiliary Services

Jason Sweet, BPA, MBA

Director
Admissions & Outreach

WALSH FACULTY

Full-Time Faculty

Louise August

Professor
BAcct, MSF, Walsh College
Ph.D., University of Michigan
Post-Doc, University of Florida
CPA

William Bateman

Professor
BBA, Western Michigan University
MSM, Walsh College
DBA, Nova Southeast University
CVA

Richard Berschback

Distinguished Associate Professor
BS, MBA, University of Detroit
CPA

John Black

Associate Professor
Chair, Accounting
BS, MBA, Wayne State University
CPA, CMA, CIA

Richard Davidson

Associate Professor
Chair, Taxation and Business Law
BS, University of Detroit
JD, LL.M., Wayne State University
CPA

David Dieterle

Professor
BA, MA, MA Central
Michigan University
MAT, Purdue University
Ph.D., Michigan State University

Philip Fioravante

Associate Professor
BS, Michigan State University
MBA, Wayne State University
Ph.D., Capella University
FCIM

Laura Frost

Professor
BS, Lawrence Technological
University
MBA, University of Michigan
DM, University of Maryland

Maria Gisting

Professor
BBA, M.Ed., Saginaw Valley State
University
Ph.D., Michigan State University
CPA

William Greshak

Professor
BBA, MSF, Walsh College
JD, Wayne State University
CFE, CMA

Christopher Heiden

Associate Professor
BBA, Walsh College
MS, Central Michigan University
MS, Dakota State University

Michael Levens

Professor
Chair, Marketing
BS, Kettering University
MBA, Bond University
Ph.D., Capella University
Post-Doc, Tulane University
FCIM

Joseph Lipiec

Associate Professor
BS, Embry-Riddle
Aeronautical University
MSPA, Walsh College
CPA

Lee Meadows

Professor
BA, MA, Ph.D., Michigan
State University

John Moore

Professor
Chair, Finance and Economics
BBA, University of Notre Dame
MSF, Walsh College
MA, Ph.D., Wayne State University
CPA

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BA, University of Michigan –
Dearborn
MA, Ph.D., University of Illinois at
Urbana –Champaign

Thomas Petz

Assistant Professor
BS, Wayne State University
MSIA, Walsh College
CISSP

Terri Richards

Professor
BBA, Rochester College
MSM, Walsh College
Ph.D., Capella University

Michael Rinkus

Professor
BS, Wayne State University
MA, Central Michigan University
DBA, Lawrence Technological
University

Ann Saurbier

Professor
Chair, Management
BS, Miami University
MSM, DM, Walsh College

Marla Scafe

Professor
BS, Michigan State University
MS, Purdue University
Ph.D., University of Oklahoma

David Schippers

Assistant Professor
Chair, Decision Sciences
BS, MS, Ferris State University
D.SC Capital Technology University
CISSP

Jenny Tatsak

Professor
Chair, Business Communications
Director, Center for
Teaching & Learning
BS, MA, Eastern Michigan
University
Ph.D., Wayne State University

Gregory Todd

Associate Professor
BS, Western Michigan University
MA, Wayne State University
MSF, Walsh College
CMA

For a complete listing of Walsh Clinical and Adjunct faculty, please visit www.walshcollege.edu/faculty.

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General Motors Corporation

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Commercial Agent
Brown & Brown Insurance of Detroit, Inc.

Thomas W. Proctor

Chief Executive Officer
White Light Capital LTD.

Madhava Reddy

President and Chief Executive Officer
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Doug Slocum

Executive Advisor to the CEO
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Detroit Free Press

A. Mark Zeffiro

WALSH HISTORY

1922

- Mervyn Walsh leaves his job as Thomas Edison's accountant to buy a franchise to teach the Pace Method of Accounting. He opens the Walsh Institute in Detroit's Capitol Theater on September 18.
- Twenty-three students enroll. Tuition is \$60 a semester.

1928

- Enrollment reaches 286 students.
- Seven graduates organize the Walsh Institute Alumni Association.

1930

- Alumna Grace Dimmer becomes Michigan's first woman to earn the CPA designation.

1947

- Walsh Institute marks its 25th anniversary.
- Enrollment reaches 1,508, in part due to the GI Bill.

1965

- William C. Stewart becomes the Institute's president on the retirement of Mervyn Walsh.
- Walsh trustees determine that the Walsh Institute will change its educational charter by having its own building, offering an accounting curriculum approved by the State Board of Accountancy, and receiving State Board of Education approval.

1968

- Walsh Institute is renamed Walsh College of Accountancy and Business Administration, an upper-division college offering coursework for juniors and seniors who have finished two years at community colleges and four-year institutions.
- Walsh purchases 20 acres of farmland from Morris Wattles for a new location in Troy.

1969

- Ground is broken for a new 10,000-square-foot location in Troy.

1970

- Walsh names Jeffery W. Barry as its third president.
- The Troy location opens.
- The State of Michigan authorizes Walsh to grant degrees.

1973

- Walsh adds a Bachelor of Business Administration degree.

1974

- Walsh offers its first graduate degree: a Master of Science in Taxation.
- A 7,400-square-foot addition to the Troy location triples the size of the library and adds two lecture halls, a bookstore, and a student lounge.

1975

- The North Central Association of Colleges and Schools (NCA) accredits Walsh.

1978

- Walsh opens a Port Huron location and expands the Troy location.

1980

- The Master of Science in Professional Accountancy (now the Master of Science in Accountancy) is offered.

1982

- Walsh adds the Computer-based Information Systems major to the BBA program.
- Walsh marks its 60th anniversary.

1984

- Mervyn B. Walsh, the Walsh Institute founder, dies at the age of 93.

1986

- Walsh offers extension courses at Macomb Community College, Royal Oak Shrine High School, and Detroit's Renaissance Center.
- Walsh offers a Master of Science in Finance degree.

1988

- Marketing is offered as a new major in the BBA program.

1989

- A Master of Science degree in Management is offered for the first time.
- A capital campaign is launched to increase the scholarship program and the size of the facility.

1990

- A \$4.2 million addition to the Troy location is completed. It includes a cafeteria, a computer lab, and faculty and administrative space, among others.

1991

- Walsh names David A. Spencer the fourth president upon the retirement of Jeffery Barry.
- Walsh begins offering courses at the Macomb Community College University Center in Clinton Township.

1992

- Four Walsh women are among the top 100 scorers on the CPA exam in the United States.
- Eija Roulson, MSPA '93, earns the highest score on the Michigan CPA exam and the second highest score in the United States.

1993

- After surveying students, faculty, community leaders, and business owners, Walsh administrators decide to build a new location in Novi.

1996

- In response to changing workplace needs, Walsh offers a Master of Science in Information Management and Communication degree.

1997

- Walsh observes its 75th anniversary with business discussions and speakers, a book entitled "The History of Walsh," a dinner, and a homecoming at the Troy location coinciding with the day of the first Walsh Institute lecture.

1998

- Walsh opens the location in Novi, launches an MBA degree, and offers its first online courses.

1999

- Keith A. Pretty becomes Walsh's fifth president.

2000

- Walsh launches a long-range strategic action plan to see it through the next century.
- A Master of Arts in Economics and a Master of Science in Business Information Technology are offered.

2001

- The Higher Learning Commission of the North Central Association reaffirms Walsh's accreditation and allows Walsh to offer fully online degree programs.

2002

- Walsh revises the Accounting program to fulfill the 150 hours of instruction required by the State Board of Certified Public Accountants and allows accounting students to receive both bachelor's and master's degrees.
- The Michigan Association of CPAs names Accounting Department Chair Richard D. Berschback "Educator of the Year."

2003

- The National Security Agency and Department of Homeland Security designate Walsh as a Center of Academic Excellence for Information Assurance Education for mapping curriculum to government standards.
- The Bachelor of Science in Business Information Technology and the Master of Science in Managing Manufacturing Operations degrees are offered.

2004

- The Walsh Foundation is officially formed for the acceptance of charitable gifts.

2005

- The Master of Science in Information Assurance degree is offered entirely online.

2006

- Stephanie W. Bergeron, vice chair of the Board of Trustees, is named interim president of Walsh.
- A Doctor of Management in Executive Leadership, the first doctoral degree, is offered.
- Ground is broken for a 36,000-square-foot, two-story addition named for Walsh President Emeritus Jeffery Barry, who died July 8.

2007

- Stephanie W. Bergeron is named the sixth president of Walsh.

2008

- A team of Walsh graduate students win the Association for Corporate Growth (ACG) Detroit Cup MBA Business Case Competition.
- The Jeffery W. Barry Center addition opens for classes at the Troy location and is later certified

Leadership in Energy and Environmental Design (LEED)[®] Gold by the U.S. Green Building Council.

2009

- Walsh offers a dual MBA/MSF degree.
- More than 3,000 people attend 102 skill-building workshops in a free “Take Charge” program developed for displaced workers.
- Walsh offers courses at St. Clair County Community College and Wayne County Community College District.

2010

- The Association of Business Schools and Programs (ACBSP) accredits Walsh’s degree programs.
- Walsh adds its LaunchPad program with the help of a grant from the Blackstone Charitable Foundation. LaunchPad is designed to help entrepreneurs with their business ideas.

2011

- The Higher Learning Commission of the North Central Association of Colleges and Schools reaffirms Walsh’s accreditation.

2012

- Walsh observes its 90th anniversary with homecoming celebrations at the Troy and Novi locations.
- Walsh grants its first doctoral degree.

2013

- An award-winning, 1,400-square-foot Finance Lab opens for students, with 12 Bloomberg terminals, large flat-screen televisions tuned to market and financial reports, and breakout rooms where students can examine current market conditions, trends, and discuss future projections.
- Walsh holds its 100th Commencement Ceremony in January.

2014

- The Board of Trustees approves a 55,000-square-foot renovation of the Troy location to enhance student learning experiences, including an expanded business-communication focused success center, student lounge, and “one-stop” student services center.
- Walsh launches a Master of Science in Marketing, the only one of its kind in Michigan. Walsh also begins to offer dual MBA degrees in Management, Marketing, and Information Technology Leadership.
- Walsh students capture ACG Cup for the fourth time (2008, 2011, 2013).

2015

- For the second consecutive year, Walsh is one of 75 select national institutions ranked as a “Best for Vets Business College” that provide high-level assistance for service members, veterans and their families by The Military Times.

2016

- A grand opening is held for the Troy location addition and renovation.
- A Decision Sciences Department is formed.
- A Cyber Lab opens for students.
- Walsh offers a new Cybersecurity concentration in its highly regarded Master of Science in Information Technology degree program to meet the increased demand for advanced education.
- The Walsh Master of Science in Taxation program is ranked fifth in the nation and the Walsh Master of Science in Accountancy program is tied for sixth in the nation by the TaxTalent.com on the Top in Tax Educational Survey of employers.
- The Walsh undergraduate degree program in accounting with a CMA concentration earns endorsement by the Institute of Management Accountants (IMA).
- Walsh receives ACBSP accreditation for its Master of Science in Marketing and Master of Science in Management degrees.

2017

- Walsh President and CEO Stephanie W. Bergeron retires and receives the title of President Emerita.
- Marsha Kelliher becomes Walsh’s seventh president and CEO.
- Walsh offers a Master of Arts in Business program.
- The Troy location addition receives LEED Silver Certification.

2018

- The Inauguration of President Kelliher is celebrated at the Detroit Opera House.
- Cutting edge IT curriculum introduced.
- Walsh launches the FastTrack program.
- The Walsh Now program is introduced.
- Walsh offers year-round registration.
- Walsh celebrates 20 years of Online Education.

2019

- Walsh offers a Bachelor of Business Administration in Human Resource Management degree.
- Walsh offers a Bachelor of Science in Applied Management degree.

- Walsh offers a Master of Science in Organizational Leadership degree.
- The Doctor of Management is reinstated.
- Walsh's Online MBA is internationally recognized as a Tier One Global Online MBA by CEO Magazine.
- Walsh marks over 50 years of Community College Partnerships.

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Notice of Nondiscrimination

Walsh strives to maintain an environment free of discrimination and harassment. Walsh prohibits discrimination or harassment based on any protected status on the basis of such legally protected characteristics as a person's race, color, religion, gender, age, height, weight, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. Walsh complies with all applicable federal and state laws regarding nondiscrimination including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination and Employment Act of 1967, Michigan's Elliott-Larsen Civil Rights Act and Michigan's Persons With Disabilities Civil Rights Act

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