



# **Student Handbook**

## **Fall 2011 – Summer 2012**

[www.DanElInstitute.org](http://www.DanElInstitute.org)  
18500 92<sup>nd</sup> Ave., Tinley Park, IL 60487  
708.614.8282

## **The Dan EL Institute of Higher Learning Philosophy**

The philosophy of Dan EL Institute is based in the character-building, problem-solving, answer-providing principles of Daniel 5:12, which says, "...an excellent spirit, knowledge and insight, interpretation of dreams, explanation of enigmas, and solving of difficult problems were found in Daniel..."

### **A Word of Explanation About This Catalog**

The material contained in this catalog is for information only and does not constitute a contract between the student and the institute. Dan EL Institute reserves the right to make necessary changes in curricula, policies, or fees. For current curricular offerings, please refer to class schedules issued at the beginning of each term.

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## ***MESSAGE FROM THE FOUNDER***

GREETINGS, IN THE EXCELLENT NAME OF OUR LORD JESUS CHRIST – AND WELCOME TO DAN EL INSTITUTE OF HIGHER LEARNING, WHERE YOUR SUCCESS IS OUR PRIMARY OBJECTIVE

Dan EL Institute of Higher Learning is an advocate of Christ-centered higher education in the lives of those who will transform the world in the marketplace as well as in the church. An education from Dan EL Institute offers world-class, state-of-the-art, flexible learning opportunities that are focused on student learning and success in the fields of leadership, theology, missions, science, technology, and the arts.

We are committed to training students to follow the character of God, as they develop leadership qualities enabling them to enrich and elevate their spheres of influence, whether they work and serve in the local church, in government, in the marketplace, or in the home. As a distance-learning institution, we are committed to developing knowledge, skills, and character in students, both locally and around the world. Our mission is to provide students with unique and flexible learning, in a culture that is both high-tech and high-touch, preparing them for a rapidly changing and diverse global society.

We are honored that you have chosen Dan EL Institute of Higher Learning and excited about the future that God has planned for you!

In His Excellence,

Dr. Robb D. Thompson

President Emeritus and Founder

## **STATEMENT OF BELIEF**

We seek to serve the Kingdom of God by offering educational opportunities to Christians. Dan EL Institute is an institution of Family Harvest Church (FHC) and adheres to the following foundational principles:

### **WE BELIEVE:**

1. In one God, revealed as Father, Son, and Holy Spirit. I John 5:4-6
2. In the absolute inspiration of the Holy Scriptures, given by the Holy Spirit, without error, as He moved upon holy men of old. Furthermore, we believe that the church has no authority to establish doctrine or practices contrary to those same scriptures. II Timothy 3:16
3. That man was made in the image of God and is the crown of creation. He is, prior to salvation, by reason of the fall, spiritually depraved and alienated from his Creator. Genesis 1:26
4. That justification is by grace through faith in our Lord's sacrifice on Calvary, and that no one is justified by keeping the law. Ephesians 2:8-9
5. That all of God's people are to be buried and resurrected with Christ through water baptism, following conversion. Romans 6:4
6. In the priesthood of the believer. That is to say, all people born of God have equal status before, and direct access to, their Lord. I Peter 2:9
7. That the baptism of the Holy Spirit is an endowment of power subsequent to conversion, given by God to anoint the believer for sanctification and evangelism. It is our understanding that the supernatural gifts of the Holy Spirit are active within the body of Christ until the coming of the Lord. Furthermore, we believe the development of these gifts ought to be encouraged, under the guidance of local church authorities. Acts 2:4; 10:44-46; 19:2-6; 22:15
8. That divine healing and, even more importantly, divine health are provided to every believer through the shed blood of our Lord Jesus Christ. I Peter 2:24
9. The callings of Apostle, Prophet, Evangelist, Pastor, and Teacher are functional within the body of Christ until the Lord's return. These ministries are gifts to the church for the purpose of equipping the saints for the work of the ministry, that the body of Christ may be edified. Ephesians 4:11-12
10. In the literal second coming of our Lord, the literal rule of Christ upon the earth, the resurrection of the regenerated to eternal life and the unregenerate to eternal damnation, and the ultimate victory of the eternal Kingdom of God. I Thessalonians 4:13-18; Revelation 22:20; John 14:3
11. That deliverance from sin, sickness, and poverty is provided for in Christ's atonement and is the privilege of all believers. I John 1:7-9; Isaiah 53:4; I Peter 2:24; Matthew 8:16-17

## **HISTORY**

Dan EL Institute of Higher Learning was established in October 2009, at which time the college received non-profit status and initiated the state certification process. Following the Illinois Board of Higher Education orientation session in November 2009, Dan EL Institute began the internal restructuring needed to comply with Illinois standards. The Illinois Board of Higher Education granted operating authority to Dan EL Institute on February 15, 2011. The application for degree-granting authority was submitted to IBHE in August 2011. Dan EL Institute of Higher Learning is currently seeking national accreditation as a distance-learning institute.

## **PURPOSE**

Dan EL Institute of Higher Learning (DEIHL) exists to provide Christ-centered training in the lives of adults who will transform their spheres of influence.

## **MISSION**

Dan EL Institute of Higher Learning (DEIHL) is an advocate of Christ-centered higher education in the lives of those who will transform the world in the marketplace as well as in the church. Our mission is to provide students with unique and flexible learning, in a culture that is both high-tech and high-touch, preparing them for a rapidly changing and diverse global society.

## **PHILOSOPHY OF LEARNING**

The goal of Dan EL Institute of Higher Learning is to train students to follow the character of God and to develop leadership qualities that enable them to enrich and elevate their spheres of influence, whether they work and serve in the local church, in government, in the marketplace, or in the home. As a distance-learning institution, we are committed to developing knowledge, skills, and character in students, both locally and around the world.

Dan EL Institute's degree programs complement its mission and goals by developing character, leadership, knowledge, and skills in the lives of those who are becoming future leaders and influencers.

Our philosophy is based in the character-building, problem-solving, answer-providing principles of Daniel 5:12, which says, "...an excellent spirit, knowledge and insight, interpretation of dreams, explanation of enigmas, and solving of difficult problems were found in Daniel..."

## **CORE VALUES**

We extend the opportunity to learn to everyone and commit ourselves to reflect the following core values, which serve as guiding principles in the pursuit of our mission to equip people for effective Christ-centered leadership:

### **Learning and Instruction**

We acknowledge the inspired truth of Scripture as the reference point for our educational process. We seek to develop lifelong learners with a Christian worldview. We are committed to academic and professional excellence.

We consistently strive to achieve balance in our curriculum through the integration of intellectual, spiritual, and practical studies.

### **Development of the Person**

We hold that Christian education involves shaping the whole person.

Therefore, we value the development of moral and ethical integrity, physical and emotional health, and spiritual maturity, all as the demonstration of character, through a Christ-centered curriculum.

### **Service and Mission**

We value the demonstration of servant leadership in meeting the spiritual and social needs of our world. We value collaborations, partnerships, and entrepreneurs through which our students can utilize their gifts and expand their spheres of influence to reach people around the world, for the betterment of communities worldwide.

## **EDUCATIONAL OBJECTIVES OF THE COLLEGE**

Dan EL Institute of Higher Learning faculty and administrators commit themselves to equipping each student to become a Christian witness and servant-leader who will demonstrate:

- ❖ Effective communication skills in listening, speaking, and writing
- ❖ Critical thinking skills necessary to interact effectively in a culturally diverse and increasingly pluralistic world
- ❖ Skills in biblical exposition that accurately reflect the content and meaning of Scripture
- ❖ A biblically formed worldview, integrating the Christian faith with general educational content
- ❖ A pattern of lifelong learning
- ❖ A devoted relationship with Christ
- ❖ Leadership in a variety of professional disciplines
- ❖ A commitment to global evangelism

## **ACCREDITATION**

Dan EL Institute of Higher Learning is authorized to operate and grant degrees through the Illinois Board of Higher Education (IBHE). National and regional accreditation is being actively pursued.

## **GOVERNANCE**

Dan EL Institute of Higher Learning is an educational institution of Family Harvest Church (FHC). Its role is determined by FHC and directly governed by a board of directors appointed to serve for a 3-year term, not to exceed two consecutive terms. The board of directors consists of the president of DEIHL along with ministers, educators, and businessmen.

### **Board of Directors**

Dr. Robb Thompson, President Emeritus and Founder, Palos Park, IL

John Avanzini, Corpus Christi, TX

Dr. Jaami Dawan, Naperville, IL

Victor Dickson, Flossmoor, IL

Victoria Gladden-Torres, Oak Lawn, IL

Dr. Robert Lang, Oak Forest, IL

Kevin Leary, Orland Park, IL

Thomas Nestor, Orland Park, IL

Rick Renner, Tulsa, OK

### **Institutional Administration**

#### **Michael P. Phillips, MD**

Interim President

#### **Education:**

University of Illinois at Chicago, School of Medicine

#### **Victor Dickson**

Vice President, Chief Financial Officer

#### **Education:**

Roosevelt University

#### **Rakisha Sloane**

Assistant Vice President, Chief Academic Officer-Dean of Faculty

#### **Education:**

Wayne State University, Governors State University, Olivet Nazarene University

## **Institutional Staff**

### **Mary Beth Pozdol**

Assistant to the President, Administrative Dean

#### **Education:**

University of Illinois at Chicago, Oral Roberts University

### **Phyllis Vickery**

Registrar

#### **Education:**

Olivet Nazarene University, Nazarene Theological Seminary

### **Kevin Mitchell**

IT Manager

#### **Education:**

Illinois Institute of Technology, Suffield University

## **CONTACT INFORMATION**

The administrative offices of Dan EL Institute of Higher Learning are located at 18500 92<sup>nd</sup> Avenue, Tinley Park, IL 60487.

Office Hours: Monday – Friday, 9:00 a.m. to 5:00 p.m.

Main Number: 708.614.8282

Main Fax: 708.614.8288

Faculty Office Hours: check course syllabus

Administrative and academic offices are closed on the following holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day/Day after Thanksgiving

Christmas Day

## **ASSURANCES**

### **Non-discrimination Policy**

The Dan EL Institute of Higher Learning admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, admission policies, scholarship funds, or other school-administered programs. Any practices inconsistent with this policy should be reported in writing to the Dean.

## **Sexual Harassment Policy**

Dan EL Institute prohibits any form of sexual harassment. Sexual harassment is a form of sexual discrimination and is prohibited by federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Any practices inconsistent with this policy should be reported in writing to the Dean.

## **Student Confidentiality Privacy Act (FERPA)**

Dan EL Institute complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the following rights:

1. The right to know what information the institute maintains about individual students
2. The right to ensure the accuracy of that information
3. The right to know who has access to files of information and for what purposes
4. The right to control, to a significant extent, the distribution of that information outside the institution

Dan EL Institute of Higher Learning considers some information to be directory information, which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, email addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a *Request to Prevent Disclosure of Directory Information* form to the Registrar's office. This request remains in effect until revoked, in writing, by the student.

Educational records will not be released to individuals other than the student, except as provided for by FERPA. This provision includes:

1. A parent who claims a student as a dependent on his or her most recent federal income tax form. The parent must submit a *Parental Affidavit for Academic Information* form to access the student's record.
2. A student who grants access to his or her educational record by submitting a *Student Consent for Release of Records* form.

Applicable forms must be submitted for each request.

Information regarding FERPA and forms necessary to withhold or release information may be obtained through the Registrar's office.

## **ADMISSIONS**

## ADMISSIONS

Admission to Dan EL Institute of Higher Learning (DEIHL) involves both academic achievement and moral commitment to a lifestyle consistent with the objectives and values of Dan EL. Submitting the application for admission is an agreement to abide by the ethical and moral principles of DEIHL as well as to apply oneself to the task of learning and developing mentally.

The following policies will guide students pursuing entrance into Dan EL Institute. Important policies for specific programs will be noted.

## ADMISSION REQUIREMENTS

Application materials are available on the Dan EL Institute website at [www.danelinstitute.org](http://www.danelinstitute.org). The following items are required:

### UNDERGRADUATE

- 1. Application:** An *Application Form* must be completed and submitted electronically at [www.danelinstitute.org](http://www.danelinstitute.org)
- 2. Fee:** Submit \$70 application fee (non-refundable).
- 3. Essay:** Applicants will submit a writing sample/testimony telling of their Christian experience. The writing sample is part of the application and must be a minimum of 200 words (and not more than 400).
- 4. Recommendation Form:** Applicants will have a pastor, teacher, employer, or high school counselor complete and submit the *Recommendation Form*.
- 5. Transcripts:** Applicants will submit official transcripts of studies undertaken at **all** colleges or universities.
- 6. Freshman Applicants:** Submit official high school transcripts from public, private, or home school as well as ACT or SAT test scores (required for students with less than 20 transferable semester hours). To submit an ACT test score, use the Dan EL code number 6899. The minimum acceptable ACT score is 20; however, if ACT score is less than 20, we also review the student's GPA, which must be higher than a 2.0. Applicants who have not graduated from high school must successfully complete the General Educational Development (GED) exam before admission.
- 7. Dual Enrollment:** Special consideration for dual enrollment will be given to currently enrolled high school students who have completed their sophomore year. Applicants must provide a letter of permission from their parents as well as a letter from their high school guidance counselor, indicating their ability to take courses. College credit earned for these courses will be awarded to the student upon proof of graduation from high school.
- 8. Online Readiness Assessment:** The online readiness assessment is required. This assessment takes approximately 30-45 minutes.
- 9. International Records:** All international student transcripts must be evaluated by Education Credential Evaluators (ECE) at the applicant's expense. Dan EL requires the "Course-by-Course Analysis" of international transfer credit, as prepared by ECE. Students must submit the ECE applications according to each specific country's instruction. Transcripts from some countries must to be sent directly to ECE. Applications are available at [www.ece.org](http://www.ece.org) or by

request from the Office of the Registrar.

- 10. Submissions:** Applicant will be considered for admission as soon as the Recommendation Form and all official transcripts are received. These materials must be mailed to:

Dan EL Institute of Higher Learning  
Admissions Office  
18500 92<sup>nd</sup> Avenue  
Tinley Park, IL 60487

## GRADUATE

- 1. Application:** An *Application Form* must be completed and submitted electronically at [www.danelinstitute.org](http://www.danelinstitute.org)
- 2. Fee:** Submit \$70 application fee (non-refundable).
- 3. Essay:** Applicants will submit a writing sample/testimony telling of their Christian experience. The writing sample is part of the application and must be a minimum of 200 words (and not more than 400).
- 4. Recommendation Form:** Applicants will have a pastor, teacher, employer, or high school counselor complete and submit a *Recommendation Form*.
- 5. Bachelor's Degree:** Applicants will submit proof of completion of a bachelor's degree from an institution whose accreditation is recognized by the U.S. Department of Education and/or Council for Higher Education Accreditation.
- 6. Transcripts:** Applicants will submit official transcripts of studies undertaken at **all** colleges or universities.
- 7. Online Readiness Assessment:** The online readiness assessment is required. This assessment takes approximately 30-45 minutes.
- 8. International Records:** All international student transcripts must be evaluated by Education Credential Evaluators (ECE) at the applicant's expense. Dan EL requires the "Course-by-Course Analysis" of international transfer credit, as prepared by ECE. Students must submit the ECE applications according to each specific country's instruction. Transcripts from some countries must to be sent directly to ECE. Applications are available at [www.ece.org](http://www.ece.org) or by request from the Office of the Registrar.
- 9. Submissions:** Applicant will be considered for admission as soon as the *Recommendation Form* and all official transcripts are received. These materials must be mailed to:

Dan EL Institute of Higher Learning  
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18500 92<sup>nd</sup> Avenue  
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## STUDENTS-AT-LARGE

Part-time students who meet all entrance requirements but are carrying fewer than six hours per term, and otherwise qualified students who are not pursuing the regular course of study may, with the approval of the Dean and the consent of the department concerned, be admitted to DEIHL as students-at-large, to take such courses as are open to them without respect to candidacy for a degree. Such work is limited to 29 credit hours. Policies and procedures for students-at-large are as follows:

1. Application: Applicants for student-at-large status will follow the same procedures as outlined under Admission Requirements; however, official transcripts from other universities or colleges are *not* required.
2. Individuals qualifying for student-at-large status are those not wanting to be considered as seeking a regular degree. They will be taking a minimum number of courses for a specific purpose.
3. A student-at-large is not eligible for institutional scholarships from Dan EL Institute.
4. A student-at-large is limited to taking no more than 29 credit hours.
5. Should a student who has been admitted under student-at-large status desire to enroll for more than a combined total of 29 credit hours at Dan EL Institute, he or she will need to reapply for admission and fulfill all of the requirements stated for regular student admission. There is no guarantee that such an individual will be accepted as a regular student.
6. A student-at-large is not eligible to transfer credits into the Dan EL program. The only items to be listed on the transcript of a student-at-large will be the course or courses taken at Dan EL Institute.
7. A student-at-large is required to pay in full, prior to the start of classes, all tuition and fees for courses enrolled.

## INTERNATIONAL STUDENTS

Prospective students who are citizens of another country and who want to pursue a degree at Dan EL Institute will comply with all regular requirements for admissions listed in the Admission and Enrollment section. In addition, the following requirements must be met prior to admittance:

- 1. English Proficiency:** The prospective student must pass the Test of English as Foreign Language (TOEFL) test with scores of at least 80iBT or 500PBT. The test scores must be sent to Dan EL Institute by submitting the Designation Institution Code 7892.
- 2. Educational Records:** All international credit transcripts must be evaluated by Education Credential Evaluators (ECE) at the applicant's expense. Dan EL requires the "Course-by-Course Analysis" of international transfer credit, as prepared by ECE. Applications are available at [www.ece.org](http://www.ece.org) or by request from the Office of the Registrar.
- 3. Application Deadline:** All credentials must be submitted at least four months prior to the proposed admission date.

## ACCEPTANCE STATUSES

Upon review of the application for admission and other required documents, students may be accepted into one of three categories, as defined below:

1. **Formal Acceptance:** This signifies that the student has satisfied all institutional admission requirements, including the receipt of all official transcripts from all colleges and universities previously attended.
2. **Conditional Acceptance:** This signifies that the student has satisfied all institutional admission requirements, has provided the institution with unofficial transcripts from all colleges and universities previously attended, and will become accepted as a regular student once the institution receives all official transcripts.
3. **Student-at-Large:** A student who is not seeking enrollment into a degree program is considered a student-at-large. A student is limited to taking no more than 29 credit hours as a student-at-large.

### **DUAL ENROLLMENT POLICY**

Special consideration for dual enrollment is given to currently enrolled high school students who have completed their sophomore year. Such students are permitted to enroll in selected 100-level courses at Dan EL Institute of Higher Learning. Applicants must provide a letter of permission from their parents as well as a letter from their high school guidance counselor, indicating their ability to take courses. College credit earned for these courses is awarded to the student upon proof of graduation from high school.

### **READMISSION AND ENROLLMENT**

Dan EL students who have not enrolled for any courses for at least one full academic year must reapply for admission. (Not enrolling in a summer term is *not* considered an interruption of studies that necessitates readmission.)

#### **When reapplying, the following items are required:**

1. A current application
2. Official transcripts from any college attended since last attending Dan EL Institute
3. A brief written statement regarding the student's activities since last attending Dan EL Institute
4. A recommendation from the student's pastor or other supervisor
5. Students must have any financial and academic "holds" removed from their Dan EL records before they will be readmitted.

### **TRANSFER OF CREDITS POLICY**

Transfer credit is accepted from accredited institutions of higher learning for subjects appropriate to the curricula of the Dan EL programs, such as the required completion of 37 credit hours for the Illinois state standard for General Education. All applicants who have attended other colleges or universities are required to have all official transcripts mailed directly by the issuing school(s) to the admissions office. In addition to the transcript(s), it is sometimes necessary to provide a catalog, course descriptions, or other documentation from the former college or university, to

help determine the content and applicability of a course. The Registrar will evaluate the transcript(s) and award applicable transfer credit(s).

*Note:* Transcript evaluations are not completed until application has been made to Dan EL Institute and all transcripts have been received. Credit will only be considered for "C" grades or above. Up to 30 transfer credit hours from accredited providers are acceptable.

All international student transcripts must be evaluated by Education Credential Evaluators (ECE) at the applicant's expense. Dan EL requires the "Course-by-Course Analysis" of international transfer credit, as prepared by ECE. Students must submit the ECE applications according to each specific country's instruction. Transcripts from some countries must to be sent directly to ECE. Applications are available at [www.ece.org](http://www.ece.org) or by request from the Office of the Registrar.

Provisional credit may be granted from certain unaccredited institutions. Provisional credit will be fully accepted after an evaluation of the unaccredited institution, evaluation of the coursework for the courses under consideration, and successful completion by the student of 32 semester hours of work at Dan EL Institute, with a minimum 2.0 GPA.

### **ADVANCED PLACEMENT BY EXAMINATION**

The general tests of the College Level Examination Program (CLEP) may be used to establish credit for students who score at or above the 60th percentile on selected CLEP tests. Credit and/or advanced placement may also be established by attaining scores of 3, 4, or 5 on selected Advanced Placement (AP) tests. Information concerning scores required for credit on specific AP tests is available in the Office of the Registrar. CLEP and AP tests are available at open test centers throughout the country. Dan EL accepts transferable credit from CLEP and AP exams equivalent to courses we offer (or require).

CLEP Humanities	3–6 hours	52	FINA 101 and LIT 205
CLEP Mathematics	3 hours	60	Mathematics General Education Requirement
CLEP Natural Sciences	3–6 hours	52/57	Lab science requirement(s): Score of 57 needed for both lab requirements
CLEP Social Science and History	3–6 hours	54/59	3 hours for SSCI 100 (54) and 3 hours for HIST 200 (59)

Students who receive credits in these areas should not take equivalent courses elsewhere, since credit cannot be given twice for the same course. Similarly, students are not permitted to establish credit by way of proficiency exams in areas for which they have already taken courses for college credit.

## NEW STUDENT TESTING

New students who are not transferring in the required English and Math credits are required to take standardized tests in English usage and reading skills, and a math competency exam.

**New full-time students** must complete placement testing in English composition, reading, and math, prior to orientation.

**New part-time students** must complete appropriate testing before registering for English composition or mathematics.

**Currently enrolled students** must complete appropriate testing before registering for English composition or mathematics, or after attempting 11 credit hours.

**To schedule a placement test** – There is a fee for each test, which is added to the student’s tuition bill. For more information, call 708.614.8282.

## ENGLISH PLACEMENT EXAMINATION

Proficient use of the English language is essential for Christians in professional career assignments; therefore, Dan EL Institute requires two courses in English composition. An English proficiency examination is used for placement. Students whose proficiency examination scores suggest a deficiency must begin their English sequence with Basic English Skills. Credit for Basic English is not included in the minimum credit hours required for any degree. Successful completion will enable a student to take English Composition I for credit.

### TOEFL (English as a second language)

For admission to DEIHL, any student who has not graduated from an English-speaking high school is required to pass the Test of English as Foreign Language (TOEFL) with a score of at least 80 on the Internet-based test (iBT) or 500 on the paper-based test (PBT). This test is given in most world population centers. An applicant must show a proficiency in understanding and using correct English to be able to satisfactorily complete the basic curriculum in English. Such students are still subject to English placement requirements. The Dan EL Designation Institution Code is 7892.

## MATH PLACEMENT EXAMINATION

A math competency examination is used for placement. Students whose competency examination scores suggest a deficiency must begin their math sequence with Basic Math Skills. Credit for Basic Math Skills is not included in the minimum credit hours required for any degree. Successful completion will enable a student to take General Math for credit.

## PLACEMENT TESTING EXEMPTIONS

**Students with previously earned college credit** can be exempted from part or all of the placement test(s) if they submit a college transcript or grade report showing successful completion (“C” or better) of a college-level course. For an exemption, students should submit a

copy of their report to the Office of Registration.

**Students with ACT scores** of 20 or above in English and mathematics may use ACT scores for placement instead of taking part or all of the placement test(s) required by Dan EL Institute.

- ❖ If student has an ACT score of 20 or above in English, he or she does not need to take the English placement examination.
- ❖ If student has an ACT score of 20 or above in mathematics, he or she does not need to take the math placement examination.
- ❖ If student has an ACT score of 20 or above in only one area (English or mathematics), student may use the ACT score for placement in the corresponding subject area, but will still need to take the placement exam for the subject area for which he or she did not qualify.
- ❖ To qualify for a placement test exemption, student may submit a copy of his or her ACT scores to the Office of the Registrar.

Any student may register for remedial courses without completing placement testing.

For more information, visit our website at [danelinstitute.org](http://danelinstitute.org).

## **SPECIAL NEEDS POLICY**

### **Americans with Disabilities Act: Student Accommodation**

Dan EL Institute shall recognize and comply with the Americans with Disabilities Act (ADA), PL-10136, and with Section 504 of the Rehabilitation Act, which apply to post-secondary education programs and activities, with regard to recruitment, admission, academic programs, counseling, placement, and financial aid.

Dan EL Institute shall provide reasonable accommodation and/or program modification to all qualified disabled students, to afford them an equal opportunity to participate in those programs or activities for which they demonstrate an ability to benefit. A qualified disabled student is an individual with a disability who meets the academic and technical standards requisite to admission or participation in Dan EL's educational programs or activities.

The student would be expected to supply the institute with a statement from an authorized expert, specifying the disability, and a statement from a qualified expert, specifying what special accommodations the student would need to accomplish the academic requirements of DEIHL. It is the responsibility of the student who requires accommodations to request such accommodations through the Office of the Registrar or designee.

## **STUDENT TECHNOLOGY REQUIREMENTS**

Students will need a personal computer (or sufficient access to a computer) with Internet access, MS Office software, and Adobe software.

Students use a web browser to attend online classes, where they view course materials, interact with faculty and students, and upload assignments. Minimum system requirements are as follows:

- ❖ Internet Explorer 6.0 or higher
- ❖ Firefox 2.0 or higher (recommended for Mac and PC)
- ❖ Safari is not supported, but may function.
- ❖ Adobe Flash 9
- ❖ Adobe Reader
- ❖ Webcam and headset microphone are necessary for exam proctoring

### **LABORATORY EQUIPMENT**

Students are required to purchase laboratory equipment (for lab courses) and webcam (to complete proctored exams). Laboratory kits, which are custom-made for online lab courses, are available for purchase by students in lab courses.

## **FINANCIAL INFORMATION**

## TUITION AND FEES

The tuition and fees for each term are due in full at the time of registration. There are four terms per year. Twelve (12) hours per term is considered a full load. The following fees and charges are current but are subject to change between printings of this catalog.

### Tuition Rates for a 3-Credit-Hour Course\*:

<b>Undergraduate:</b>	<b>\$300.00</b>
<b>Graduate:</b>	<b>\$450.00</b>
<b>Certificate Program:</b>	<b>\$249.00</b>
<b>Home School Incentive:</b>	<b>\$249.00</b>
<b>Online Library Fee (per term, non-refundable):</b>	<b>\$ 50.00</b>
<b>Technology Fee (per course, non-refundable):</b>	<b>\$ 21.00</b>
<b>Registration Fee (per term, non-refundable):</b>	<b>\$ 40.00</b>
<b>Administrative Fee**:</b>	<b>\$ 50.00</b>
<b>Change of Enrollment Fee:</b>	<b>\$ 10.00</b>

\* Tuition rate is \$100/credit hour for undergraduate level and \$150/credit hour for graduate level.

\*\*Administrative Fee is an automatic fee incurred when a student fails to upload all assignments and complete all course elements by the end of the term. This fee is incurred when a student receives an "I" (incomplete).

The Dan EL Institute of Higher Learning Board of Directors reserves the right to change/adjust tuition and fees.

Students are responsible for purchasing textbooks (for required reading) and any other supplemental course materials from the online bookstore or from their own source. The registration fee and tuition for each course are due before the first class session is attended, unless payment arrangements have been made with the Office of the Registrar.

## METHOD OF PAYMENT

Payment of fees and tuition is required in full when registering for a course online. Special payment arrangements are available through the Office of the Registrar. A three-part payment plan (over 3-months) is available to students paying with a credit card. Each payment is processed on agreed-upon dates for the agreed amount. Contact the Office of the Registrar to make payment arrangements.

## WITHDRAWAL POLICY

After the add/drop period is over, a student may withdraw from a course. Any student wishing to withdraw from a course should first contact his or her advisor. The student should notify the instructor and, if applicable, the Registrar.

- ❖ Students may withdraw from a course only through the 56<sup>th</sup> day of a 12-week term (67% of the course) and receive a grade of “W”.
- ❖ Students who attend past the 56<sup>th</sup> day of a 12-week term (67% of the course) will receive the grade earned, based upon performance and completion of the course.
- ❖ Following completion of the 56<sup>th</sup> day of a 12-week term (67% of the course) students may request, and faculty may award, a grade of Incomplete (I). (See “Other Grades” in Academic Policy section).
- ❖ A grade of WF will be assigned to those students who are administratively withdrawn (see Attendance Policy).

## TUITION REFUND POLICY

If it is necessary to withdraw from school prior to the end of a semester, a student must notify the Registrar immediately. All payments made against tuition and fees will be credited to students who withdraw from Dan EL Institute before classes begin. Students who withdraw after classes begin will receive credit according to the following schedule, fees not included:

Week 1	80% refund
Week 2	75% refund
Week 3	50% refund
Week 4	No refund

**\*Note: The “week” closes at 4:30 p.m. Central standard time, on Friday of each week. Any communications received after 4:30 p.m. Central standard time, on Friday, will be considered as received in the next business week.**

## FINANCIAL AID

Dan EL Institute of Higher Learning does not currently offer governmental funding.

## TUITION VOUCHER

Students are given the opportunity to earn a Tuition Voucher in exchange for volunteer work for Dan EL. Their volunteer time is converted to tuition credit that is applied to the tuition of one course per term. A Tuition Voucher is not redeemable for cash. The value of the voucher will not exceed tuition costs for a single course. Students are expected to pay for all fees and textbooks. The student is responsible to turn in the voucher when they enroll for courses, in order to receive the credit toward tuition costs.

## **SCHOLARSHIPS**

Scholarship applications may be obtained online or from the Registrar and must be submitted no later than the application due date. A scholarship committee reviews the applications and makes awards for the next school year, based upon the following criteria: Applicant is a new student **or** is returning with (1) completion of a minimum of 12 hours; (2) a minimum cumulative GPA of 3.0. The student must maintain enrollment at least three-quarters of the time to remain eligible for disbursements during the award year. Withdrawal from courses may result in loss of scholarship funds. Awards are announced in July and are credited to student accounts at the beginning of each term of the following school year.

*Note: Endowed and funded scholarship availability is based upon investment returns for the year.*

**DANIELS-THOMPSON ALUMNI SCHOLARSHIP:** A funded scholarship to assist returning Dan EL students who demonstrate leadership potential and actively volunteer in their local church.

**PETER J. DANIELS SCHOLARSHIP FOR ACHIEVEMENT:** A funded scholarship to assist high school or home school graduates.

**RTM SCHOLARSHIP FOR FUTURE LEADERS:** A funded scholarship to assist new students who demonstrate leadership potential and actively volunteer in their local church.

## **ACADEMIC POLICY**

## 2011-2012 ACADEMIC CALENDAR

### FALL TERM

August 1 – September 10

Fall Registration

August 22 – September 10

Online Orientation

**September 12**

**Fall Term Classes Begin**

September 13 – 26

Late Registration

September 26

Last Day to Add/Drop a Course

October 17 – 21

Midterm Exams

November 7

Last Day to Withdraw from a Course

**November 28 – December 2**

**Finals Week**

**December 2**

**Fall Term Ends**

### WINTER TERM

November 1 – December 3

Winter Registration

November 14 – December 3

Online Orientation

**December 5**

**Winter Term Classes Begin**

December 6 – 19

Late Registration

December 19

Last Day to Add/Drop a Course

December 19 – January 1

Christmas Break

January 23 – 27

Midterm Exams

January 30

Last Day to Withdraw from a Course

**March 5 – 9**

**Finals Week**

**March 9**

**Winter Term Ends**

### SPRING TERM

February 1 – March 10

Spring Registration

February 13 – March 10

Online Orientation

**March 12**

**Spring Term Classes Begin**

March 12 – 26

Late Registration

March 26	Last Day to Add/Drop a Course
April 2 – 8	Easter Break
April 23 – 29	Midterm Exams
May 7	Last Day to Withdraw from a Course
<b>June 4 – 8</b>	<b>Finals Week</b>
<b>June 8</b>	<b>Spring Term Ends</b>

## **SUMMER TERM**

May 1 – June 9	Summer Registration
May 21 – June 9	Online Orientation
<b>June 11</b>	<b>Summer Term Classes Begin</b>
June 12 – 25	Late Registration
June 25	Last Day to Add/Drop a Course
July 16 – 20	Midterm Exams
August 6	Last Day to Withdraw from a Course
<b>August 27 – 31</b>	<b>Finals Week</b>
<b>August 31</b>	<b>Summer Term Ends</b>

### **Administrative and academic offices are closed on the following holidays:**

New Year's Day  
 Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day/Day after Thanksgiving  
 Christmas Day

## **TERM CALENDAR AND CREDIT HOURS**

The online term consists of a twelve-week session. The student is required to log in to the virtual classroom at least five times a week during each of the twelve weeks of classes. Each course is 3 credit hours, and the coursework includes video lectures, essays, discussion forums, testing, research papers, and final exams. All course content can be found online. The academic year consists of four twelve-week terms: Fall Term, Winter Term, Spring Term, and Summer Term.

Academic credit at DEIHL is granted using the semester credit hour system.

## **COURSE LOAD**

Twelve (12) hours per term is considered a full load. A part-time course load is six (6) hours per term. A student desiring to take more than 12 hours per academic term must have at least a 3.5 grade point average for two consecutive terms and obtain the approval of the Dean.

## **COURSE ENROLLMENT POLICY**

Students must be continuously enrolled in a program from the time of matriculation through graduation. Undergraduate students are required to be enrolled in at least one course per term or three courses per academic year. Graduate students are required to be enrolled in at least one course per term or three courses per academic year. Students who must take time off due to medical or other extraordinary reasons may apply for a temporary leave of absence through the Office of the Registrar. (Please see the Leave of Absence policy).

Students who drop from all courses within any term, in an academic year, must provide written confirmation of their intent to return for the next term. Students must submit this written confirmation within five business days of submitting their request to drop courses. Students who do not provide written confirmation will be administratively withdrawn from DEIHL and must apply for reentry.

## **CLASSIFICATION OF STUDENTS**

Students are classified according to the total number of hours for which they have credit. The requirements for classification, as a candidate for a degree on the basis of hours, are:

- ❖ Freshman: Must have met all the admission requirements and be registered as a candidate for a degree; any student who has completed less than 30 credit hours of college work
- ❖ Sophomore: 30 hours
- ❖ Junior: 60 hours
- ❖ Senior: 90 hours or above

Students are classified at the beginning of each term, and the minimum requirements for the respective classes must be met at that time. Class activities and listing will be carried out in accordance with the above classification.

Students-at-Large: Part-time students who meet all entrance requirements but are carrying fewer than six hours per term, and otherwise qualified students who are not pursuing the regular course of study may, with the approval of the Dean and the consent of the department concerned, be admitted to DEIHL as students-at-large, to take such courses as are open to them without respect to candidacy for a degree. Such work is limited to 29 credit hours.

## **REGISTRATION**

All students eligible to register, students enrolled in the preceding regular session, and new or readmitted students who have completed application and have been admitted, may register online at [www.danelinstitute.org](http://www.danelinstitute.org).

A student will not be permitted to register for any course after the first two weeks of the term. No student will be permitted to register for any course if, in the judgment of the instructor in charge, he or she lacks sufficient preparation to undertake the work. An instructor may, with the approval of the Dean, drop from a course any student who shows marked delinquency in attendance, who neglects his or her work, or who proves incompetent to pursue the work of the course.

## **CHANGE OF REGISTRATION**

All changes in registration become official when made through the Office of the Registrar, with approval by the faculty members whose courses are involved. A student may, without charge, change registration for individual courses during the first two calendar weeks of a term. Starting with the third week of the term, there will be a charge of \$10 for each *Schedule Change* form processed.

## **COURSE DELIVERY**

Online delivery carries the convenience of anytime/anywhere learning, electronic library and learning resources, the experience and academic qualifications of the Dan EL faculty, and exposure to a host of practitioner instructors. When appropriate, this catalog will note any differences in the delivery structures, in terms of requirements, prices, procedures, policies, etc.

All online students must complete a software/policy orientation, for one hour of credit, before taking any online classes. Online students will be limited to one online course in their first online session. No student may take more than two regular online classes in one session.

## **COURSE CANCELLATION**

Courses will be held as scheduled, unless cancelled by Administration due to insufficient enrollment. If a course is cancelled, students may apply the tuition and fees to another course or the same course when offered again.

## **ADD/DROP POLICY**

Students dropping a course must provide official notification to the Registrar in writing, via email, by the term's published "Last Day to Drop Course" date.

A course may be dropped, without grade or notation on the transcript, when official changes are processed prior to the third calendar week of a term. In the fourth week, a grade of "W" will be assigned when courses are dropped prior to the deadlines (which are published in the DEIHL calendar). Permission to drop individual courses after the published deadlines will normally be granted by the Dean *only* because of:

- ❖ Extended illness
- ❖ Serious physical disability
- ❖ Death in the family
- ❖ Other emergency circumstances

Permission to withdraw from individual courses after the deadlines will *not* be granted merely because of:

- ❖ Unsatisfactory academic performance, whether caused by the student's inability or lack of application and/or preparation
- ❖ Dissatisfaction with the subject matter offered in the course(s)
- ❖ Failure to attend class
- ❖ A change in the student's major or academic plans

Appeals to the Dean may be initiated through the Office of the Registrar.

## **WITHDRAWAL FROM DAN EL INSTITUTE**

A student who desires to officially withdraw from DEIHL in a given term must do so before the beginning of week eleven. Once week eleven has begun, a student may not withdraw from that term unless documented emergency or medical reasons merit an exception being approved by the Dean.

To officially withdraw from DEIHL, the student must complete the appropriate forms in the Office of the Registrar. This withdrawal process is necessary in order to clear the appropriate financial and academic records. Protracted absences or failure to attend classes does not constitute withdrawal from courses and will be treated as failure unless the withdrawal process is appropriately followed.

Administrative withdrawals may be initiated when a student fails to obey DEIHL policies, fails to comply with procedures, or has been suspended or expelled from the institute. The grading and refund policies that apply to voluntary withdrawals also apply to administrative withdrawals.

## **RESIDENCY REQUIREMENTS**

Residency is defined as courses taken at Dan EL Institute. At least 50% of the hours required by any degree program must be earned in residence. Students with a baccalaureate or higher degree, who are enrolling in a degree program at Dan EL, must complete a minimum of 32 hours in residence. A minimum of 75% of non-degree programs must be completed in residence for the granting of a Certificate diploma from Dan EL Institute.

## **ATTENDANCE POLICY**

Regular virtual attendance in online classes is expected of all students at Dan EL Institute. Students are responsible for completing any course work that is missed or late. Students must be present and active during each week of the 12-week term. Consult course syllabus for specific participation requirements.

**Failure to attend class online will not constitute withdrawal. Tuition will not be refunded, and grades will be recorded as “F” for a student who stops attending class without going through the formal withdrawal process. Students who do not participate in their online class(es) for a period of 21 days will be administratively withdrawn from the course.**

## Leave of Absence

A DEIHL student may apply for a temporary leave from his or her program if he or she encounters extenuating circumstances. A student may apply for an official leave of absence through the Advising Office by completing the *Leave of Absence Request* form. The Dean must grant approval for a leave.

## Military Leave

Dan EL supports students who are called to, or are currently serving on, active duty. Students called to duty after the beginning of a course may submit a copy of their duty assignment to the Advising Office and may withdraw from courses without penalty. Students are encouraged to contact their academic advisor for more details.

## GRADE POINT SYSTEMS

All undergraduate students must maintain a grade point average (GPA) of 2.0 to remain in good standing. If the undergraduate student's GPA drops below 1.5, the student is placed on academic probation.

Undergraduate students receive one of the following grades for each course taken:

### Undergraduate System

Letter	Standing	Percentage	Grade Point	Used in GPA
A	Excellent	90% - 100%	4.0	Yes
B	Good	80% - 89%	3.0	Yes
C	Satisfactory	70% - 79%	2.0	Yes
D	Marginal	60% - 69%	1.0	Yes
F	Fail	< 60%	0.0	Yes
I	Incomplete		0.0	No
P	Pass		0.0	No
W	Withdrawn		0.0	No
WF	Withdrawn/Fail		0.0	Yes
WP	Withdrawn/Passing		0.0	No

## Graduate System

Graduate students receive one of the following grades for courses taken:

Letter	Standing	Percentage	Grade Point	Used in GPA
A	Excellent	90% - 100%	4.0	Yes
B	Good	80% - 89%	3.0	Yes
C	Unsatisfactory	70% - 79%	2.0	Yes
F	Fail	< 70%	0.0	Yes
I	Incomplete		0.0	No
P	Pass		0.0	No
W	Withdrawn		0.0	No
WF	Withdrawn/Fail		0.0	Yes
WP	Withdrawn/Passing		0.0	No

### Grades Below “C” for Graduate Students

Graduate students will receive a letter of academic warning for:

- ❖ Receipt of a grade below “C”

Graduate students are dismissed from the program for:

- ❖ Receipt of a second grade below “C”
- ❖ Receipt of two grades below “C” during the same term

The grade point average (GPA) is calculated by dividing the sum of earned quality points by the sum of attempted credits for all courses receiving a grade used in calculating the GPA (see grade table). Only resident credit is used in the calculation of GPA.

### OTHER GRADES

#### Incomplete (I)

Incomplete "I" indicates unfinished work at the end of a course due to extenuating circumstances. A student must request the incomplete grade from the professor and must justify the reason for that request. When granted, "I" grades must be removed by the end of the following term. The final grade will be submitted based on the course work completed by the student to that point. An incomplete incurred during the spring term must be removed by the beginning of the fall term.

Final "I" grades will *not* be permitted except in cases of prolonged, continuous, and excused absences in the latter half of the course. Under no circumstances will an "I" grade be given when more than half of the coursework has not been completed.

For online classes, an incomplete may only be given if the professor believes the missing work does not require the interaction of other students in the course. An administration fee of \$50.00 is due for not completing course work within the term.

### **Withdrawn (W)**

Students who officially withdraw from a course after the end of the add/drop period and before the last day to withdraw within an academic term will receive a "W" on their transcripts.

### **Withdrawn Fail (WF)**

A grade of Withdrawn Fail (WF) will be assigned if the student stopped attending without officially notifying DEIHL. WF is a failing grade and is included in the computation of the grade point average.

### **Withdrawn Passing (WP)**

A grade of Withdrawn Passing (WP) will be assigned if a student withdraws from a course after the 56<sup>th</sup> day and has completed course work.

## **REPEAT POLICY**

Students may repeat courses. When courses are taken more than once, only the highest grade is included in the calculation of the grade point average.

## **GRADE APPEALS**

A student has the right to dispute a final course grade in the case of disagreement with an instructor's assessment of performance. A grade appeal will be considered only if there is evidence of any of the following:

- ❖ The grade was incorrectly calculated.
- ❖ There was a clerical error in recording the grade, whereby the instructor communicated a grade that was different than the one earned by the student.
- ❖ There was unfair or capricious conduct on the part of the instructor.

A student wishing to appeal a final course grade must first address the issue directly with the instructor who issued the grade. If the student is unable to resolve the appealed grade with the instructor, the student may file a formal grade appeal to the Dean, using a *Grade Appeal* form. Students should clearly articulate the nature of the issue and include documentation to support their claim. This document should be submitted to the student's advisor no later than five days following the end date of the course or the date the grade was posted, whichever is later. Upon review, the program chair (or Dean if a chair is not installed) will issue a decision within two weeks of the receipt of the appeal.

A grade appeal does not guarantee a higher grade. The disputed grade may be maintained, raised, or lowered, as a result of an independent review. If, after the initial review, the issue is still not resolved to the satisfaction of the student, the student may contact the Dean (if the appeal was originally sent to the Dean) for review of the appeal. A written response will be provided directly to the student, within one week.

## **ACADEMIC PROBATION POLICY**

In order to ensure that students at Dan EL Institute are making satisfactory progress toward their academic goals, the institute has a system of academic probation. The following categories will apply to students who experience academic difficulties:

### **1. Academic Warning**

A student whose term or cumulative grade point average falls below "C" (2.0) for a term will be placed on academic warning for the next term of enrollment. Academic advising will be initiated.

### **2. Academic Probation**

A student whose term grade point average is below 2.0 for any term while on academic warning will be placed on academic probation.

### **3. Academic Probation with Restriction**

A student on academic probation whose term grade point average falls below 2.0 during the probationary term will be placed on academic probation with restriction. The student will be restricted to a reduced course enrollment that will include only those courses approved by the student's advisor and the Dean.

### **4. Academic Suspension**

A student on academic probation with restriction whose grade point average falls below 2.0 in the next term of enrollment will be placed on academic suspension and will be ineligible to enroll in the next term. Readmission requires that a signed request be submitted to the Dean. The student, if readmitted, will be placed under probation with restriction status for the next term of enrollment.

Academic probation status and academic suspension status will be noted on the applicable students' transcripts. Student financial aid could be affected by academic probation and/or academic suspension status.

## **ACADEMIC HONESTY**

### **Violations of the Academic Code of Conduct**

When a student's behavior interferes with an effective learning climate, the student shall be subject to the loss of the right to attend or receive credit in the course and may be subject to more severe disciplinary actions, including suspension or expulsion from Dan EL Institute.

## **Violations of the Academic Code of Conduct include:**

- A. Academic Dishonesty:** Any activity that constitutes a misrepresentation of the student's work, including, but not limited to, the following:
1. **Plagiarizing:** Submitting any work as one's own, which contains any part that is not one's own and is not properly cited
  2. **Cheating:** Using any source not permitted on a particular assignment or test; knowingly furnishing any false or misleading information (such as data or sources) to fulfill an assignment; or helping someone else to cheat
  3. **Fabricating:** Providing false information in an attempt to avoid evaluation of academic work
- B. Disruptive Behavior:** Any behaviors that interrupt classroom activities, including, but not limited to, the following:
1. Abusive language or epithets directed towards other persons
  2. Refusing to comply with the directions of the professor
- C. Unauthorized Use or Misuse of Equipment:** Theft or abuse of equipment, computer software, hardware, and network resources, including, but not limited, to the following:
1. Unauthorized installation, use, modification, or copying of software
  2. Using the network to gain unauthorized access to remote systems or disrupt the security of the network
  3. Sending obscene, abusive, or inappropriate messages over the network
  4. Unethical, unlawful, or irresponsible use of equipment or the network
- D. Identity Fraud:** Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or, in any other way, commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Dan EL Institute.

## **Sanctions for Violation of the Academic Code of Conduct**

In instances of academic dishonesty, the faculty member shall determine the academic sanction, which may include a failing grade on the test or assignment and/or a failing grade for the course. All cases of academic dishonesty may be reported in writing to the Dean. In instances of disruptive behavior or unauthorized use or misuse of equipment, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate DEIHL official for disciplinary action. The severity of the disciplinary action shall be determined on a case-by-case basis and may not require progressive discipline.

## **ACADEMIC DUE PROCESS**

Dan EL Institute has established a system of due process for students who wish to challenge any disciplinary action taken by the institute due to academic dishonesty.

**This system of due process contains the following components, to be completed in the order listed:**

1. The student should consult with the faculty member of the course in question. The student should state the concern(s) in a written petition, including all the significant details. The faculty member is expected to answer with a written response.
2. Should the student's concern remain unsatisfied, the original petition and faculty response should be submitted to the Dean, for presentation to the Academic Council. The Academic Council may rule on written statements alone or may choose to speak with both the student and applicable faculty member. The Academic Council may require corrective action by the faculty member or may uphold the written decision of the faculty member.
3. If the student's concern still remains unsatisfied, the same process may be followed by the President's Cabinet. Decision by the President's Cabinet is final.

### **TRANSCRIPT REQUEST POLICY**

Students or former students who desire a transcript of their academic record at Dan EL Institute must present a written request to the Office of the Registrar. The *Transcript Request* form is available at [www.danelinstitute.org](http://www.danelinstitute.org). The request must include the signature of the person whose record is requested. Additional identifying information such as dates of attendance, date of birth, Social Security number, graduation date, maiden name, etc., may help to expedite the processing of the request. Normally, requests can be processed within a few days of receipt, though the time may be extended near the beginning or end of a semester. A service charge of \$10 per transcript is required. When 24-hour processing is requested, the service charge is \$20 per transcript. Transcripts will not be issued to or for students or alumni who are indebted to Dan EL Institute or whose repayment of loans is not in good standing.

## **STUDENT DEVELOPMENT**

## **STUDENT SPIRITUAL DEVELOPMENT**

Valuable components of spiritual development—biblical knowledge, faith formation, character refinement, and mentoring relationships—are offered through class interaction and faculty experience. Likewise, this unique Christian community provides many other opportunities for the student to develop his or her inner life.

## **ACADEMIC ADVISING**

Academic advising is the process and system by which students plan their academic programs with the help of an academic advisor. The advisor provides direction to students for program planning and scheduling of courses, and offers support in enrollment and college business needs.

## **ACCESS TO ONLINE COURSES**

Once registered for courses at Dan EL Institute, access to online course material is available at <http://www.danelinstitute.org>. The required user name and password are chosen at the time of registration. Note that access for courses is granted only for the duration of the term for which the student has registered.

## **BOOKSTORE**

Course textbooks and other related materials can be ordered at the Dan EL Bookstore, by simply clicking “Bookstore” on the DEIHL home page. Credit cards are accepted for payment.

## **LIBRARY RESOURCES**

Dan EL Institute of Higher Learning utilizes LIRN, an online library database. Students at Dan EL Institute have access to this extensive library database upon their admission to DEIHL.

## **ORIENTATION**

DEIHL requires all new students to participate in a mandatory online orientation session to ensure that they are properly prepared to begin their courses. The orientation process consists of tutorials for navigating through their course(s) and the online library. Students are able to discuss and post questions and comments.

## **STUDENT REGULATIONS**

### **Code of Character**

Wisdom – Understanding – Excellence – Integrity

Student conduct, lifestyle, and behavior will be consistent with Christian values, which include abiding by the laws of the land and demonstrating character such that it would shed a positive light upon, and support the credibility of, the school and the values it represents.

## **DAN EL INSTITUTE OF HIGHER LEARNING**

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