Academy Program HANDBOOK

Academic Year 2020-2021
Davenport University Academy Eligibility Criteria

- Family Educational Rights and Privacy Act (FERPA) authorization must be signed and submitted.
- Signed acknowledgment of Academy Handbook
- Students may also need to meet additional criteria specified by their respective School District.

Orientations

Students can participate in the Davenport University Orientation before the start of the Academies located at the Lansing Campus. Parents are invited to attend the Orientation.

Communication

Davenport University will communicate to Academy students via their PantherMail. Students should check PantherMail frequently. Students should also send communications to their advisors via PantherMail.

Tuition

Eaton RESA will only cover the cost of tuition for Davenport University courses that are part of the Academy. If Academy students take any other Davenport University courses, they will be responsible for paying tuition, fees, and books.

Fees and Books

All Academy related course fees and the cost of books will be the responsibility of Eaton RESA.

Transportation

Transportation for any additional visits to campus will be the students’ responsibility.

Dedicated Admissions Representative and Academic Advisor

A dedicated admissions representative, as well as an academic advisor, will be assigned to assist and guide students participating in this program.
Year Long Scheduling

Academy students will be scheduled for Davenport University classes for both fall and winter semesters.

Technology within the classroom

Davenport University utilizes technology in the classroom through the use of Blackboard. In addition, minimum computer skills such as understanding how to set up a file system on your computer, knowledge of different browsers for the internet and the availability of high-speed internet are necessary. Also, computer skills employed in email functions, word processing, and Excel are necessary.

PC/MAC Hardware Requirements for Online Classes (Subject to modifications. Please refer to www.davenport.edu for the most current requirements.)

The following are the minimum system hardware requirements currently needed to support Blackboard. You may be able to use some older systems. However, if you have less than these minimum requirements, we may not be able to provide you with adequate support to solve all problems that may arise. Note: Use of Chromebook for accessing online classes has proven to be challenging for students.

- Windows 7 or greater PC or Mac OS-X 10.6 or greater
- Functioning web cam (with built-in microphone)
- Broadband Internet (1.5M or higher)
- Speakers or headset
- Microphone and Video Camera required

Internet Connection Speeds

Internet connection speeds will affect the amount of information and the rate that information may be accessed over the Internet. If you connect to the Internet from home over a dial-up connection, the download rate for accessing documents in your online course will be significantly slower than would over a broadband connection.

For streaming video, we recommend at least 3Mb/s of broadband internet, but audio/video performance improves at higher speeds.

If your online course includes accessing video or audio files, or downloading PowerPoint files, there may be a several seconds to several minutes wait before you can view the material on slower internet connections.
**Determination of College-Level English and College-Level Math Preparation/Placement**

Within the first two weeks of the Academy programs, a writing assessment (to determine college-level English preparedness) will be administered to all students participating in the Academy programs.

**Academic Calendar**

Courses for the Academy programs will be delivered according to the Davenport University academic calendar and coordinated with the Eaton RESA calendar.

**Attendance Policy**

Students should notify two people for each absence:
1) Davenport University instructor directly if they are going to be absent from class
2) Eaton RESA Career Office at 517-483-9966 (attendance line).

Students attending classes at a DU campus will be required to comply with existing attendance policy requirements. Unexcused or excessive absences may result in administrative withdrawal from a class. Students should refer to the university catalog for details regarding the Attendance Policy for both in-seat and online courses.

**Student Alerts/Attendance Alerts**

Davenport University is committed to connecting students with resources that may assist a student in meeting educational and career goals. Davenport recognizes that early intervention is critically important to a student’s long-term academic success. To that end, Davenport faculty regularly communicate with students and their advisors regarding academic progress and other concerns related to performance or attendance.

**Due Dates of Course Assignments**

In the rare occasion, students do miss class, ALL assignments are due on the dates outlined on the syllabus and assignment guidelines. Even if students miss class, the assignments are still due and must be submitted on-time for credit. In addition to missed assignments, in-class assignments/activities are due via BlackBoard by the very next class period to receive credit.
Cancellation of Classes held on Davenport Campus

It is Davenport University’s policy that all students and staff must report to campus for their class during its regularly scheduled meeting time unless they are directed otherwise. Students are expected to check all forms of communication (phone, PantherMail, Blackboard, and local news stations) for any notices or alerts of canceled courses for any reason.

Transcripts

After a student completes a Davenport class and the final grade is posted, Davenport’s Central Registrar’s Office will send the students’ official transcripts to the high school office. Some high school classes will count for articulated credit toward Davenport programs. At the completion of an articulated class, the high school will forward the students’ official transcripts to Davenport for college credit to be posted.

This Handbook is effective for the 2020-2021 academic year and is subject to change. The Handbook will be reviewed on an annual basis by the Eaton RESA and Davenport University with changes made, if necessary.
I, ________________________________ (print name), have received the current *Davenport University Academy Program Handbook*. I understand I am responsible for the information it contains regarding the Academy program and keeping up-to-date of any changes to the policies and/or procedures while I am a student in the program. I further understand it is my responsibility to contact my advisor if I have any questions regarding this Handbook or my program at Davenport University. I understand I may need to sign the additional form(s) for my specific program.

_____________________________________
Student Name - Printed

_____________________________________
Student Signature

_____________________________________
Parent (Guardian) Name - Printed

_____________________________________
Parent (Guardian) Signature

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Date