

# 2016-2017 CONSUMER INFORMATION AND SCHOOL REPORT

## AVAILABILITY OF INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. The following information is disclosed to you as a student at Clarke University in compliance with federal law. For additional information, including requesting a paper copy of any materials, please contact the Financial Aid Office. The Financial Aid Office can assist you in obtaining information on the school, financial assistance, graduation and completion rates, security policies and crime statistics as described in the following sections.

### Family Education Rights and Privacy Act (FERPA)

Clarke University complies with the provisions of Section 513 of the –Family Educational Rights and Privacy Act of 1974 as amended, commonly known as FERPA.

#### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA), passed in 1974 and still being interpreted by the Department of Education, is a law designed to protect the privacy interests of students, not institutions. Under this legislation, students enrolled in colleges and universities have the following fundamental rights:

1. The right to inspect and review your education records within 45 days of the day Clarke University receives your written request for access. You can get the necessary form and submit your request at the Registrar's Office. The Registrar will make arrangements for access and notify you of the time and place where the records you wish to review may be inspected.
2. The right to request the amendment of your education records if you believe they are inaccurate or misleading. You may ask Clarke University to amend a record that you believe is inaccurate or misleading. This ability to amend a record does not apply to subjective types of information such as grades or evaluations unless it can be shown that a grade was recorded incorrectly. To request amendment of your education records you should complete the form available in the Registrar's Office and submit it to the Registrar. If Clarke University decides not to amend the record as you requested, you will be notified of the decision in writing and advised of your right to a hearing regarding your request for amendment. You will also be provided with information regarding the procedures for such a hearing.
3. The right to provide written consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Clarke University in an administrative, supervisory, academic or research, or support staff position (including security office personnel and health staff); a person or company with whom Clarke University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, employed in or voluntarily assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibility. Upon request, Clarke University discloses education records without consent to officials of any other school in which you seek or intend to enroll.
4. The right to file a complaint with the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901 regarding alleged failures by Clarke University to comply with the requirements of FERPA.

Student FERPA rights pertain to the education records Clarke maintains on a student, not to the student himself/herself.

Certain information from a student's education record can be designated by the institution as Directory Information and may be released. Directory Information is generally not considered harmful or an invasion of privacy if disclosed. An item of Directory Information may be disclosed by Clarke University for any purpose, without the prior consent of a student, unless the student has limited or forbidden its disclosure in writing.

Clarke has designated the following as Directory Information: 1)full name, 2)campus mailing address, 3)email address, 4) home address, city and state, 5) telephone number, 6)date of birth, 7)academic program, 8)participation in officially recognized activities and sports, 9)height/weight of members of athletic teams, 10)dates of attendance, including current classification and year, matriculation and withdrawal dates, 11)expected graduation date, 12)degrees and awards received, 13)schedule of courses, 14)parent/guardian or other family member's name and city/state of residence, 15)most recent previous educational institution attended, 16)photograph, 17)full- or part-time status, and 18)class roster. Even though information is designated as Directory Information by Clarke University, this does not mean that Clarke will disclose this information, only that it may choose to disclose it.

A student may limit or forbid disclosure of Directory Information by filing a Non-Disclosure Order available in the Registrar's Office. This Non-Disclosure Order must be filed annually on or before the add/cancel date for the fall term. Students entering in terms other than the fall term must file a Non-Disclosure Order by the add/cancel date for the term in which they enter Clarke and each fall thereafter. If a student leaves Clarke with a Non-Disclosure Order in force, the order remains in force until a student withdraws it in writing. Students who enroll in terms other than the regular fall semester will be given FERPA notification and will need to file a Non-Disclosure Order by the add/cancel date for the term in which they are enrolling. Thereafter, as long as a student remains enrolled, annual notification will happen in the fall.

#### **Addendum: Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **Additional Information:**

Because education records are maintained in many different forms all over the campus, the responsibility of ensuring FERPA compliance is a campus-wide responsibility. However, the Registrar will act as office where FERPA is administered. If there are questions, please feel free to contact that office at (563)588-6392. Information is also available at [www.clarke.edu/registrar](http://www.clarke.edu/registrar)

## **GENERAL STUDENT DISCLOSURES**

### Financial Assistance Available to Students

#### General Student Eligibility

1. All students must possess a high school diploma or G.E.D. Clarke does not admit students on an ability benefit basis.
2. All students must apply and be accepted to the university before they will be considered for financial aid. They must possess a high school diploma or its recognized equivalent and must enroll in an eligible program of study.
3. The student may file a Free Application for Federal Student Aid (FAFSA) to determine eligibility for need based funds. If a student chooses not to file a FAFSA they only qualify for non-need based funding from Clarke.
4. The student must be a citizen of the United States or an eligible non-citizen, as outlined in the Federal Student Financial Aid Handbook
5. Students must show Satisfactory Academic Progress as outlined in the Institutional Satisfactory Academic Progress policy.
6. Students must satisfactorily complete any verification requirements to which they may be subject before any aid will be disbursed to the student's account.
7. Transfer students must have their transcript on file before any aid will be disbursed.
8. The student must not be in default on any student loan and cannot owe a refund or a repayment on any federal grant previously received
9. The student must register with Selective Service, if applicable.
10. The student must not have borrowed in excess of annual or aggregate loan limits on a Title IV loan.
11. The student must not have had federal benefits suspended or terminated as a result of a drug conviction.

Federal Pell Grant: These grants are based on financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA) and may be used at any college or university.

#### Eligibility Criteria:

- U.S. citizen, national, or permanent resident. *Other limited categories of non-citizens may be eligible*
- Demonstrate financial need
- Undergraduate student who has not earned a bachelor's degree\*
- Must not be in default on a federal student loan

Supplemental Educational Opportunity Grant (SEOG): Federal Supplemental Educational Opportunity Grants (SEOG) are based on financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA) and may be used at any college or university. Students with exceptional financial need who are eligible for

Pell Grants are given priority. Amounts vary depending on when they apply, financial need, the funding at the college or university, and the policies at college or university financial aid offices.

Eligibility Criteria:

- U.S. citizen, national, or permanent resident. Other limited categories of non-citizens may be eligible
- Must not be in default on a federal student loan
- Demonstrate financial need and be eligible for a Federal Pell Grant
- Undergraduate student who has not earned a bachelor's

Teacher Education Assistance for College and Higher Education Grant (TEACH): The Teacher Education Assistance for College and Higher Education Grant (TEACH Grant) is available to eligible undergraduate, post-baccalaureate and graduate students who agree to serve as full-time teachers in a high-need field at a public or private school that serves students from low income families.

Eligibility Criteria:

- U.S. Citizen or eligible non-citizen
- Enrolled\* as an undergraduate student, a graduate student, or a post-baccalaureate student in a program required by the State to obtain a teacher credential at a college that does not offer a baccalaureate degree in education
- Enrolled in or plan to enroll in coursework that is necessary to begin a career in teaching. Not all colleges and universities participate in the TEACH Grant program. Click [here](#) for a list of the institutions that have been approved as "TEACH Grant Eligible Institutions". If you are interested in the TEACH Grant, please contact the financial aid office at your school.

Academic Standards

Applicants must meet one of the two following academic achievements requirements:

- Maintain a cumulative 3.25 GPA on a 4.0 scale
  - Eligibility for first-year college students is based on high school cumulative GPA
- Score above the 75th percentile on at least one of the batteries in an undergraduate, post-baccalaureate or graduate program admissions test

\* The academic achievement requirements do not apply to graduate degree candidates who are current teachers or retirees from another occupation with expertise in a high need field.

Federal Work Study: The Federal Work Study program, FWS, is a federally funded program that assists students with the costs of postsecondary education. The Federal Work Study Program helps students earn financial funding through a part-time work program. Currently students at Clarke are awarded \$2,000 per year for Work Study. Students are paid once a month and may choose to be paid the money or have the funds applied to their student account.

Students who are interested in working on campus must come to the financial aid office to complete paperwork. Students looking for on campus employment should search the online employment listings, which can be found at the Student Employment link on the Financial Aid Web page at [www.clarke.edu/onclickjobs](http://www.clarke.edu/onclickjobs). Federal Work-Study students on campus receive priority for positions. During the academic year, all students who work on campus are limited to a maximum of 20 hours of work per week. All students are required to provide identification and complete pre-employment paperwork, which consists of the following documents:

- I-9 Employment Eligibility Verification
- W-4 Federal Employee Withholding Allowance Certificate
- W-4 Iowa Employee Withholding Allowance Certificate
- Student Employment Authorization Form
- Direct Deposit Form

### Federal Loans

Federal Perkins Loans: Perkins Loans are for students with exceptional financial need. The college or university acts as the lender using a limited pool of funds provided by the federal government.

- You have a 9 month grace period before repayment begins (after you graduate, leave school or drop to less than half-time enrollment status).
- You do not pay interest that accrues while you are in school or during your grace period.
- You will make your payments to your college or the college's loan servicer.

Terms and conditions for a Perkins loan can be found at: <http://www.clarke.edu/page.aspx?id=15076>

Federal Nursing Loan: Federal Nursing Loan is available to undergraduate Nursing majors only. The funds are provided by the federal government, limited funds available.

- Repayment begins 9 months after borrower ceases to be at least a half-time student (6 credits) at Clarke.
- No interest is charged while the borrower is at least a half-time student (6 credits) at Clarke or during the 9 month grace period.

Federal Nurse Faculty Loan: Federal Nurse Faculty Loan is available to graduate nursing majors that are interested in teaching nursing. The funds are provided by the federal government, limited funds available.

- Questions on interest rate and repayment options should be directed to Student Accounts.

Federal Subsidized Direct Loans:

- Are based on financial need, which is determined by the information submitted on the FAFSA.
- The government pays the interest that accrues while you are enrolled in school at least half-time.
- Terms and conditions for Subsidized Direct Loans are outlined at:  
<http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>

Federal Unsubsidized Direct Loans

- Are not based on financial need and are available to all students (as long as you file a FAFSA and your financial assistance does not exceed your total cost of attendance).
- You are responsible for the interest that accrues from the time you receive the funds until the loan is paid in full.
- Terms and conditions for Unsubsidized Stafford Loans are outlined at:  
<http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>

Grad PLUS Loan: Grad PLUS are federally insured loans available to graduate/professional student to pay educational expenses. These loans are typically available to pay unmet educational expenses and may be used as an alternative to private loans.

- There is an option for a grace period. If that option is not chosen, repayment begins 60 days after the loan funds are fully disbursed.
- In-school deferment is available to postpone payments for borrowers who are enrolled at least half-time.
- Borrower is subject to a credit check.
- Terms and conditions Grad PLUS Loans are outlined at:  
<http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>

Parent PLUS Loan: Parent PLUS loans are federally insured loans available to parents of dependent students. These loans are typically available to pay unmet educational expenses and may be used as an alternative to private loans.

- There is an option for a grace period. If that option is not chosen, repayment begins 60 days after the loan funds are fully disbursed.
- In-school deferment is available to postpone payments for borrowers whose students are enrolled at least half-time.
- The interest rate is fixed at 6.84% for the 2015-2016 academic year.
- Borrower is subject to a credit check. If a parent is denied a PLUS Loan, the dependent undergraduate student is eligible for an additional unsubsidized Stafford Loan.
- Terms and conditions for Parent PLUSL Loans are outlined at:  
<http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>

Iowa National Guard Educational Assistance Grants: The Iowa National Guard Educational Assistance Grant (NGEAP) provides annual awards to Iowa National Guard members who attend eligible Iowa colleges and universities. Maximum individual awards cannot exceed the current average resident tuition rate at Iowa Regent Universities.

Eligibility Criteria:

- Iowa resident
- Member of an Iowa Army or Air National Guard unit for each term the member receives benefits
- Satisfactorily complete required Guard training
- Maintain satisfactory performance of Guard duty
- Pursue a certificate or undergraduate degree at an eligible Iowa college or university (students with BA degrees are not eligible to participate even if pursuing a second BA degree) and maintain satisfactory academic progress.

Iowa Tuition Grant: Iowa Tuition Grants are awarded to Iowa residents enrolled at one of Iowa's eligible private colleges and universities. Priority is given to applicants with the greatest financial need.. Recipients can receive grants for up to four years of full-time, undergraduate study. Part-time students may be eligible for adjusted amounts.

Eligibility Criteria:

- Iowa resident
- Must have filed a Free Application for Federal Student Aid (FAFSA) before July 1.
- Undergraduate enrollment
- Enrolled at an eligible Iowa private college or university and maintain satisfactory academic progress

All Iowa Opportunity Scholarship: The All Iowa Opportunity Scholarship (AIOS) is a state-funded scholarship program for students who do well in high school and demonstrate financial need. Generally, a student can receive the AIOS for one academic year. Students attending community colleges can renew their award for a second academic year as long as they re-apply and continue to meet eligibility requirements.

Eligibility Criteria:

- Iowa resident who begins initial enrollment at an eligible Iowa college or university within two academic years of graduating from high school and continuously receives a scholarship award;
- Minimum of 2.5 cumulative GPA on a 4.0 scale or its equivalent;
- Enroll for at least 3 semester hours (or the trimester or quarter equivalent) in a program leading to an undergraduate degree;
- Complete the Free Application for Federal Student Aid (FAFSA) and Iowa Financial Aid Application by March 1 for priority consideration;
- Have an Expected Family Contribution (EFC) that meets the scholarship criteria
- Complete any additional applications or documents required by the Iowa College Student Aid Commission.

Please contact the Iowa College Student Aid Commission with any questions, concerns, or for any additional information at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov) or by phone at (877)272-4456.

Clarke Institutional Aid for Freshmen: All awards are only available to full-time undergraduate students enrolled in a day-time program. Current aid offerings are found online at:

[http://www.clarke.edu/media/files/Financial\\_Aid/Aid\\_for\\_Students/FA\\_Freshmen%20Merit%20Scholarships\\_Web\\_2014-2015.pdf](http://www.clarke.edu/media/files/Financial_Aid/Aid_for_Students/FA_Freshmen%20Merit%20Scholarships_Web_2014-2015.pdf)

#### Disbursement of Financial Aid

It is Clarke University's policy to automatically accept all grant, scholarship, loan and federal work study funds for the academic year. Students may decline or reduce their loan or federal work study funds by notifying the financial aid office in writing.

Institutional, State, and Federal financial aid is applied to student accounts when classes begin each semester. Some students are selected for verification and will receive a letter stating the information that is required to be provided and verified. Students selected for verification must respond to any requests from financial aid for additional information, and have their verification complete in order for any aid to be applied to their account. Students with loans must have entrance counseling and a master promissory note on file in order for their federal loan funds to disburse.

#### Financial Aid Verification

- Procedures: In accordance with the requirements contained in 34 CFR Part 668, Subpart E, Clarke University performs verification for selected financial aid applicants. Clarke University verifies all selected applicants. Selected applicants will be required to provide supporting documentation along with a verification worksheet. If the student is dependent, the student would need to fill out a dependent worksheet

and would be required to provide a Tax Return Transcript or complete the IRS Data Retrieval for themselves and their parents. If the student is an independent student, that student would be required to fill out an independent student worksheet as well as provide a Tax Return Transcript or complete the IRS Data Retrieval, for themselves and their spouse. Both worksheets and all copies need to be signed and dated.

- Failure to Meet Deadline: A student who does not meet the deadline for submission of documentation may still be awarded financial aid for the academic year in question provided verification is completed prior to the end of the enrollment period. If the file is completed prior to the end of the enrollment period, funds may still be disbursed within sixty days.
- Notification of Selection and Results: Students whose applications are selected for verification are notified by letter upon receipt of the application. This letter requests the documents necessary to complete the verification process and includes documents which must be completed. Once verification is complete, if no corrections are needed, students will receive a processed aid award. If corrections are needed, the aid report is corrected electronically.
- Corrections: Updated certification signatures will not be obtained if the corrections are made on the basis of signed documentation from the student and/or parents. For example, corrections based on a signed copy of a federal income tax form do not need updated signatures.
- Time Period for Submission of Documentation: Students are requested to submit required documentation items within two weeks from the date of notification. If a student fails to do so, they jeopardize their financial aid eligibility. Students, who complete verification within the enrollment period, but after the deadline, may still receive Title IV financial aid provided funds are available. If a student's application must be reprocessed, it must be submitted to Clarke University by the deadline established by the secretary. Failure to do so will result in a forfeiture of financial aid monies for the award year in question.
- Independent Student Status: Independent student status is determined automatically through the needs analysis process. The dependency status can be over-ridden by the Director of Financial Aid should a student's individual circumstances warrant that action. Appropriate documentation, as determined by the Director, must be submitted by the student.
- Exclusions: Under certain circumstances, selected applicants are not required or are not able to complete verification. In accordance with the guidelines listed in the Verification Guide for Title IV Financial Aid Programs the following circumstances may be reasons for exclusions:
  - Death
  - Incarceration
  - Verification completed elsewhere
  - Residents of certain specific islands in Micronesia
  - 30% limitation

Appropriate documentation, as listed in the verification guide and deemed necessary by the Director, must be received before the applicant will be granted an exclusion from verification.

- Suspected Fraud: In accordance with the regulations governing the financial aid programs authorized under Title IV of the Higher Education Act of 1965 as amended, (Section 668.14), Clarke University identifies and resolves discrepancies in the information it receives from different sources with respect to a student's application for financial aid. These include, but are not limited to, the examples set forth in GEN 89-42. If discrepancies cannot be resolved and fraudulent behavior is suspected, the information is referred to the Office of the Inspector General, or the appropriate state or local law enforcement agency.

### Satisfactory Academic Progress

Students receiving Title IV financial assistance are expected to progress satisfactorily toward degree completion. The following minimum standards have been established in accordance with regulations published by the United States Department of Education October 6, 1983 (34 CFR Part 668). These regulations are available to all students during regular business hours in the Financial Aid Office.



This policy affects the following financial aid programs:

- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal Supplemental Loan for Students (SLS)
- Federal Direct Loan
- Federal Unsubsidized Direct Loan
- Federal Perkins Loan
- Federal Nursing Loan
- Federal Nurse Faculty Loan
- Federal Work Study
- Federal Pell Grant
- Teacher Education Assistance for College and Higher Education Grant program (TEACH Grant)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iowa Tuition Grant
- Iowa Grant

The satisfactory academic progress of a student will be measured both quantitatively and qualitatively at the end of each semester. A warning letter will be sent if a student were to fail to make Satisfactory Academic Progress. The student may continue to receive Title IV aid for one payment period with no appeal. If a student is not making satisfactory academic progress after the warning semester, the Title IV aid is removed. A student may appeal to have the Title IV aid reinstated. If a student appeals and is approved, then the student may get aid for one semester called a Probation.

#### Quantitative Measurement

Students are required to complete 124 credit hours for the baccalaureate degree. An institution may allow a student 150% of the time that is normally required to complete the degree. Students will be allowed to attempt up to 150% of the credit hours required, for a total of 186 hours. After 186 hours have been attempted, the student will lose eligibility for federal and state funds. Transfer students are subject to the same credit hour requirements. Credits transferred to Clarke University will be counted in the 186-hour limitation. Students must complete at least 67% of the credit hours attempted based on their enrollment status.

#### Qualitative Measurement

The qualitative measurement of satisfactory academic progress will be done in accordance with the minimum cumulative grade point averages already established by the Office of Academic Affairs. Students must maintain a cumulative grade point average of 2.00 or above. Grades are not rounded up.

#### Measuring Progress

The academic progress of financial aid recipients will be measured at the close of each academic semester (fall, spring and summer). The Financial Aid Office will notify students who do not meet the credit hour or the cumulative grade point requirement. The letter they receive will outline the expectations of the federal government and specify the date by which they need to be in good academic standing in order to continue receiving financial assistance. Normally the student will have one academic semester in which to achieve good academic standing. If the student is not making satisfactory progress by the end of this time, the student will no longer be eligible for any federal or state financial assistance.

#### Withdrawals

When a student officially withdraws from a course, the course is not used in calculating the grade point average, but is reflected in the attempted hours for the semester.

### Repeated Courses

A student who elects to repeat a course will not have the credit hours counted twice when calculating satisfactory academic progress. A better grade, however, will be used in calculating the cumulative grade point average.

### Non-Credit Courses

Non-credit/audit courses do not count toward the requirements for satisfactory academic progress.

### Incomplete Grades

At the end of the semester after all grades are posted; a list will be obtained from the Registrar containing the names of all students with incomplete grades. If the student is making satisfactory academic progress without the incomplete grades, no notification is necessary. However, once grades are posted, a recalculation of satisfactory academic progress will be made. At the time of the recalculation, if the student is not making satisfactory academic progress, a notification will be sent to the student that the current semester (the one in which the grades were posted) is a semester of probation. If after the current semester the student is still not making satisfactory academic progress, the student will no longer be eligible for any federal or state financial assistance. The student may appeal using the Financial Aid Academic Progress Appeal Form.

### Appeal Procedure

#### FINANCIAL AID REINSTATEMENT APPEAL PROCEDURE WHEN AID IS LOST DUE TO UNSATISFACTORY ACADEMIC PROGRESS

After a student has been notified they have lost eligibility for financial assistance, a written appeal may be made on the Financial Aid Academic Progress Appeal Form. This form will be submitted to the Director of Financial Aid. This form can be found in the Financial Aid Office.

An appeal should include:

- Circumstances which affected satisfactory completion of credit hours, or the cumulative grade point average.
- The student's Academic Success Contract (contact the Learning Center to complete this form).
- The time frame the student has developed for completing the degree requirements.

All appeals will be considered by the Financial Aid Appeals Committee, consisting of the Assistant Director of Financial Aid, Director of Financial Aid and VP of Enrollment Management. Circumstances considered for an appeal include but are not limited to: student illness or health problems, health problems of a student's family members, lack of availability of required courses, change of major, and other situations which, at the discretion of the committee, are determined to be factors directly related to the student's inability to maintain satisfactory progress.

NOTE: The fully completed appeal must reach the Financial Aid Office by the deadline listed on the letter you received. Late appeals will not be considered.

### Professional Judgment

A Special Circumstance for Parents or Special Circumstance for Students may be used when a family's financial status is not accurately reflected on the FAFSA. Our office can evaluate your circumstance to determine if it could have an impact on the type or amount of financial aid that is available. Documentation is required for all Special Circumstance Appeals. To determine if you qualify to file a Special Circumstance please contact our Financial Aid Office.

## Clarke Code of Conduct

To fulfill the requirements of Iowa Code, Section 261F.2, Sections 487(a)(25) and 487(e) of the Higher Education Act of 1965, as amended by the Higher Education Opportunity, please [click here](#).

## **Information About Clarke's Academic Programs, Costs, Facilities and Policies:**

The Clarke University curriculum offers students a liberal education comprised of a general education core, a major course of study and elective courses. Additional courses may be required of some students as a prerequisite or complement to general education and major courses. When the results of Clarke-administered assessments and/or standardized tests indicate a need to improve certain skills, students will be required to enroll in one or more preparatory courses. Courses that may be required include Elementary Algebra (MATH 005), Intermediate Algebra (Math 090) Writing and Skills Lab (GNED 010) and Reading & Skills Lab (GNED 020). These courses do not count as electives toward the 124 total credits required for graduation.

## Academic Degrees

Clarke University offers comprehensive undergraduate and graduate programs. [Click here](#) for a complete listing.

## Strategic Plan

The Clarke University strategic plan can be found at: [www.clarke.edu/strategicplan](http://www.clarke.edu/strategicplan)

## Instructional Facilities and Laboratories/Academic Services/Academic Advising

Academic advising is a learning process designed to assist students in setting and achieving their educational goals. It provides students with opportunities to better understand the purpose of a university education and to plan an academic program that will give them the knowledge, values and skills necessary to be lifelong learners and competent professionals in their chosen careers.

Academic advising at Clarke University is personalized and takes into account the needs of each student. Faculty academic advisers guide students in designing a quality academic program that meets individual life goals. The adviser guides the student's learning experiences through course and career planning and program review, and makes referrals to the appropriate campus services as necessary.

Clarke University students are assigned a faculty adviser depending on their major area of interest. Although some group advising sessions may be held to clarify academic policies, programs and procedures, all advisers meet with individual students and offer guidance as they progress toward graduation. Ultimate responsibility for academic progress and decision making resides with the student.

## The Nicholas J. Schrup Library

Located in the Wahlert Atrium, the library contains a wide variety of print and electronic resources for the use of Clarke faculty, staff, and students. Library staff are always available for consultation and help. See the library web page for full information on the library. The library staff may be reached at any time via email at [library@clarke.edu](mailto:library@clarke.edu) or by calling the circulation desk at 588-6320.

## Library Services

- A collection of over 175,000 items including 90,000 online electronic books and 40,000 online electronic full text journals.
- 24/7 access to all online databases, books, journals, and the Clarke online catalog to any Clarke student with a valid ID card.
- Interlibrary loan, reference and term paper consulting services are available from the staff.
- Leisure reading collection based on New York Times best-sellers as well as an assortment of DVD's for your viewing pleasure.
- Comfortable, quiet study areas. Facilities Housed in the Schrup Library
- Margaret Mann Academic Resource Center "The MARC"
- Faculty Content Creation Center (FC3)
- The Music Materials Collection
- The Art Slide Library
- The Instructional Resource Center containing education curriculum materials
- Open computer lab with 17 computers, flat bed scanning , and laser printing
- O'Connor Rare Book and Special Collections Room
- University Archives
- Lingen Technology Center
- E-Learning Support Center
- Technology Classrooms

#### Library Hours

- Hours and holiday schedules are posted at the entrance to the library.
- Normal Open Hours: Monday-Thursday, 7:30 a.m.-11 p.m.; Friday, 7:30 a.m. -5 p.m.; Saturday, 10 a.m.-4:00 p.m.; Sunday. 1:00 p.m.-11 p.m.

#### Margaret Mann academic resource center (the Marc)

The MARC, located on the second floor of the library offers services to all students at Clarke University. It endeavors to support students' classroom experiences across disciplines and to help them develop and reinforce those skills essential to academic success and lifelong learning.

Services include the following

- Writing Center - assistance with all phases of the writing process
- Supplemental Instruction and Tutoring - additional student-led support for targeted classes

Academic Contract Management - monitoring academic progress for students on probation

- Learning Supports - study skills, time management, note-taking, skills assesment, reading strategies, individual academic consultations
- Disability Services - reasonable accomodations for students with documented disabilities

### Lingen Technology Commons

Located in the lower level of Clarke University's Nicholas J. Shrup Library, the Lingen Technology Commons provides a technology-rich learning space as part of the university's plan to seamlessly incorporate technology into teaching and learning. The LTC provides the following:

- Two large teaching classrooms with integrated student laptop tables, dual projectors, document cameras, touch screen interfaces to control the audio visual technology, and a wireless handheld tablet to control and interact with presentations.
- Flexible use seminar room with seating for up to 20 and laptops available for checkout.

All tables are on caster for easy reconfiguration and flip-up for easy storage. The room

features and 80" interactive smartboard touchscreen.

- An E-learning support desk staffed by professional academic technology specialists during library hours to support students and faculty in all areas of academic technology
- Learning commons area has a variety of technology supported study spaces to encourage collaborative learning. All student study spaces have a dedicated flat panel set up to interface with a wide variety of digital devices.

### Keller Computer Center

Clarke has a long history supporting student and instructional computing. Infusion of technology into the teaching and learning environment provides opportunities to fulfill Clarke's educational mission to advance student performance through campus-wide accessibility to information technology resources.

Keller Computer Center Information Services, named for Mary Kenneth Keller, BVM, who founded Clarke's computer science program in 1965, provides computing and telecommunications support to the students, faculty, and staff members of the Clarke community.

### Technology Resources

Students have access to 230 networked Windows- and Mac-platform computers from 25 departmental and public labs. Wireless network access is available in the common areas

(e.g., Library, Atrium, Student Activities Center). Information services staff support the network servers (Unix, NT and Novell), gigabyte network infrastructure, student labs, faculty/staff workstations, Web servers, and the Datatel administrative system.

#### Open Labs

- Bookstore
- Business Classroom/Lab
- Commuter Lounge
- ELECT Classroom/Lab
- Learning Center Kiosks
- Margaret Mann Classroom/Lab
- Residence Hall Satellite Labs
- Student Activity Center
- Technology Resource Center

#### Departmental Labs

- Admissions Call Center
- Biology Lab
- Center for Professional Excellence Lab
- Chemistry Lab
- Communication Lab
- Education Lab
- Graphic Design Lab
- Learning Center Classroom
- Lucilda O'Connor, BVM Language Learning Center
- Music Education Lab
- Nursing Computer-Assisted Instruction (CAI) Lab
- Physical Therapy Lab
- Physics Lab

- St. Isidore Virtual Reality Lab
- Writing Center
- Xavier Coens, BVM Drama Conference and Classroom

In addition all teaching classrooms are set up as “smart classrooms,” equipped with desktop computers, digital projectors, and Internet access. Clarke provides a quality campus network system with easy and ample access to state-of-the-art computers for all students. Various technologies and Moodle provide faculty and students with an interactive teaching and learning environment.

Clarke University information services staff supports over 550 networked computers in labs, classrooms, dorms, library, and faculty and staff offices. Additional campus technologies include the card ID system, meal plan and debit card system, door access chip system, Internet, email systems, an administrative database and campus telephone system.

#### Clarke’s faculty and other instructional personnel

A full listing of current faculty and other instructional personnel can be found online at [www.clarke.edu/directory](http://www.clarke.edu/directory).

#### School Costs

For a complete list of tuition and fees, room and board, and any additional costs of specific programs visit [www.clarke.edu/studentaccounts](http://www.clarke.edu/studentaccounts). Total cost of attendance can be found at [www.collegeboard.org](http://www.collegeboard.org).

#### Net Price Calculator

To help students get an estimate on what financial aid they may qualify for, students can visit <http://www.clarke.edu/media/static/netpricecalculator/npcalc.htm> to get an estimate for Clarke University. The Net Price Calculator is not final, is not binding, it is just an estimate. Students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and to receive Federal student aid funds. You can visit [www.fafsa.gov](http://www.fafsa.gov) to complete your FAFSA online.

#### Vaccinations Policy/Health Services

The health services office promotes health in mind, body, and relationships to assist students in being successful during their university career. By maintaining good health, students are better able to succeed academically and learn balanced independent life skills. Students are served through direct services, referrals, and health education. A completed health form with a record of immunizations is required and kept on file in the health services office. Records are confidential.

#### Withdrawal procedures, refunds and return of aid

Course withdrawal: Student may withdraw from a course up to two weeks after midterm. To withdraw from a course, students must receive approval from the course instructor and their adviser and file a Withdrawal Form with the registrar. Students who withdraw from a course receive no credit hours and the hours attempted are not computed

into their GPA. Failure to complete the formal withdrawal process will result in a failing grade. Students withdrawing from more than four (4) credit hours of courses in a single semester with a grade of W will automatically be placed on academic probation. Withdrawing from courses may have an adverse effect on financial aid, campus residency, and athletic eligibility. Students are encouraged to check with appropriate staff prior to withdrawing from courses. See academic calendar for designated withdrawal dates during the fall and spring semesters. For summer and other short terms, consult the Registrar's Office or the Clarke University website for designated dates for withdrawal.

Return of Title IV: Changes Effective August 28, 2000: The Reauthorization Bill amending the Higher Education Act was signed into law in October 1998. One of the significant changes to the Higher Education Act was in the area of refunds for students who withdraw from the institution. When a student withdraws from classes, he/she may be entitled to receive money that had been paid to the university. The university may be able to refund all or a portion of the tuition, fees, housing costs, etc. the student paid. If the tuition, fees, housing costs, etc. were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled may be required to repay money to the aid programs from which the money was awarded. The university has designed the following policies and procedures to ensure proper accountability when a student leaves the university.

Institutional and student responsibilities in regard to the return of Title IV funds – unearned aid (aid awarded but not available due to the refund calculations). Clarke's responsibilities in regard to the return of Title IV funds include:

1. Providing each student with the information given in this policy;
2. Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
3. Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of the Title IV funds include:

Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The responsibility to repay unearned aid is shared by Clarke and the student in proportion to the aid each is assessed in the process. Clarke's share is the lesser of the total amount of unearned aid; or, institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and Clarke's share. Clarke's share is allocated among the Title IV programs, in an order specified by statute, before the student's share. After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Clarke must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Students return their share of unearned aid attributable to a loan under terms and conditions of the promissory note. The institution may allow the student to repay the unearned aid attributable to a grant (after the 50 percent reduction) under a payment arrangement satisfactory to Clarke's student accounts office.

A student who earned more aid than was disbursed prior to withdrawal is owed a post-withdrawal disbursement. Post-withdrawal disbursements must be made from available grants before loans. Clarke may credit post-withdrawal disbursements toward unpaid institutional charges. Authorizations for current year charges and minor (approximately \$100) prior year charges remain valid for post-withdrawal disbursements; authorizations for prior year charges (greater than \$100) become invalid. Any portion of a post-withdrawal disbursement not credited to the student's account must be offered as a cash disbursement to the student (or parent in the case of a PLUS loan).



A summary of Clarke University's refund and repayment policies is disseminated to students in the Clarke University Catalog, the Clarke Student Handbook, at the Clarke Web site, and with each bill each semester. Students may receive additional information by consulting with an administrator in the financial aid office.

**Student Accounts Withdrawal Policy:** If a student officially withdraws from Clarke prior to completing 60 percent of the semester, institutional charges for tuition, room, board, and fees will be refunded based on the percentage of the semester that has not been completed. Financial aid awarded will be returned to the federal, state, and Clarke programs based on the same percentage. Outside scholarship or loan assistance will remain on the student account unless this creates an over-award situation or the donor specifically requests a refund should the student withdraw. In simple terms - if the student officially withdraws after completing 20 percent of the semester, the student would only be charged for 20 percent of the applicable tuition, room, board and fees and retain 20 percent of their financial aid. The refund formula calls for no refund to Title IV programs – Federal financial aid – after a student attends 60 percent of the calendar days in an enrollment period. The portion of the semester completed is based on calendar days from the first day of the semester through the last scheduled day of finals, including weekends and mid-semester breaks. However, scheduled breaks are measured from the first day of the break to the next day that classes are held. Breaks of at least five days are excluded from both the numerator and denominator in the calculation of the percentage. Below is how the formula is applied:

$$\frac{\text{\# of calendar days enrolled}}{\text{\# of calendar days in term}} = \text{Percent of earned financial aid}$$

If a student has earned 20 percent of their financial aid, then 80 percent must be returned. All parties (federal and state government, institution) will receive 80 percent of their funds back and the student will be refunded 80 percent of tuition, fees, and room and board. Percentages are always rounded to the nearest tenth. Students who do not go through the –official withdrawal process (i.e. leave campus without filing withdrawal papers) will be deemed to have attended through the mid-point in the semester, unless the last date of attendance can be documented, and will have their charges and financial aid adjusted accordingly.

A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period; or the student's last date of attendance at a documented academically related activity.

Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the dean of undergraduate studies. The refund policy applies to students who withdraw or are expelled, and refunds for these students are determined according to the following policy: The term – Title IV Funds refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Direct Subsidized Federal Stafford Loans, Direct Unsubsidized Federal Stafford Loans, Federal Perkins loans, Direct Parent Plus Loan for Undergraduate Students (Parent PLUS Loan), Direct Graduate PLUS Loans (Grad Plus Loan), Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG). It does not apply to Federal Work Study funds.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Graduate Plus Loans, Parent PLUS loans, Federal Pell Grants, Federal SEOG, other Title IV assistance, other Federal sources of aid, other state, private and institutional aid, and finally, the student. In a case when a student withdraws during the add/drop period all private loan funds will be returned.

**Military Deployment Refund Policy**

As specified by Iowa Code Section 261.9(1)g, Clarke offers these options for a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- i. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- ii. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- iii. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### Accreditation and licensure

The U.S. Department of Education regulations to improve the integrity of programs authorized under Title IV of the Higher Education Act (HEA), as amended (the "Program Integrity Rule"), took effect on July 1, 2011. Based on those regulations, schools need to clarify and disclose information on their accreditation and state approval status.

Clarke University, as an institution authorized to provide postsecondary education in the state of Iowa, is committed to full compliance with the Program Integrity Rule.

Clarke is accredited by The Higher Learning Commission of the North Central Association of Colleges and Universities. It is also accredited by or affiliated with the following organizations:

- American Association of Colleges for Teacher Education
- American Association for Higher Education and Accreditation
- American Council on Education
- Association of Catholic Colleges and Universities
- Association for Supervision and Curriculum
- Commission on Accreditation in Physical Therapy Education
- Commission on Accreditation of Athletic Training Education Programs
- Commission on Collegiate Nursing Education
- Council for Advancement and Support of Education
- Council for Independent Colleges
- Council of Social Work Education
- Iowa Association of Colleges for Teacher Education
- Iowa Board of Nursing
- Iowa Association of Independent Colleges and Universities
- National Association of Schools of Music
- National Catholic Educational Association
- National Middle School Association
- Society for Technology in Education
- State of Iowa, Department of Education

For additional information pertaining to academic accreditation, licensure or approvals, please contact the office of the Vice President for Academic Affairs. For additional information pertaining to accreditation, licensure or approvals relative to athletics and student life, please contact the office of the Vice President for Student Life.

### Complaint Process

Clarke University seeks to resolve all student concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for students to discuss or register complaints that pertain to alleged violations of state consumer protection laws that include but are not limited to fraud and false advertising, alleged violations of state laws or rules relating to the licensure of postsecondary institutions, and complaints relating to the quality of education or other state or accreditation requirements.

### Resolution Process

Any student who believes he or she has been subject to unjust actions or denied his or her rights is expected to make a reasonable effort to resolve the matter before seeking formal resolution. To that effect, Clarke University recommends the student request a meeting with the parties directly involved. During the meeting, students should describe the nature of the complaint and a desirable resolution. Both parties are encouraged to try to find a fair and satisfactory resolution.

The Offices of the Dean of Undergraduate Studies, Dean of Adult & Graduate Studies, Student Life, Admissions, Student Accounts, Registrar, Financial Aid, and Human Resources all provide specific administrative means to address and resolve most, if not all, of the questions and concerns you may have. The contact information for each of these Offices is provided below.

Office of the Dean of Undergraduate Studies (academic programs, faculty, advising): (563)588-6383; [graciela.caneiro-livingston@clarke.edu](mailto:graciela.caneiro-livingston@clarke.edu)

Office of the Dean of Adult & Graduate Studies (TimeSaver and graduate programs, faculty, accreditation): (563)588-6432; [jo.lobertini@clarke.edu](mailto:jo.lobertini@clarke.edu)

Office of Student Life (student and campus life): (563)588-6517; [kate.zanger@clarke.edu](mailto:kate.zanger@clarke.edu)

Office of Admissions (admissions eligibility): (563)588-6468; [jayfedje@clarke.edu](mailto:jayfedje@clarke.edu)

Office of the Registrar (academic records, registration): (563)588-6392; [kristi.bagstad@clarke.edu](mailto:kristi.bagstad@clarke.edu)

Office of Student Accounts (bills and payment plans): (563)588-6342; [kathy.vaughn@clarke.edu](mailto:kathy.vaughn@clarke.edu)

Office of Financial Aid (loans, scholarships, grants): (563)588-6338; [amy.norton@clarke.edu](mailto:amy.norton@clarke.edu)

Office of Human Resources (personnel): (563)588-8194; [megan.lucas@clarke.edu](mailto:megan.lucas@clarke.edu)

If the parties involved in complaint are unable to find a satisfactory resolution and further action is deemed appropriate, students must follow the procedures outlined in the following documents:

Grade Challenges: [Clarke University Catalog](#)

Academic Integrity Policy: [Clarke University Catalog](#)

Standards of Student Conduct and Disciplinary Procedures: [Student Handbook](#)

Discrimination and Harassment: [Student Handbook](#)

It is expected that students will fully utilize Clarke University's administrative procedures to address complaints in as timely a manner as possible and with the appropriate individual or office. If a student has a complaint and is unsure with whom to address it, he or she may complete the [Student Complaint Assistance Form](#).

Complaints Addressed to External Agencies: If on occasion students believe that these administrative procedures outlined above have not adequately addressed the concerns identified under the Program Integrity Rule, the following independent procedures are provided. It should be noted that external agencies rarely review or act on complaints that have not been processed through all appropriate channels at the University.

1. The Higher Learning Commission ("HLC") of the North Central Association of Colleges and Schools is an independent body responsible for the accreditation of programs offered by Clarke University. HLC relies on constant contact with the University to ensure quality higher learning. Accredited institutions are required to submit progress reports, monitoring reports, contingency reports, and annual reports, as well as to participate in focus visits. Each year, HLC receives a number of complaints from students or other parties. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, HLC will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with Higher Learning Commission at the following link: <http://www.ncahlc.org/information-for-the-public/complaints.html>
2. A variety of other state agencies or state boards, which are involved in the evaluation and approval of institutional programs, or in the granting of professional certification or licensure, may also be contacted. These agencies include, but may not be limited to, the following:

The Iowa Board of Nursing approves the university's nursing programs. The description, process, and forms for filing a complaint with the Iowa Board of Nursing may be found on the [IBON website](#).

- The Iowa Department of Education, Division of Learning and Results, processes accreditation of undergraduate teacher preparation programs. Complaints may be sent to: State of Iowa, Department of Education, Division of Learning and Results, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146; Telephone: (515)281-5294: [www.educateiowa.gov](http://www.educateiowa.gov)
- The Commission on Accreditation of Athletic Training Education provides guidelines and directions and guidelines for submitting formal complaints. The information is found in the CAATE Policy and Procedure Manual, section XXIV. Complaints Regarding CAATE Accredited Program, p. 37. This document may be accessed on the [CAATE website](#).
- The National Association of Schools of Music governs the accreditation of the music unit at Clarke University. Directions and guidelines for expressing a concern about a member institution may be found on the [association's website](#).
- The Commission on Accreditation of Physical Therapy Education is the division of the American Physical Therapy Association responsible for review of formal complaints in physical therapy

programs. Section 11 of the [Rules of Practice and Procedures](#) provides guidelines for addressing complaints.

- The Council on Social Work Education is responsible for accreditation of the University's social work program. Guidelines for formal complaints to the Commission on Accreditation may be found on the [CSWE website](#).
- The State of Iowa protects its citizens against consumer fraud. You may file a written complaint [online](#) or download the file, print it, complete it and mail it to the Attorney General's Consumer Protection Division.
- Iowa Civil Rights Commission 400 East 14th Street Des Moines, IA 50319-1004 (515)281-4121 or 1(800)457-4416

**How To File:**

[http://www.iowa.gov/government/crc/file\\_complaint/index.html](http://www.iowa.gov/government/crc/file_complaint/index.html)

**Complaint Form:**

[http://www.iowa.gov/government/crc/docs/revised\\_COMPLAINT\\_FORM\\_2007.htm](http://www.iowa.gov/government/crc/docs/revised_COMPLAINT_FORM_2007.htm)

- Equal Employment Opportunity Commission:  
<http://www.eeoc.gov/>

3. If you are currently enrolled, or anticipate enrollment, in an educational program that requires state agency or board authorization and/or licensure and do not see it listed here, please contact the Office of the Provost at: (563)588-6406.

**Office of the Ombudsman**

The Federal Student Aid Ombudsman Group of the U.S. Department of Education assists borrowers in resolving disputes related to William D. Ford Federal Direct Loans, Federal Family Education Loan (FFEL) Program Loans, or Federal Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes regarding student loans that an institution has not resolved.

The Ombudsman can be contacted at the following address:

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Fax: 606-396-4821

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

### Disability Accommodations

Students with learning and other disabilities that may require accommodation under Section 504 of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act (amended 2009), are referred to the Margaret Mann Academic Resource Center for information and assistance.

**Margaret Mann Academic Resource Center:** The Margaret Mann Academic Resource Center (MMARC), located on the second floor of the library, consists of the Learning Center and the Writing Center. This resource center offers services to all students at Clarke University in the areas of tutoring services, study strategies, writing, time management and reading. It endeavors to support students' classroom experiences across disciplines and help them develop and reinforce those skills essential to academic success and lifelong learning.

**Learning Center:** The Learning Center exists within a caring, learning community to provide assistance for learners of all abilities. It is part of a comprehensive, free-of-charge advising system for Clarke students; which includes assessment of skills, monitoring of academic progress, and one-on-one assistance in reading and writing. Reasonable accommodations for students with documented disabilities are available to enable students to reach their individualized goals.

**Writing Center:** The Clarke University Writing Center is committed to assisting students with all phases of the writing process, from brainstorming through publication. We provide an environment that affirms writers of all skill levels, and that fosters critical and creative thinking intrinsic to the act of writing. A community of writers ourselves, we offer assistance within a framework of collaboration, encouragement, and shared inspiration.

### Study Abroad Policy

Clarke-based financial aid may be applied toward tuition and academic fees at a reduced rate for one full-time semester of study abroad. 100% of Federal/State Grants and Loans, including Perkins loan, may be used to cover other expenses such as room and board, as long as the student is registered through Clarke University. Work Study money is not applied to Study Abroad.

### Transfer of Credit Policy

The transfer of credit policy applies to students who transfer from two-year and four-year institutions as well as to Clarke University students who take summer courses elsewhere.

Clarke University accepts transfer credit provided the credit was earned at a two-year or four-year university or university accredited by any of the six regional accrediting bodies, the course is relevant to a baccalaureate program, and the student earns a grade of C- or better. A student from a two-year associate degree program may transfer a maximum of 64 semester hours. Bachelor's degree program students may transfer a maximum of 90 semester hour. The grand total of all combined transfer credit is not to exceed 90 credit hours. The final 30 hours of credit must be taken in residence at Clarke University. Students must complete a minimum of 15 credit hours in the major at Clarke and fulfill all departmental requirements to be eligible for graduation.

A preliminary credit evaluation will be conducted after a student is accepted to Clarke University. After a student has transferred the maximum number of credits, no additional credits will be accepted or exchanged for previously accepted courses.

A summary of credit hours transferred from each institution previously attended will be recorded on the student's Clarke University transcript. Grade points will be computed only for Clarke University, Loras College and University of Dubuque courses. Grade points are also recorded for any graduate coursework completed at any institution.

*NOTE: Students transferring credits from other two-year or four-year accredited institutions, must submit transcripts at the time of matriculation. Clarke University students who plan to transfer credits from other two-year or four-year accredited institutions earned during summer school or other special sessions, must complete a transfer credit request form and submit it to the registrar's office prior to beginning the course. Upon completion of the course, students must request a transcript be sent to the registrar's office prior to post-registration during the following semester. Failure to do so may result in additional required coursework.*

### Contact Information

Admissions:

563-588-6316 or 800-383-2345 or by email [admissions@clarke.edu](mailto:admissions@clarke.edu)

Financial Aid:

563-588-6327 or 888-825-2753 or by email [financialaid@clarke.edu](mailto:financialaid@clarke.edu)

General Information:

General Campus Numbers (Area Code 563)

Information Toll Free: 888-825-2753

Admissions: 588-6316

Admissions Toll Free: 800-383-2345

Alumni Relations Toll Free: 888-225-2753

Conference and Events: 588-8151

Financial Aid: 588-6327

Kehl Athletic Center: 588-8161

Public Relations: 588-6318

Theatre Box Office: 588-6329

TimeSaver Studios: 588-6354

Graduate Studies: 588-6635

### Copyright Infringement

Clarke University supports the Higher Education Opportunity Act and the Digital Millennium Copyright Act. Clarke University students are prohibited from using the Clarke University information network to illegally download or share music, video and all other copyrighted material. Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, are violations of the law and may subject you to not only academic sanctions from the university, but also civil and criminal penalties.

Academic disciplinary actions may include revocation of network access (meaning loss of email and course web site access), referral to Student Life for further sanctions, or even suspension from the university. Persons may be held civilly liable for substantial damages and attorney's fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Penalties for a first offense may be as high as 3 years in prison and a fine of \$250,000.

Clarke makes every effort to block internet peer-to-peer file sharing and can monitor the network for illegal activity, and reserves the right to block or restrict excessive bandwidth usage by individuals, group, or by application. The university will cooperate with any lawful legal action directed at users of our network.

There are easy and affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access <http://www.educause.edu/legalcontent>.

### **COMPLETION, GRADUATION, TRANSFER, RETENTION, AND PLACEMENT RATES (STUDENT RIGHT-TO-KNOW)**

Completion, graduation, transfer and retention data can be found online at: <http://nces.ed.gov/collegenavigator>

Student Body Diversity Information: <http://nces.ed.gov/collegenavigator>

Information regarding Clarke's Job Placement and Graduate/Professional Program Placement has been added to the Career Services web site at <http://www.clarke.edu/page.aspx?id=20461>.

State licensing requirements of jobs for which the school provides training and subsequent job placement is not applicable to Clarke University.

### **CAMPUS CRIME & SAFETY INFORMATION**

Information regarding campus crime and safety can be found at <http://ope.ed.gov/security> and in the Clarke University Student Handbook <http://www.clarke.edu/page.aspx?id=7748>.

#### Fire Safety Report

The Clery Act has expanded reporting requirements to include an "Annual Fire Safety Report" for on campus housing and will be reported for the first time this year. The report is to be published no later than October 1<sup>st</sup> of each year. The Clarke University "Fire Safety Report" will be included with and published as part of the Annual Crime Statistics Report by October 1<sup>st</sup> of each year. Both the Crime Statistics and Fire Safety Reports may be accessed on the Campus Safety & Security Web site at: [www.clarke.edu/page.aspx?id=10356](http://www.clarke.edu/page.aspx?id=10356).

This report is submitted annually with the US Department of Education. The information for all institutions are available on-line from the Department of Education at [www.ope.ed.gov/security](http://www.ope.ed.gov/security) (search by institution). There have been no fires to report specific fire causes, date/time, and location data.



## Drug Violations

Information in regards to drug violations can be found in the Clarke University Student Handbook <http://www.clarke.edu/page.aspx?id=7748>.

### Federal Student Financial Aid Penalties for Drug Law Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

<b>Possession of a Controlled Substance</b>	<b>Ineligibility Period</b>
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
<b>Sale of a Controlled Substance</b>	<b>Ineligibility Period</b>
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. the student satisfactorily completes a drug rehabilitation program that:
  - 1. complies with the criteria prescribed in the federal regulations; and
  - 2. includes two unannounced drug tests;
- B. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. the conviction is reversed, set aside, or otherwise rendered nugatory.

## **Drug and Alcohol Prevention for employees**

Clarke University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. These laws require the university to notify campus members about such items as policies, legal and disciplinary sanctions, health risks, and available sources of counseling, treatment, or rehabilitation. The Drug-Free Workplace Act of 1988 requires the university to certify that as a federal grantee, who receives financial assistance under any federal program, we will provide a drug-free workplace.

Clarke University is committed to protecting the safety, health and well-being of all students, faculty, staff and other individuals on our campus. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

In accordance with the Drug-Free Workplace Act, Clarke University prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the University premises or as a part of any of its activities. Such activities are unlawful and may adversely affect employees' safety, health and longevity, and can seriously impair their performance. In addition, such use constitutes a potential danger to the security and welfare of our employees and students and exposes the University to the risks of fund and property loss. Accordingly, the possession or sale of these items by an employee is subject to discipline, up to and including immediate termination. No employee may be under the influence of alcohol or any illegal drug or controlled substance while on duty or while operating a vehicle or equipment owned or leased by the University. Or while operating a personal vehicle being used for university business.

Any employee who is using drugs in accordance with medical purposes, when such drug usage may impair work performance, should consult with his/her supervisor. If the medication affects the employee's work, arrangements may be made for the employee to have the necessary time off. This will be handled on a case-by-case basis.

In adherence to the Drug-Free Workplace Act of 1988 Clarke requires any employee with a criminal drug statute conviction for a violation in the **workplace** to notify the supervising Vice President and the Vice President for Business and Finance no later than five days after the conviction. The Vice President for Business and Finance will notify the appropriate federal funding agency within 10 days after receiving notice of such a conviction.

## **Disciplinary Sanctions**

Failure to abide by this policy will lead to disciplinary action, which may include any/all of the following:

- Referral to the Employee Assistance Program for evaluation and treatment, including required participation in a drug/alcohol rehabilitation program
- Written Warning
- Suspension
- Termination
- Referral for prosecution

Please note that student employees are also subject to the general university policies published in the Student Handbook and may also be subject to disciplinary sanctions related to the student alcohol and drug policy.

## Legal Sanctions

Employees and students are responsible for obeying all local, state and federal laws concerning drugs and alcohol. Legal sanctions, as a result of conviction for unlawful possession, use or distribution of illegal drugs or alcohol, could include fines, community service work, required participation in a local, state or federally approved rehabilitation program and/or imprisonment. Specific legal sanctions are:

- 1) Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. Specific drugs, amounts, and penalties are described in [Iowa Code 124.401\(1\)](#). Specific drugs, amounts, and penalties are described in [21 USC section 841\(b\)](#). State and federal legal sanctions are subject to change by the General Assembly and Congress, respectively.
  - a. **Penalty Enhancement.** The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or manufacturing a drug within 1,000 feet of school property, including The University of Iowa campus. Penalty enhancement rules apply to defendants 18 years or older. Factors which raise maximum penalties under state penalty enhancement rules include using firearms or dangerous weapons in the commission of the offense.
  - b. **Possession.** Both state and federal laws prohibit possession of a controlled substance. The maximum state and federal penalty for possession is confinement for one year and a fine of \$1,500. The maximum term and fine increase significantly in the event that state or federal penalty enhancement rules apply. In addition, a person in possession of a small amount of a controlled substance for personal use may be assessed a civil fine up to \$10,000 in addition to any criminal fine.
  - c. **Driving While Intoxicated.** Under state law, a person found guilty of operating a motor vehicle while under the influence of drugs or alcohol (blood concentration of .08 or greater) shall be imprisoned for not less than 48 hours and fined not less than \$500 for the first offense. For the second Operating While Intoxicated (OWI) offense the minimum period of confinement is seven days and a fine of not less than \$750. The minimum period of confinement for the third or subsequent OWI convictions is thirty days and could be up to one year, with a fine of not less than \$750. The driver's license of an individual under 21 years of age who is found guilty of operating a motor vehicle with a blood alcohol concentration of .02 percent or more is subject to a 60-day suspension even if the individual is not legally intoxicated. For individuals convicted of OWI, the period of suspension is 180 days or more regardless of age.
  - d. **Alcohol-Related Offenses.** Under state law, the drinking age is 21. State law prohibits:
    - public intoxication;
    - driving a motor vehicle with an unsealed receptacle containing an alcoholic beverage in the vehicle;
    - giving or selling an alcoholic beverage to anyone intoxicated; and

- possession of an alcoholic beverage under legal age.

## **Health Risks**

Health risks associated with the use of illicit drugs and abuse of alcohol may include alcoholism, malnutrition, increased risk of disease (e.g. cirrhosis, ulcers, heart disease, cancer, etc.), and personality disorders.

The use of marijuana, LSD, amphetamines, sedatives, tranquilizers, other dangerous drugs or legally defined controlled substances by University staff members is of concern, as is the illegal use or abuse of alcohol. The health risks include, but are not limited to the nervous, cardiovascular, respiratory, muscular, endocrine, and central nervous systems.

### **Available Resources for Treatment**

The primary interest of Clarke is in the well-being of its employees. For that reason, we urge any employee who may be suffering from substance abuse or related problems to seek appropriate counseling and rehabilitation immediately. Some drug counseling and drug rehabilitation programs are covered by the Clarke's health insurance for participating employees, and all employees except student employees, have access to the University's Employee Assistance Program.

## **Campus Resources for Evaluation and Treatment**

- EAP: Health Management Systems of America
  - 800-767-5320
  - [www.my-life-resource.com](http://www.my-life-resource.com)
- Counseling Center
  - Mary Francis Hall
  - Ext. 6302

## **Off-Campus Resources for Evaluation and Treatment**

- United Way of Dubuque Referral Service & Help-line
  - 588-1415
- Alcoholics Anonymous—Dubuque Area Intergroup
  - 1593 Main Street
  - 557-9196
- Catholic Charities
  - 1229 Mt. Loretta
  - 588-0558
- Narcotics Anonymous
  - 557-6200
  - (ask for pager #418)
- Substance Abuse Services Center
  - Nesler Center
  - 582-3784
  -
- Turning Point Treatment Center
  - Professional Arts Plaza

## INFORMATION ABOUT ATHLETICS

### Equity in Athletics

Please visit <http://ope.ed.gov/athletics/> to view Clarke University's Equity in Athletics Data.

<b>Athletic Demographics and Diversity</b>
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Students who had athletic talent awards in 2011, 2012, and 2013 Cohort

Categories		Basketball	Baseball	Cross Country and Track Combined	All Other Sports Combined
Graduation Rates		0	0	0	0
Gender					
	Male	39	77	40	86
	Female	30	0	34	130
Racial/ethnic subgroup					
	White	41	53	59	179
	Black	20	6	8	4
	Hispanic	3	15	3	18
	Asian	1	0	0	3
	American Indian/Alaska	1	0	0	2
	Hawaiian/PI	0	0	1	0
	Unknown	3	3	3	10
Pell Grant Recipients					
		36	27	29	52
Subsidized Stafford loan recipients who did not receive a Pell Grant					
		18	29	33	96
Recipients of neither a Pell Grant nor a subsidized Stafford Loan					
		15	26	12	68

Number of students disaggregated during 2013 - 2014 school year					
Total number of Students Enrolled in = 1284					
	All Students in 13-14	Basketball	Baseball	Cross Country/Track	All Other Sports
Gender					
Male	415	19	48	29	54
Female	869	15	0	23	88
Unknown	0	0	0	0	0
Racial/ethnic subgroup					
White	1132	23	34	43	125
Hispanic	42	2	9	3	10
Black	41	9	5	6	3
Asian	13	0	0	0	2
American Indian/Alaska	7	0	0	0	2
Hawaiian/PI	1	0	0	1	0
Unknown	48	0	0	0	0
Pell Grant Recipients					
	408	17	18	21	31
Subsidized Stafford Loan recipients who did not receive a Pell Grant					
	370	10	19	23	58
Recipients of Neither a Pell Grant nor a Subsidized Stafford Loan					
	506	7	11	8	53

## **TEXTBOOK INFORMATION**

Visit the Clarke University Whitlow Campus Store website <http://clarkebookstore.com/SelectTermDept.aspx> to search by course or book for your textbook information.

## **LOAN COUNSELING**

Entrance Counseling must be completed by the student prior to the first disbursement of a Direct Subsidized or Unsubsidized Loan. Students complete their entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov).

Exit Counseling must be completed by the student upon graduation. Student complete their exit counseling online at [www.studentloans.gov](http://www.studentloans.gov). In the event a student borrower drops below half time, or withdraws prior to graduation the financial aid office will mail exit counseling materials to the borrow at their last known address.

## **TEACH GRANT COUNSELING**

TEACH Grant Agreement to Serve and Entrance Counseling must be completed online at <https://teach-ats.ed.gov/ats/index.action>. TEACH Grant Exit Counseling must be completed online at <https://www.nsls.ed.gov/npas/index.htm>.

## **PRIVATE EDUCATION LOANS**

A private education loan is a non-FSA loan that is made to a borrower for postsecondary education expenses. For more information on private education loans visit [www.clarke.edu/privateloans](http://www.clarke.edu/privateloans).

## **MISREPRESENTATION**

## **VOTER REGISTRATION**

Please visit the voter registration form at <http://www.sos.state.ia.us/pdfs/elections/voteapp.pdf>, for federal elections and state elections for governor or other State chief executive for each student that is enrolled in a degree or certificate program and physically in attendance at Clarke University.