



ERRATA to Divine Mercy University Academic Catalog 2022-2024

The following policies are updates to the Divine Mercy University 2022-2024 Catalog and are considered incorporated into this publication.

CMHC Program

Incomplete Policy

Beginning on page 142

A student may petition an instructor to be assigned an incomplete as a grade when one or more course requirements have not been completed by the end of the course, due to extraordinary circumstances. The awarding of an incomplete is at the discretion of the instructor and the student must have completed academic assignments through the end of week 5 and passing the course. To be awarded an incomplete, the student and instructor must complete and sign the incomplete course agreement form and the instructor must deliver it to the registrar at the time that grades are due. The instructor is responsible for notifying the Office of the Registrar of the final grade assigned upon completion of all course requirements.

When a student has been assigned an incomplete the student must complete all outstanding course requirements within one month (30 days) following the end of the term of registration for the course. Failure to complete all course requirements will result in the instructor awarding a grade based upon work completed.

Students who receive financial aid and who carry a grade of incomplete into a subsequent semester risk loss of financial aid for that semester. Carrying an incomplete course grade reduces the student's overall grade point average and lowers the credit hours attempted-to-completed ratio – either or both factors can create a failure to meet the financial aid requirements for Satisfactory Academic Progress. Students who have two incompletes are not eligible to begin the next term until the incomplete grade has been submitted.



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Re-entry for U.S. Veterans – Updated to Re-Application for Admission

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 21.

Reason for change: Revised to clarify the policies regarding veterans re-application and re-entry after military service.

Re-entry for U.S. Veterans

Following the student's release or return from military service, the student is entitled to reinstatement into their prior academic without having to re-qualify for admission if:

- The student returns to the same institution after a cumulative absence of not more than five years, and
- The student provides notice of intent to return to the institution not later than three years after completing the service period.

Advising will be provided to the student to determine the impact of absence from the program on the ability to resume study and advise the student of their options if the curriculum changed or the program no longer available or suitable.



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Grievance Policy

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning on page 45.

Reason for change: to clarify that the GI Bill is a registered trademark.

Student Grievance Process Policy

Disposition of the Grievance and Disciplinary Action

The academic dean will make the decision about action to be taken. The factual conclusions contained in the fact finding report shall be binding upon the academic dean for the purpose of this determination. The academic dean will discuss the decision with the chair of the fact finding committee, prior to taking action, if the action to be taken is different than that recommended by the committee.

The academic dean will immediately notify the complainant and the respondent in writing of the disposition of the grievance once the decision has been made.

The decision of the academic dean will be made within ten (10) working days of the receipt of the fact finding report. The decision may be appealed in writing by either the complainant or the respondent to the president of the University; the appeal must be made no later than fifteen (15) working days from the date of the academic dean's notification of the decision.

If the complainant is a student and the student has not received a satisfactory resolution after exhausting all available grievance procedures established by the institution, the student may contact the State Council of Higher Education for Virginia (SCHEV) as a last resort in the grievance process, using this link:
<http://surveys.schev.edu/students/studentcomplaint.asp>.

Procedures for Veterans and Other Eligible Persons

The Student Grievance Process Policy should be followed by all students. Veterans and other eligible persons may report a grievance against the institution to the Virginia State Approving Agency and US Department of Veterans Affairs as required: "The Virginia State Approving Agency (SAA) approves education and Virginia training programs. Our office investigates complaints of GI Bill ® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov." GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Student Grievance Resolution Procedures Involving Staff

The same procedures as described for student grievances directed to faculty will be followed in the case of a student grievance directed to a staff member, with the following two exceptions:

- a) the Vice President for Finance and Administration will serve in place of the academic dean; and,
- b) the fact finding committee will be appointed from either staff or faculty of the University.

Retaliation Prohibited

DMU strictly prohibits retaliation against a member of the University community who files a grievance, against whom a grievance is filed, or who otherwise is a participant in the grievance resolution procedure. Such retaliatory conduct includes, but is not limited to, decreasing an employee's pay, reducing a student's grade, or downgrading a person's performance evaluation.



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Financial Aid Types of Aid – Veterans Benefits

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 53.

Reason for change: Clarify the approved statement that the institution is approved to offer veterans educational benefits in the Financial Aid Overview section of the Academic Catalog.

Types of Aid

External

- **Veteran Affairs Benefits**

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Visit <http://www.gibill.va.gov/> for more information. GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



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Veterans Affairs (VA) Payment Policy – Updated to include Chapter 35

The following update to the Academic Catalog 2022-2024 is considered incorporated into this publication beginning of page 60.

Reason for change: Updated to include Chapter 35 Dependents' Educational Benefits effective August 1, 2022.

Veterans Affairs (VA) Payment Policy

Any Covered Individual who is entitled to education assistance under Chapter 31, Vocational Rehabilitation and Employment, chapter 33, Post-9/11 GI Bill Benefits, or Chapter 35, Dependents' Educational Assistance Program (DEA) is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapters 31, 33, or 35 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website-eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on that earlier of the following dates:

1. The date on which the payment from VA is made to the institution.
2. Ninety (90) days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Divine Mercy University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from Department of Veterans Affairs (VA) education benefits under Chapter 31 (Vocational Rehabilitation & Employment), Chapter 33 (Post 9/11 GI Bill Benefits), Chapter 35 (Dependents' Educational Assistance).

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.