Walsh Student Handbook

2021-2022

June 1, 2021

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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.

Academic Calendar & Important Dates

	FALL 2021	WINTER 2022	SPRING 2022	SUMMER 2022
*Doctoral Program Admission	Through September 28	N/A	Through April 3	N/A
Graduation Application Deadline	August 1	November 1	February 1	May 1
Payment period begins	August 16	December 6	February 28	June 13
Semester Begins	September 22	January 3	March 28	July 11
Last Day to Register or Add Classes	September 28	January 9	April 3	July 17
Last Day for 100% Tuition Refund	September 29	January 10	April 4	July 18
Last Day to Drop Classes/50% Tuition Refund	October 5	January 16	April 10	July 24
Financial Aid & Scholarship Disbursement Begins (processed weekly)	October 6	January 17	April 11	July 25
Withdrawal Period Begins	October 6	January 17	April 11	July 25
Payment due date (pay in full date)	October 14	January 27	April 21	August 4
First late payment fee applied	October 15	January 28	April 22	August 5
Second Late Payment fee applied	November 15	February 15	May 15	August 15
Last Day to Withdraw	November 23	March 7	May 29	September 12
Holiday Recess (No Classes)	November 24 – November 28	January 17	May 30	September 5
Final Exam Week	December 6 - 11	March 15 - 21	June 7 – 13	September 19 - 25
Semester Ends	December 11	March 21	June 13	September 25
Grades Due	December 14	March 23	June 15	September 27
Third late payment fee applied	December 15	March 15	June 15	September 15
Commencement	TBD	TBD	TBD	TBD

Note: Dates listed above are for 11-week courses. If your course meets for less than 11 weeks, please check the syllabus or Self-Service for Students for important dates.

*For the academic year 2021-2022, Doctoral students can be admitted to the program for the fall and spring semesters only.

General Information

Mission, Vision, and Values

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 Labor and Economic Opportunity to grant bachelors, masters, and doctoral degrees and certificate programs.

- The State of Michigan Department of Labor and Economic Opportunity as an institutional participant with the

National Council for State Authorization Reciprocity Agreements.

- The State of Michigan Department of Labor and Economic Opportunity to train veterans and eligible persons under benefits of Title 38 of the United States Code.

- The Student and Exchange Visitor Program (SEVP) to admit international students.

- The State of Michigan Department of Labor and Economic Opportunity as an educational provider for qualified programs under 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.

- Michigan Veterans Affairs Agency as a Gold Level Veteran - Friendly School.

- GI Jobs Magazine as a Military Friendly school.

Endorsements and Alignments:

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

- The Master of Science in Finance is a CFA Institute-affiliated program. Curriculum is aligned with the most current practice of investment management and Chartered Financial Analyst (CFA) learning objectives are woven throughout the program.

- The Master of Science in Management Human Resource Concentration and Human Resources Management Certificate are aligned with the Society for Human Resource Management (SHRM) curriculum requirements. As a result, our MSM-HR and HRM Certificate students benefit from a special eligibility provision to take the SHRM-CP certification exam.

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 | 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. Individual 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 references for source materials

- Produce clear and concise documents

Problem Solve

- Identify a problem in an organizational context

- Define the problem

- Summarize potential problem 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 Brand

Our Brand

In today's diverse business environment, we leverage our brands to meet the unique needs of our partners, communities and students. In 1968 we became Walsh College of Accountancy and Business Administration, but we are recognized by our trademarked names Walsh, Walsh College, and Mervyn B. Walsh International University.

The Walsh taglines include, "Not your typical business school", "Live, Breathe, Business" and "Proud sponsor of those who do".

Our 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 Resources

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. 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.

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.

Walsh Student Email Account

All students are assigned a Walsh email address and are required to access their Walsh email account regularly. Walsh uses Okta single sign on technology in conjunction with multifactor validation to secure all user authentication. All Walsh websites that contain personally identifiable information are digitally secure and encrypted, protecting 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 campus are equipped with LCD projectors that are used during presentations by instructors, facilitators, and students. 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. In addition each classroom contains web cameras with microphones which enable online remote distance education capabilities. Classrooms also contain the ability for wireless presentation from any mobile device within the classroom.

The Troy campus is also furnished with a technology enhanced 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 equipment, Dell servers and EMC storage infrastructure. 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 VMWare Virtual Lab also provides students with practical real world 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, online magazines and journal subscriptions. These tools allow students to access information online from anywhere, at any time.

Secured information is stored behind firewalled and password-protected systems; most applications utilize only one username and password and automatically pass through from one system to another without further intervention. Public and guest wireless Internet access is available throughout the campus. 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: a blended course is a 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 community college partner or offsite (non-Troy campus) locations to complete a VB course.

Virtual Hybrid (VH Section) course: in a hybrid course, the course is held in the traditional classroom or can be accessed remotely in real time via the College's chosen video conferencing software. Additionally, some of the course content will be delivered online via the College's chosen Course Management System (CMS). Students will be notified of the balance of real time (classroom or remote access) and online instruction in their syllabus. Students choosing to access the class remotely will not be required to come to campus for any of the course components. However, students may be required to take exams on campus or at an approved proctored location.

Virtual Synchronous (VS section): in a virtual synchronous course, the course is not held in the traditional classroom. A portion of the course requires the simultaneous participation of students and faculty in real time via the College's chosen video conferencing software. The remainder of the course content will be delivered online via the College's chosen Course Management System (CMS). Students will be notified of the proportion of real time and online instruction in their syllabus. Students will not be required to come to campus for any of the course components. However, students may be required to take exams on campus or at an approved proctored location.

Online Course Orientation
Walsh's chosen Course Management System (CMS) is Moodle. The free and no credit Moodle orientation (MDL*001*R1) is mandatory for all students. MDL*001*R1 must be taken prior to the start of the first course. After registering, Moodle access will be granted within 24 hours.

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 Student

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 Student

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 Student

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 Student

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 Student at Walsh

Students pursuing a degree at another accredited institution may enroll in selected courses at Walsh under the status of guest student. Accredited institutions are accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org.

The Michigan Uniform Guest Application must be submitted each semester to attend as a guest student. The Michigan Uniform Guest Application is not transferable to another semester or for another course. It is the responsibility of the guest student to obtain home institution approval to accept the course and credits earned. Walsh reserves the right to deny guest status and/or to limit the number of courses taken as a guest student. Accepted guest students may enroll in classes. Guest students will be required to meet course prerequisites or obtain approval. 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 Student at another Institution

Walsh students may request to enroll in coursework at another accredited college or university under the status of guest student. The student must receive approval from their academic advisor 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 Executive Director, Admissions and Enrollment Services or designee. It is the student's responsibility to verify that the institution is accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org.

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 Student

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 Student

After being admitted to Walsh, a student who attends school on an F-1 visa and requires an I-20 Form should contact their international student enrollment advisor/DSO 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 (p. 34) section of this Student Handbook for additional requirements.

Student Enrollment Classification

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

Undergraduate Students

Status	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

Status	Semester Credit Hours
Full Time	6 or more
Half Time	3-5
Less than Half Time	1-2

Doctoral Students

Status	Semester Credit Hours
Full Time	6
Half Time	3

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 Degree 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. It is recommended admissions applications be submitted minimally one week prior to the start of the semester in which they first plan 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 upon receipt of all required documents 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 begin 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. Transcripts eamiled from, forwarded, mailed, or 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 (p. 34).

Evaluation of academic credit based upon all previous college coursework taken at the 100 or 1000 level and above will take place upon receipt of transcripts. 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." Transfer policies are practiced along state and federal guidelines. Upon completion of the evaluation, applicants will receive their admission letter via e-mail and the admissions portal reflecting the status of their admission to Walsh.

Applicants may contact Admissions 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 degree 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 Enrollment 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 enrollmentappeal@walshcollege.edu for additional information.

Military Credit/Exams

Walsh will grant academic credit for military experience based on American Council on Education (ACE) recommended guidelines and requirements, including awarding of academic credit for approved DANTES/DSST exams. Walsh may determine possible equivalency to required coursework through ACE recommendations, accredited community college acceptance of credit, and/or academic department chair evaluation. ACE recommended academic credit for military credit may be 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 evaluated for possible equivalent credit.

Non-Degree Coursework

Non-Degree applicants 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.

- Undergraduate guest student applicants must submit a completed Michigan Uniform Guest Application Form to be admitted and enroll in 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 admission 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 or major 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. The student will then be placed on the most current program of study and a new Program Plan will be created. All current admission 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/apply-now.

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 admission 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 can only be admitted to programs that are in effect at the time of readmission. 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 executive director, admissions and enrollment services or designee, 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 will be readmitted and must meet with their academic advisor to discuss eligibility to meet academic standing requirements. Please refer to the section on Academic Standing (p. 64) 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 Mervyn B. Walsh International University (Walsh) as an international student on an F-1 Student Visa must meet the general admission 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. Approved agencies can be found at

www.NACES.org.

- 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.

Fast Track Program

The Walsh Fast Track program allows students the ability to complete graduate-level or doctoral-level courses as part of their undergraduate or graduate degree requirements.

Undergraduate students taking graduate level courses must successfully complete the approved courses with a grade of "C" (2.000) or higher in order to 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 standing to pursue the Fast Track program. Completion of graduate level courses does not guarantee admission to graduate level programs.

Graduate students taking doctoral level courses must successfully complete the approved courses with a grade of "B" (3.000) or higher in order to be considered for advanced standing credit in the doctoral degree, if applicable. A maximum of 12 semester credit hours of advanced standing credit is allowable for doctoral degree programs. A student must be in good standing to pursue the Fast Track program. Completion of doctoral level courses does not guarantee admission to doctoral level programs.

Undergraduate Admission Requirements

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

For consideration for admission to Walsh's Bachelor of Accountancy, Bachelor of Business Administration, or Bachelor of Science in Information Technology degrees, an applicant must have:

- An associate degree OR 60 semester credit hours completed at the 100/1000 (freshmen/sophomore) level or above with a grade of "C" (2.000) or better 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 a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

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 (www.ielts.org)

- Duolingo English score of 105 (englishtest.duolingo.com/applicants)

- PTE A score of 53

- Successful completion of Level 112 from ELS Language Centers

- Successful completion of the highest level of ESL coursework from an accredited U.S. institution

- Successful completion of an English Composition course from an accredited U.S. institution

- Completion of a college degree from an accredited English speaking/teaching institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The Duolingo English Test, PTE A, TOEFL and IELTS scores are valid for two years; the MTELP and 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.

Bachelor of Science in Applied Management Admission Requirement

For consideration for admission to a Walsh Bachelor of Science in Applied Management degree, 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 a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

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 (www.ielts.org)

- Duolingo English score of 105 (englishtest.duolingo.com/applicants)

- PTE A score of 53

- Successful completion of Level 112 from ELS Language Centers

- Successful completion of the highest level of an ESL accredited program

- Successful completion of an English Composition course from an accredited U.S. institution

- Completion of a college degree from an accredited English speaking/teaching institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The Duolingo English Test, PTE A, TOEFL and IELTS scores are valid for two years; the MTELP and 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 (p. 21).

Undergraduate Communication Assessment (UCA)

New undergraduate degree students are required to take the UCA. Students who transfer an equivalent to COM 210 will be required to take the assessment prior to registering for COM 320. Students with a score of 4 or higher will be eligible to enroll in COM 320. Students with a score below 4 on the assessment will be required to take COM 300, Communication Essentials, a one credit hour course designed to enhance students' writing skills. Students may enroll in COM 320 upon successful completion of COM 300 with a grade of "P". Students are not charged a fee for the assessment and may take the assessment one time only.

The UCA will assess basic writing skills in three areas:

- Grammar and mechanics

- Style

- Organization and development

For more information on UCA or COM 300, please visit Communication Assessments.

Acceptance of Equivalent and Transfer Credit

Admitted Bachelor of Accountancy, Bachelor of Business Administration, and Bachelor of Science in Information Technology students 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 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 to accept the Concurrent Enrollment Agreement requirements 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), Career and Technical Education (CTE), College Level Examination Programs (CLEP), DANTES, International Baccalaureate (IB), Straighterline, and other credits may be acceptable through the transfer credit policy and/or American Council on Education (ACE) recommendations, accredited college acceptance of credit, and/or academic department chairperson evaluation. Applicable prior learning experiences will be evaluated as part of the admission process.

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 and human resource management

- finance and management

- finance and marketing

- human resource management and marketing

- 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.

Graduate Admission Requirements

For consideration for admission to a Walsh degree program (with the exception of the Tech Master of Business Administration and the International Tech Master of Business Administration), an applicant must:

- Possess a bachelor's degree or higher from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

- 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 – are admissible on a provisional basis (see Provisional Status (p. 28) for more information).

For consideration for admission to the Tech Master of Business Administration program, an applicant must:

- Possess a bachelor's degree or higher in Engineering (Electrical, Computer, Industrial, Mechanical, Manufacturing), Physics, or Computer Science from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

- 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 – are admissible on a provisional basis (see Provisional Status (p. 28) 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 (www.ielts.org)

- PTE A score of 53

- Duolingo English test score of 105

- 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 English speaking/teaching institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The Duolingo English Test, PTE A, TOEFL and IELTS scores are valid for two years; the MTELP and 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 (p. 21).

For consideration for admission to the International Tech Master of Business Administration (MBAITECH) program in partnership with the International School of Engineering (INSOFE):

An applicant must be enrolled as a student in the partnership program with the International School of Engineering (INSOFE) in India.

An applicant must possess:

- A four year bachelor's degree completed in India OR

- A three year bachelor's degree and two year master's degree completed in India OR

- A three year bachelor's degree and one year of additional coursework completed in India OR

- A bachelor's degree or higher equivalent to a U.S. degree with transcripts evaluated by an agency that is a member of NACES (www.naces.org).

English language proficiency will be waived with admission to the partnership program with INSOFE as prior education completed through English language education systems. Students will be admitted fully upon receipt of official documentation/transcripts of prior education and successful completion of INSOFE coursework to transfer credit to Walsh. Coursework must be completed with a grade of "C" (2.000) or better at INSOFE with a cumulative GPA of 3.000 from courses completed at INSOFE to transfer to Walsh. An I-20 will be provided upon completion of the International Student packet and submission of copy of student's passport and financial backing documentation. Health insurance will be needed for duration of studies in the United States. Students will provide their own coverage, or may join group health insurance plan available through Walsh.

Graduate Communication Assessment

New graduate students entering the MAC, MBA, MSF, MSITL, and Dual degrees are required to complete the Graduate Communication Assessment (GCA) prior to their first COM 510 Leadership Communication class session.

It is highly recommended that students take the communication assessment immediately upon admission to Walsh. Students are not charged a fee for the communication assessment and the 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 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. Provisional admission requires a minimum cumulative grade point average of "B" (3.000) in the first 2 graduate courses taken within their degree program to meet provisional admission requirements.

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

Advanced standing credit for graduate-level coursework that is directly equivalent to a required and/or concentration course in students specific Walsh degree program may be awarded for up to a maximum of 12 semester credit hours towards the appropriate degree program.

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.

Eligibility for advanced standing coursework requires:

- 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 approved accrediting body as noted for admission. 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.

- Specific grade requirements may apply to partner programs such as MBAITECH.

Students may contact admissions at admissions@walshcollege.edu for additional information.

Course Waivers

Applicants may be eligible to receive waivers for required and/or elective coursework in a graduate program. Applicants will not receive credit for a 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 their academic advisor.

Eligibility for a course waiver requires:

- 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 and approved accrediting body as noted for admission.

- 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.

Credit for Extra Institutional Learning

Walsh awards credit and/or course competency waivers for documented postsecondary-level extra-institutional learning. Extra institutional learning is defined as learning that is attained outside of the sponsorship of legally authorized and appropriately accredited postsecondary education institutions. Reliable and valid measures of learning outcomes are used to assess and grant such awards.

When applying for admission to Walsh, a student may request credit for learning already acquired in settings outside of Walsh. The request will be evaluated as part of the admissions process. Documentation verifying attainment of college level learning is required. Walsh may determine possible equivalency to courses through American Council on Education (ACE) recommended guidelines, accredited college acceptance of credit, and/or academic department chairperson review.

Exclusions

Exclusions may be granted for foundation or prerequisite courses within a graduate degree program and may be granted for equivalent coursework/prior experience (including undergraduate coursework) with evaluation at the point of admission. Excluded foundation courses do not have to be replaced by another course in the student's graduate degree program.

Dual Graduate Degrees

Dual degrees are available at the graduate level. The following programs are available as a dual degree with the Master of Business Administration: Master of Science in Accountancy, Master of Science in Finance, Master of Science in Management, Master of Science in Marketing, and Master of Science in Information Technology Leadership. All required foundation, professional core, and/or required elective coursework within both graduate degrees must be completed prior to graduation. The student will be awarded two degrees, the Master of Business in Administration and the Master of Science in Accountancy, Finance, Management, Marketing, or Information Technology Leadership. The student's official transcript will reflect the two degrees earned and two diplomas will be issued.

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.

Certificate Admission Requirements

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

- Possess a bachelor's degree or higher from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

- 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 – are admissible 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, or 550 written

- MELAB score of 80

- MTELP score of 80

- IELTS score of 6.5 (www.ielts.org)

- PTE A score of 53

- Duolingo English test score of 105

- 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 English speaking/teaching institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The Duolingo English Test, PTE A, TOEFL and IELTS scores are valid for two years. The MTELP and 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 (p. 21).

Doctoral Admission Requirements

Admission to the doctoral program is competitive and based on a candidate's entire portfolio of both academic and professional experience. The attainment of a specific set of minimum qualifications does not assure admission.

In general, an applicant must fulfill the following requirements:

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Possess a master's degree with a minimum cumulative GPA of 3.000 or higher from a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. Credits completed outside of the United States must be evaluated by an agency that is a member of NACES (www.naces.org).

- Completed a business degree at the bachelor's or master's level from a regional accrediting organization. Applicants who have not successfully completed a business degree will be required to complete MGT 502, Foundations for Business Success, in their first semester with a grade of "B" (3.000) or higher.

- Minimum of two years professional work experience is strongly recommended.

- Provide three professional letters of recommendation.

- Provide a professional resume or CV.

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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 must be provided.

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 (www.ielts.org)

- PTE A score of 53

- Duolingo English test score of 105

- 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 English speaking/teaching institution

An official document of these test scores must be sent to Walsh for consideration in processing the admissions application. The TOEFL & IELTS, PTE A and Duolingo English Test 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.

Candidate Evaluation

The purpose of the candidate evaluation is to determine a student's 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 make the determination whether a candidate is accepted into the Program. The decision will be recorded and communicated to the applicant in writing.

Advanced Standing Credit

Advanced standing credit will be awarded for equivalent doctoral level coursework up to a maximum of 30 semester hours.

- Coursework must be completed with a grade of "B" or higher for advance standing credit consideration.
- A minimum of 30 semester credit hours must be completed in residence to meet the doctoral degree requirements.

Provisional Admission

Under certain conditions, and only with the approval of the Director, Doctoral Program, a doctoral candidate may be given provisional admission status. The student must fulfill the requisite requirement specified by the Director, Doctoral Program by the end of their first semester in order for the provisional status to be removed. Failure to satisfy the conditions of the provisional admission status will prohibit the student from enrolling in any further doctoral level courses until the provisional requirements have been met.

International Students

International Student Services

International Student Services provides support programs and services to assist international students in achieving their goals. All F-1 international students must meet with their international student enrollment advisor/DSO prior to their first semester and afterward as needed. International students should meet with their assigned academic advisor 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 Mervyn B. Walsh International University (Walsh) based on the Catalog in effect at admission. Students may change their degree program, major, or update their program to the newest Catalog year, with approval of the international student enrollment advisor/DSO. They must also consult with their international student enrollment advisor/DSO to ensure appropriate changes are made to their I-20.

Students are encouraged to meet with their academic advisor each semester. Their academic advisor may confirm specific courses remaining for program completion and review cumulative and major grade point average to ensure students are meeting expected requirements.

Change of Major or Degree Program

International students exploring changing majors or degree, or to add a second major, should see their academic advisor to discuss alternatives that suit the new interests. Change of degree program or major must officially be requested by completing the Change of Major form 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 admission 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 office for further information.

Orientation

The Coordinator of International Student Services conducts a mandatory international student orientation session prior to the student's first semester. The student is provided with their I-20 at this session along with information specific to F-1 student and immigration rules and regulations and Walsh's policies, curriculum, and student organizations.

Student Enrollment Classification

For visa status compliance, please contact the international student enrollment 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 for F-1 students.

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 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 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 www.airuniversity.af.mil/Barnes/CCAF/.

After receiving the applicant's official transcripts, the Admissions 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 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

Academic advisors provide 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 their advisor regarding academic difficulties, questions about their academic program, or to seek tutoring assistance.

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 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 Late Withdrawal or 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 and catalog will apply and the student may not switch back.

GI Bill® Recipients

Walsh has been approved by the Michigan Department of Labor and Economic Opportunity 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), and MGIB-SR (1606)

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 Benefit Authorization Form along with their Certificate of Eligibility. The Benefit Authorization 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. 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 or is dismissed. Walsh is required to report reductions in enrollment (drop or withdrawals) to VA. The date reported to VA will be 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.

Veteran Readiness and Employment (Chapter 31)

Walsh must follow all requirements detailed on the authorization form provided by the case manager through the Tungsten Network®. Any changes in enrollment or academic status must be reported by a School Certifying Official to the student's case manager via email or through VA-Once. Chapter 31 recipients cannot be certified without a current authorization 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, Veteran Readiness & Employment Authorization Form, or Certificate of Eligibility) verifying their use of Federal Tuition Assistance, Veteran Readiness & Employment 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 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 Veteran Readiness and Employment)

Walsh must review all tuition and fee payments made for a student receiving GI Bill® or Veteran Readiness and Employment 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 Education Benefits Call Center 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 (p. 40) 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/financial-aid. 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.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.studentaid.gov. This must be done before a request for a Direct Loan 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 scheduled 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 and Doctoral 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. Doctoral students must complete 50% of their coursework attempted and complete their degree requirements within 6 years or 24 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 who is unable to complete their degree requirements within 5 years is no longer eligible for financial aid. A graduate student who is unable to complete their degree requirements within 5 years is no longer eligible for financial aid. A doctoral student who is unable to complete their degree requirements within 6 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 Financial Aid office 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 Financial Aid office 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 (p. 44)),

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 has 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 will have all classes already taken 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 and doctoral 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 and doctoral 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 Gistinger 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

Patrick Killeen Endowed Scholarship

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

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

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

Patrick Killeen Expendable Scholarship

Leadership Awards Scholarship

The Francine Parker Legacy Scholarship

Student Emergency Assistance Fund

Tax Executives Institute-Detroit Chapter

UHY Annual Scholarship

Walsh Employee Scholarship

Walter P. Rinkus Memorial Scholarship for Veterans

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 Integrity Mission

To support Walsh students and faculty in their pursuit of authentic scholarship. Academic honesty and integrity is a fundamental principle for the entire Walsh community. The Academic Integrity committee provides programs, information and activities to ensure the Walsh community and the community at large are engaged in the tenets of Academic Integrity: honesty, trust, fairness, respect, responsibility and courage.

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 for all programs consists of four 11-week semesters per year. All courses and credit hours are stated in semester credit hours. The current academic calendars 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. Doctoral students are eligible to enroll in these courses for doctoral credit and are assessed doctoral tuition rates.

Grading System and Policies

Bachelors and Masters Grading Scale

Most bachelor's and master's 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:

BACHELORS AND MASTERS 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
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 bachelor's 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 master's 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.

"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.

"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.

"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.

"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.

"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.

"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.

Doctoral Grading Scale

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

DOCTORAL GRADING SCALE	
Grade	**Grade Points per Credit Hour**
A	4.0
B	3.0
C	2.0
F	0.0
THE FOLLOWING GRADES ARE NOT COMPUTED IN GPA:		
Grade	Description	Grade Points per
I	Incomplete	O*
NG	No grade	O*
NR	No grade reported	O*
W	Withdrawal	O*

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

Grade of "C" or Better

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 the dismissal. Reentry into the program will be determined by the Doctoral Program Committee.

Grade of "F"

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 grade of "F" (0.000) in any one course will be automatically dismissed from the program. If there are extenuating circumstances, a student may appeal the dismissal. Reentry into the program will be determined by Doctoral Program Committee.

Grade of "NG"

A grade of "NG" (No Grade) will be used as a placeholder for doctoral students who are completing their dissertation courses.

Grade of "NR"

A grade of "NR" (No Grade Reported) is a temporary grade indicating the instructor has not yet submitted his/her final grades. The "NR" grade will be replaced by the appropriate academic grade once it has been submitted by the faculty member.

Grade of "I"

A grade of "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 time frame. 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.

<u>Grade of "W"</u>

A grade of "W" (Withdrawal) indicates the student has withdrawn from the course. This grade earns no credit and is not included in a student's grade point average computation, but the grade does appear on the student's academic transcript. A student may withdraw only one time from each course during his or her academic career. A letter grade of A to C or F will be issued on a student's academic transcript when the withdrawn course is repeated.

A student who withdraws from only one course in a semester must meet with the Doctoral Program Director to develop a plan of work.

The Doctoral Program Director will review each student's academic performance periodically. To remain in good standing, students must maintain a minimum cumulative 3.000 Grade Point Average (GPA) in Walsh College coursework taken after admission to the Program. Students with a GPA below 3.000 will be placed on academic probation. Students who do not meet the terms of the academic probation will be dropped from the Program.

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.

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. Click on Self-Service for Students and select My Academic Records.

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 Self-Service for Students and select My Academic Records 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 their academic advisor 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.

Doctoral Earned Credit Policy

All grades from Walsh doctoral coursework will be used to compute the student's doctoral cumulative grade point average. With approval of the Doctoral Program Chair, a doctoral student may enroll in a graduate level course. All graduate and doctoral level coursework will be computed in the student's doctoral cumulative grade point average.

Clean Slate Policy

Masters students who have not attended Walsh for at least one-year (12 consecutive months) and are reapplying for admission to any master's program or certificate 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. Courses used as part of Clean Slate, in a program in which the student graduated, cannot be used toward advanced standing, waivers, or exclusions in subsequent programs.

This option allows courses and grades from the student's previous master's degree or certificate program to be excluded from their new degree or certificate 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 master's degree or certificate

- Courses whose grades have been affected by findings of academic misconduct

Copyrighted Material Policy

In accordance with the Higher Education Opportunity Act of 2008, unauthorized distribution of copyrighted material by

any means (including peer-to-peer file sharing) may subject an individual to civil and criminal liabilities in addition to violating Walsh College internal policies.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see: Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at https://www.copyright.gov/, especially their FAQ's at https://www.copyright.gov/help/faq/.

Summary of Walsh College Penalties for Unauthorized File Sharing of Copyrighted Material

Upon a first offense, individuals will receive a written warning. If by nature of technology used the individual cannot be located, Internet access for the computer used will be suspended until a warning can be delivered.

Upon a second offense, disconnection of Internet service will occur.

Upon a third or subsequent offense, sanctions can include disciplinary probation, other sanctions as directed, and/or dismissal from the College.

Legal Sources of Online Content

EduCause maintains a list of legal sources of online content at http://www.educause.edu/legalcontent. Members of the Walsh community are encouraged to check that site to ensure they are compliant with the law.

Course Repeat Policy

The Course Repeat Policy will apply to all Walsh programs.

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 for which transfer credit has been awarded

- Courses whose grades have been affected by findings of academic misconduct

- Courses that are dual listed

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.

<u>Undergraduate and Graduate Programs</u>

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.

<u>Doctoral Programs</u>

After grade replacement, once a course has been completed at Walsh with a grade of "B" (3.000) or better, all subsequent attempts will receive a grade of Audit ("AU") and no credit.

Credit Hour Policy

Credit Hour Definition

The U.S. Department of Education (DOE) defines the credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than 15 hours of instruction for each credit hour plus an additional two hours of out-of-class student work for each credit hour. In addition, an equivalent amount of work is required for other academic activities as established by the institution, including laboratory work, internships, and other academic work leading to the award of credit hours.

Walsh's credit hour policy complies with this DOE requirement for both undergraduate and graduate programs:

For every credit awarded, Walsh requires 15 hours of direct faculty instruction (plus an additional 30 hours of homework or out-of-class study).

- As an example, three credit courses will have 45 hours of direct faculty instruction (plus 90 hours of out-of-class study or homework)

- For a three credit course offered in an 11-week semester, 4-5 hours of direct faculty instruction are required each week, regardless of delivery method

- Walsh assumes that direct faculty instruction time may include breaks of up to 10-minutes per hour

- On campus or live synchronous courses (via Zoom, for example) will be scheduled for the required amount of time

- Online courses or online content will include the required amount of equivalent direct instructional time, as established by Walsh's "Workload Calculator"

- Blended or hybrid courses will combine the direct faculty instruction time for both on-campus or live synchronous content together with online equivalent content as needed to meet the total number of credit hour required

"Direct faculty instruction" is defined as the amount of time the faculty member is personally interacting with students within the context of the classroom. These are activities the instructor would need to be a part of or present for in some way. Examples include: Lectures, group or class discussions, Q&A sessions, a quiz or exam, and explaining instructions or expectations.

"Homework" or out-of-class study is defined as any activity an instructor would not conduct during in-class time. Students are expected to do these activities independent of the instructor and regular class meeting time. Examples include textbook or outside readings, working on assignments, writing papers, research, practice quizzes, homework problems, or independent project construction.

Walsh's **"workload calculator"** is used to verify online instructional parity to parallel on-ground instruction and ensure content meets quality standards of delivery, as follows:

1. In class / screen time activities:

a. Lectures – calculate approximately 15 minutes per Word page-length lecture.

b. Videos, Voice-over PPT, Camtasia – add the run time and multiply by 2. (Example: a 5-minute video = 10 minutes of screen/seat time, or 5 minutes times 2 = 10 minutes)

c. Activities included in the weekly modules – test them out and determine length of time.

d. Quizzes – add in the amount of time allotted for any quizzes. Approximately 1.5 – 2 minutes per question, based on a multiple choice delivery. However, this may be longer for quantitative and qualitative type exams. (Professor and ID should discuss).

e. Discussions – The instructor will need to determine how long he/she expects a student to spend on the discussion board each week and clearly communicate this information to students. "It is expected that to succeed on the discussion board you will spend a minimum of x-hours (i.e., one hour) interacting with your peers....etc."

f. Web conferences / online chats – The professor will need to provide guidance as to the length of chat.

g. Other activities as determined.

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). Doctoral students must complete their program within 84 consecutive calendar months (seven 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, undergraduate and graduate students 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 final dissertation within a maximum of seven years (84 months) after commencing in the program. Any exceptions beyond the stated criteria will be determined by the Doctoral Program Director. If a student is in good academic standing and stops out for medical or extenuating circumstances, the student may re-enter the program without reapplying for admission for up to one year from the stop out term. The student will be required to petition for re-entry into the program and must meet with the Doctoral Program Director to work out a re-entry plan.

Residency Policy

Bachelor of Accountancy and Bachelor of Science in Information Technology degree candidates must complete a minimum of 45 semester credit hours in residence in the BAC or BSIT programs at Walsh. Bachelor of Business Administration degree candidates must complete a minimum of 42 semester credit hours in residence in the BBA program 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 a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE), www.chea.org. 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 Business Administration degree requires a minimum of 24 semester credit hours in residence in the MBA program at Walsh.

- Cyber Master of Business Administration degree requires a minimum of 24 semester credit hours in residence in the MBACYBER program at Walsh.

- Design Master of Business Administration degree requires a minimum of 18 semester credit hours in residence in the MBADESIGN program at Walsh.

- International Tech Master of Business Administration degree requires a minimum of 24 semester credit hours in residence in the MBAITECH program at Walsh.

- Tech Master of Business Administration degree requires a minimum of 18 semester credit hours in residence in the TECHMBA 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 Data Analytics degree requires a minimum of 18 semester credit hours in residence in the MBA 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 21 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 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 39 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 42 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 33 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 36 semester credit hours in residence in the MBA/MSMKT program at Walsh.

- Dual Master of Science in Accountancy and Master of Business Administration degree requires a minimum of 36 semester credit hours in residence in the MAC/MBA 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 Data Analytics certificate requires a minimum 9 semester credit hours in residence in the Data Analytics 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.

- The Strategic Business Communication certificate requires a minimum 9 semester credit hours in residence in the

Strategic Business Communication certificate program at Walsh.

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

- All doctoral programs require a minimum of 30 semester credit hours in residence 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.

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.

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

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.

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

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 Business Administration

Cyber Master of Business Administration

International Tech Master of Business Administration

Tech Master of Business Administration

Master of Science in Accountancy

Master of Science in Accountancy for Accounting Graduates

Master of Science in Data Analytics

Master of Science in Finance

Master of Science in Information Technology

Master of Science in Information Technology 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

Dual Master of Science in Accountancy and Master of Business Administration

Cybersecurity certificate

Global Project and Program Management certificate

Human Resource Management certificate

Strategic Business Communication certificate

Doctor of Business Administration

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.

Student's academic advisor will contact student 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 their 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 their 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 Doctoral Program Director to determine their continued viability within the program and any necessary remediation processes necessary to ensure student success.

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 Assistant Director, Advising Training and Systems or designee, administratively dropped from all course(s) and will be issued a full tuition refund including fees.

A doctoral student who has failed to pass the Preliminary Exam and Proposal Presentation Defense after two attempts will be dismissed from the program. The student will be administratively dropped from all courses and will be issued a full refund including tuition and fees incurred that semester. The academic standing designation of dismissal will be noted on the student's academic transcript.

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 Assistant Director, Advising Training and Systems 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 their academic advisor 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 their academic 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.

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 Executive Director, Admissions an Enrollment Services and administratively dropped from all course(s) and will be issued a full refund including tuition and fees.

After a period of one year (12 consecutive calendar months), a student who has been academically dismissed may be eligible for readmission to the doctoral program. Doctoral students must contact the Doctoral Program Director to request a review and approval for readmission.

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. 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.

Everett Hawley, Jr. Taxation Award

This award promotes excellence in the study of taxation in the Walsh College Master of Science in Taxation program. Named for the former chair of the Walsh College Board of Trustees, the award annually honors a graduate Taxation student for outstanding academic achievement.

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.

The Mark J. Solomon Capstone Award

This award promotes excellence and dedication to the study of taxation. Named for the former Tax chair at Walsh College, and the driving force behind the Walsh College Master of Science Taxation degree program, the award annually honors a graduate Taxation student whose work in the MST Capstone class represents the effort, creativity, and technical excellence that Professor Solomon strived to instill in his students.

The Lee A. Sartori Tax Research and Writing Award

This award recognizes and promotes the importance of being able to effectively research and communicate difficult and ever-changing tax law in order to advocate, support, and achieve favorable outcomes. Named for a graduate and longtime adjunct professor in the Walsh MST program, this award annually honors the student whose performance in the Walsh tax research class reflects Professor Sartori's high standards of competence and creativity in research and writing.

Registration Policies and Procedures

Registration information and the schedule of classes can be found on the Walsh Student Portal. Log in and click the "Registration" link in Self-Service for Students for more information.

Students can register for classes online using Self-Service for Students in 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 "Registration and Student Planning" link in Self-Service for Students in 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 Self-Service for Students in the Walsh Student Portal or by 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 international student enrollment advisor/designated school official 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 Student 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.

Identity Verification

Walsh verifies the identity of students enrolled in online distance learning courses through the establishment of unique username and passwords. This practice ensures that there is only one username and password for each student. These credentials are established during the admissions process and are required to access all online course resources and materials.

The Student Identity Verification Policy describes the procedures and methods of verifying and protecting distance learning student identity. This policy applies to all credit-bearing distance learning courses or programs offered by Walsh beginning with the application for admission and continuing through to a student's graduation, transfer, withdrawal, or re-admission.

Walsh utilizes a secure login process to determine that the student who registers in an online distance learning course is the same student who participates in, completes, and receives credit for the course. Walsh delivers distance learning courses over the internet utilizing Moodle as the online learning management system (LMS). Upon admission, new students receive a unique user ID and a unique user-determined password to access Moodle from the Okta identity management service. User accounts are then encrypted and stored in Walsh's Active Directory which is our authentication service. Moodle uses Okta authentication that recognizes credentials stored in the Active Directory in order to protect and verify user identity. No 'Guest' or any other third-party accounts are allowed to log in to the Moodle system.

Students are not allowed to change their user ID for any reason. The password must meet the following complexity requirements to enhance security:
- Have a minimum of 12 characters.
- Contain characters from three of the following four categories:
  o English uppercase characters (A through Z)
  o English lowercase characters (a through z)
  o Base 10 digits (0 through 9)
  o Non-alphabetic characters (for example, !, $, #, %)

Complexity requirements are enforced when passwords are changed or created. Passwords must be changed every 180 days. Passwords must be changed significantly and the previous two passwords cannot be used.

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 by email to a student's assigned academic advisor. 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 your academic advisor 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 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 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 their academic advisor. 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 "Registration and Student Planning" link in Self-Service for Students 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 and doctoral degree programs, a student enrolled in 6 semester credit hours is considered to be full-time.

Upon admission to Walsh, a student employed on a full-time basis is urged to consult with their 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.

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

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 in the "Registration and Student Planning" link in Self-Service for Students in the Walsh Student Portal. All waitlists are ended approximately 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 Self-Service for Students on 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 Self-Service for Students in 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.

Undergraduate and graduate students 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.

Doctoral students may withdraw from any course only once during their academic career. A letter grade (A-C, or F) will be issued on a student's academic transcript when the withdrawn course is repeated for the second 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

Refer to the Late Withdrawal or Refund Policy section of this Handbook.

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 (p. 81), 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 (p. 78) 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 walshcollege.edu/complaints. 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 or Tuition Refunds

- Student Misconduct Appeal

Student Requests for Exceptions to Academic Policies

This section does not apply to academic policies mentioned elsewhere in this Student Handbook. 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 a Walsh degree 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 provost 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 provost. 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.

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 a Walsh degree 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, Walsh e-mail, 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, 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 under Harassment, Discrimination and Sexual Misconduct Policy, 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, 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

- Proprietary rights of the requirements for completion of a degree program

- Proprietary rights of an individual course

- Issues of harassment, discrimination or sexual misconduct (See Title IX Policy (p. 81))

- 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, 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, 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, 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, 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 College Officer 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 and 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 Policy

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 unique 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: www.oit.walshcollege.edu.

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.

Tobacco, Smoke, and Vape Free Policy

Walsh is committed to providing a healthy, safe learning and work environment. To support this goal, Walsh prohibits smoking, vaping, and tobacco use at all Walsh-owned facilities and property, except for the interior of one's personal vehicle.

Walsh "facilities and property" include:

• Buildings

• Building Entrances

• Grounds

• Sidewalks

• Parking Lots, with exception noted above

• Walsh-owned vehicles

This policy applies to any person on Walsh-owned facilities and property, including:

• Students

• Faculty and staff members

• Contractors

• Vendors

• Visitors

Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigarette (any type, including cannabis), cigar, pipe, or use of smoking paraphernalia of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars. Smokeless and oral tobacco use, such as chewing and snuff, are not permitted. FDA-approved nicotine replacement therapy products used for the purpose of cessation are permitted.

At locations where Walsh teaches or conducts business and it is not the property owner, Walsh-affiliated individuals are expected to follow the related policies of these locations.

Active support by all members of the Walsh community is vital to achieving a desirable environment for all. In particular, employees play a key role in communicating expectations to others in the Walsh community and encouraging adherence to the policy.

The facilities department will address immediate situations that arise on campus. Students who wish to voice a concern or complaint should contact facilities and auxiliary services staff. Complaints involving an employee may be directed to the employee's supervisor or human resources. Complaints regarding vendors, visitors, contractors, or rental clients may be directed to facilities staff. Complaints should be reported in a timely manner to ensure a prompt investigation and resolution.

Individuals in violation of this policy may be subject to disciplinary action or other appropriate action(s), as Walsh deems necessary.

Walsh Leadership

Executive Management

Michael Levens, Ph.D.,
President, CEO

Suzanne Siegle, Ed.D., J.D.,
Provost, Executive Vice President

Elizabeth A. Barnes,
Vice President, Chief Human Resources and Administrative Officer

Teresa Esshaki,
Vice President, Chief Financial Officer and Treasurer

Jesús Hernández,
Vice President, Chief Enrollment Management Officer

Patricia Swanson,
Vice President, Chief Marketing Officer

Administrators

Monique Cardenas
Administrative Director
Management Department & Academic Advisor

Stacy Johnson
Registrar and Director
Records & Registration

Jacob Klein
Executive Director
Office of Information Technology

Karen Mahaffy
Executive Director
Admissions & Enrollment Services

Caryn Noel
Director
Library

Brenda Paine, PhD
Director
Career Services

Victoria Scavone
Assistant Vice President
Academic Administration & Doctoral Program Liaison

Drew Smith, PhD
Director
Online Learning

Christine Stout
Assistant Vice President
Facilities & Auxiliary Services

Heidi Wisby
Director
Student Financial Aid

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Ph.D., University of Michigan
Post-Doc, University of Florida
CPA

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Professor
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MBA, University of Michigan
DM, University of Maryland

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MAC, Walsh College
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CPA

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

Christopher Heiden
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BBA, Walsh College
MSA, Central Michigan University
MS, Dakota State University

Javad Katibai
Assistant Professor
BSME, MS, Michigan State University

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Aeronautical University
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BBA, University of Notre Dame
MSF, Walsh College
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MA, Ph.D., Wayne State University
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MA, Central Michigan University
DBA, Lawrence Technological University

David Schippers
Assistant Professor
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D.SC Capital Technology University
CISSP

Jenny Tatsak
Professor
Chair, Business Communications & Marketing
Director, Center for Teaching & Learning
BS, BS, MA, Eastern Michigan University

Ph.D., Wayne State University

Walsh Board of Trustees

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Louis Schmidt, Jr.
Director
HoneyBaked Ham Company

Michael A. Semanco
President and Chief Operating Officer
Hitachi Business Finance

Doug Slocum
Executive Advisor to the CEO
Simon Group Holdings

Thomas W. Walsh
Retired Business Columnist
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.

Walsh joins Detroit Promise as first bridge partner.

2020

Walsh's online MBA retains Tier One ranking from CEO Magazine.

Walsh's BBA in Management is ranked number five in the nation by Online Schools Report.

Walsh pivots all classes to 100% remote delivery in less than a week in response to the COVID-19 outbreak.

Walsh earns Gold Collegiate Advertising Award for 2019 campaign.

Walsh honored for transfer pathways and student support and named to the 2020 Transfer Honor Roll by the Phi Theta Kappa Honor Society.

Walsh online Master's in Cybersecurity receives national ranking by Student Training in Education and Public Service (STEPS).

Walsh retains Gold status as Veteran-Friendly School by the Michigan Veterans Affairs Agency.

Gerald Schafer, Walsh trustee, is named interim president.

The Chartered Financial Analyst (CFA) Institute grants Walsh Affiliate Status.

Walsh introduces Master of Science in Data Analytics degree.

Walsh earns 10-year reaffirmation of accreditation from the Accreditation Council for Business Schools and Programs (ACBSP).

Michael Levens, Ph.D., is named the eighth president and CEO.

Walsh College and Kettering University introduce the Tech Master of Business Administration degree.

2021

Walsh earns 10-year reaffirmation of accreditation from the Higher Learning Commission (HLC).

A Cybersecurity Master of Business Administration degree is introduced.

Walsh College and the International School of Engineering (INSOFE) introduce an International Tech Master of Business Administration with a Concentration in Data Science degree.

Walsh announces the Doctor of Business Administration degree.

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