



CARDINAL STRITCH
UNIVERSITY

2016-2017 Graduate Catalog Addendum 2
January 26, 2017

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For all programs, the department chair can set a withdrawal deadline prior to the 2/3 point of a course when appropriate and in consultation with the Registrar's office.

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DISABILITY POLICY

Policy Statement

Cardinal Stritch University prides itself on creating a learning environment responsive to all students. The University affirms the intent of Federal Law, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments of 2008.

The ADA definition of a disability is: a "person with a disability" is anyone with a physical or mental condition that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities—persons who are blind, deaf, or use a wheelchair--the definition includes a whole range of disabilities that are not visually apparent. These may include mental illness, learning disabilities, or some chronic health conditions such as epilepsy, diabetes, arthritis, cancer, cardiac problems, HIV/AIDS condition, and more. An individual is considered to be a person with a disability if he/she has a documented disability. In order to offer the appropriate accommodation and assistance whenever possible, documentation of the disability is required.

Policy Implementation

A. Disability Disclosure

A student or an applicant for admission may disclose the presence of a disabling condition and request the accommodations indicated in his/her documentation by contacting the Student Accessibility Services Coordinator in the Student Support department within the Student Success Center. In order for the Student Support department to notify a student's instructors of disability accommodations, that student must sign a release of information form to this effect. Faculty notification does not replace the student's responsibility to communicate directly with each instructor to discuss accommodation details. Each semester, it is the student's responsibility to share his/her schedule with the Student Support department so that appropriate instructors may be notified. For more information, please refer to the Student Accessibility Services webpage: <http://www.stritch.edu/disabilityservices/>

B. Confirmation of a Disability

It is the responsibility of the student to provide medical or other diagnostic documentation of his or her disability as requested. Documentation of disabilities should be directed to the department of Student Support within the Student Success Center. Students may be required to participate in such additional evaluation of limitations as may be necessary prior to receiving requested accommodations. Each student shall be expected to make timely and appropriate disclosures and requests and to engage in appropriate levels of self-help in obtaining and arranging for accommodations or auxiliary aids, including applying for funding for specialized support services from the Division of Vocational Rehabilitation.

C. Institutional Documentation

All requests for and subsequent University response for accommodations, will be documented by the Student Accessibility Services Coordinator within the department of Student Support.

D. Statement of Confidentiality

Disability information will be shared within the University community on a need-to-know basis in accordance with applicable laws. Documentation of disabilities will be kept in the department of Student Support within the Student Success Center.

E. Appeal of Denied Accommodation Requests

If a student who is denied requested accommodations wishes to appeal the decision, he/she may do so in accordance with the following procedure.

F. Grievance Procedures Relating to Section 504 and The Americans with Disabilities Act

The person who believes he/she has a valid basis for complaint shall address the concern in writing with the Student Accessibility Services Coordinator who shall, in turn, investigate the complaint in consultation with the Director of Student Support and reply to the complainant in writing within ten days. If the complainant feels that the grievance has not been satisfactorily settled, further appeal may be made to the Special Needs Hearing Committee.

The Special Needs Hearing Committee is convened by the Director of Student Support and is composed of members of the University community who serve on the Student Affairs Committee and who have not participated in the investigation of the complaint. If the Student Affairs Committee representative of the student's college is unavailable or has been directly involved in the situation, the chair will invite another representative to participate, in order to insure adequate understanding of the program in which the student is enrolled.

If the student needs accommodations in order to fully participate in the committee meeting, he/she should discuss his or her needs with the Student Accessibility Services Coordinator.

The Special Needs Committee will have access to all documentation of the complaint and will convene to hear any further information from, or on behalf of, the student who is rendering the complaint. The student is able to bring a member of the University community with him or her as a support person. This individual may not speak for, or on behalf of, the student, but may confer quietly with the student, offering support and encouragement. This is not an adversarial process, but rather a chance to gain a deeper understanding into the issues. Accordingly, while a support person is permitted in the meeting, attorneys may not be involved.

The committee will reply immediately to the complaint with a decision that will be documented in writing within 48 hours of the hearing. As a part of the process, the student is informed of the right to appeal and the procedures to be followed. If the student feels that the grievance has not been satisfactorily resolved, an appeal may be made to the Provost/Vice President for Academic Affairs. An appeal must be made in writing with specific reasons why the individual believes an appeal is in order. The appeal must be made within 48 hours of the decision of the special needs hearing committee.

All information previously collected on the case is turned over to the Provost/Vice President for Academic Affairs in the event that an appeal is requested. The Provost/Vice President for Academic Affairs, after reviewing the information, will decide if there is sufficient information to warrant an appeal. If the Provost/Vice President for Academic Affairs determined that the appeal is in order, he/she may uphold the

original decision, modify the original decision, or make an alternate decision. The decision of the Provost/Vice President for Academic Affairs will be final.

Alternative Appeal to the Office of Civil Rights (OCR).

A student has the right to file an appeal with the Office of Civil Rights (OCR). Information on this process is available from the:

Customer Service Team - Office for Civil Rights

U.S. Department of Education

Washington, DC 20202-1100

Phone: 1-800-421-3481

TTY: 1-877-521-2172

E-mail: ocr@ed.gov

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Academic Support Services

A. Modification of Academic Requirements

Academic requirements will be modified as necessary to ensure that the University does not discriminate against qualified students with disabilities. These modifications cannot affect the substance of the educational programs or compromise educational standards, nor should they intrude upon legitimate academic freedom. Modifications may include changes in the length of time permitted for the completion of degrees and adaptation of the manner in which specific course requirements are met. Academic requirements that are essential to programs of instruction or to any directly related licensing requirement (e.g. requirement for nursing) are not subject to modification.

B. Modification of Program Examinations and Evaluations

Examinations or other procedures for evaluating students' academic achievement may be adapted for students who have disabilities. It is the individual student's responsibility to request necessary test accommodations with the Student Accessibility Services Coordinator and the department of Student Support at the beginning of each semester. Accommodations may include but need not be limited to: enlarged materials, extended time, computer assisted, oral testing, environment free from distractions, alternate formats, preferential seating or test reader. These services are coordinated by the department of Student Support within the Student Success Center.

The use of tape recorders or brailers in the classrooms or dog guides in campus buildings is not prohibited. Students or participants in University programs or activities may be required to sign an agreement that they will not release tape recordings or transcriptions of lectures.

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GRADING SYSTEM/ PERFORMANCE REQUIREMENTS

CBM uses the quality point system defined by the University. Performance requirements are as follows:

Graduate students enrolled in a CBM master's degree program are required to maintain a cumulative grade point average (GPA) of 3.0.

If a student's GPA falls below 3.0, he/she will be considered on "academic probation" and must re-establish a GPA of 3.0 within the next six graduate credits or face dismissal.

No course grade lower than a "C" will be accepted for credit in a CBM graduate-level course. If a grade of "C-" or lower is earned, the student is required to retake the course and repay the required tuition fee. The student must contact his/her Academic Counselor to make arrangements to retake the course in a timely manner. Receipt of three grades of B- or lower will result in dismissal from the University. See the "Academic Policies" section of the catalog for more information. -Each course may be repeated only once, unless it is appealed to the program chair.

PROGRAM REQUIREMENTS

In order to receive a master's degree in the College of Business and Management, the following requirements must be met:

- All graduate coursework at Cardinal Stritch University has been completed with a cumulative GPA of 3.0 (4.0 scale) or better;
- All Cardinal Stritch University coursework has been completed with no grade lower than a "C" counted toward the degree;
- All financial obligations to the University have been met;
- Student has successfully completed all program requirements;
- Faculty recommendation for graduation;
- All graduate credits applied to the degree must have been completed within seven (7) years of the time of graduation;
- Application for graduation must be submitted by March 1 for May graduation, August 15 for August graduation, and by October 1 for December graduation. Formal commencement ceremonies are held in Milwaukee each May.