
**ADDENDUM
TO THE
2004-2005
PARK UNIVERSITY
GRADUATE
CATALOG**

Effective Date: July 1, 2004

Certified true and correct as to content and policy:

Dr. Beverly Byers-Pevitts, President

This addendum is to be used in conjunction with the 2004-2005 Park University Graduate Catalog and is part of that official document. It contains updates and changes effective July 1, 2004. All changes listed take precedence over the information printed in the 2004-2005 Graduate Catalog.

All information contained in this bulletin is subject to change without notice.

Page 4: Change

Contact Information for Master's in Public Affairs should read: Laurie N. DiPadova-Stocks, Ph.D., Director.

Page 11: Delete and Replace

International Student Services: Delete the second paragraph and replace it with: International students who apply to Park University must submit the following documentation in addition to what is required of domestic students:

- a. Official transcripts, translated in English.
- b. Proof of financial support.
- c. A Test of English as a Foreign Language (TOEFL) score of 550 for those whose primary language is not English. The results must be submitted as taken no more than nine months before the date of application.
- d. Proof of medical insurance.
- e. Upon arrival at the University, a student will be given a written English test to determine the student's English proficiency.

The Dean of the Graduate School must approve any exception to these rules.

Page 12: Add

After Transportation, add new section:

ADMISSION TO GRADUATE SCHOOL

Admission to any graduate degree program at Park University is officially granted by the Graduate School in accordance with the standards established by the Graduate Faculty through the Graduate Academic Council, the Graduate Dean, and the Provost. Each academic program may establish through the Graduate Council standards higher than

the minimum standards, but no applicant who fails to meet the minimum standards may be admitted for Graduate Studies at Park University. Any exception to this policy must be approved by the Dean of the Graduate Studies and such exception will be made only under rare circumstances on the basis of clear evidence that she or he is capable of successfully completing the program.

Each applicant must hold a bachelor's degree from a regionally accredited United States institution of higher learning or four years of full-time college work from an accredited foreign institution.

The minimum undergraduate grade point average (GPA) required for admission is 2.75 on a 4.00 scale; or a 3.00 on the last 60 undergraduate hours. Individual programs may require appropriate entrance test scores such as the GRE or GMAT. Although entrance test scores by themselves do not constitute the sole or final criterion for granting or denying admission to any student, each program that uses them will consider them, in combination with other criteria, as an essential part of the requirements for granting full admission.

Applicants who hold a master's degree are not required to submit scores on GRE or GMAT.

Admission may be withdrawn if it was granted on the basis of substantially incorrect information or on the omission of relevant facts, which if known at the time of the admission would have resulted in denial. In order to complete the application process, applicants must submit to the Graduate School the following documents unless otherwise indicated by policy:

- a. An application for graduate admission.
- b. An application fee.
- c. An official transcript of the bachelor's degree sent to the Graduate School by the issuing institution.
- d. An official record of the score on the aptitude portions of the GRE or GMAT, whichever is appropriate, and when

required, sent directly to the Graduate School by the testing agency.

Students will be admitted to a graduate program with one of the following statuses:

Accepted Provisional – Student has met basic grade point average (GPA) requirement, but is still missing some necessary documents for the Graduate Admissions Office.

Accepted Probationary – Student is boarder line with basic academic qualifications. Probationary status may be removed after student has demonstrated academic ability by maintaining “B” average for the first nine hours of graduate courses.

Full Acceptance – Student has met grade point average (GPA) requirement and Graduate Admission Office has received of all necessary documents.

Non-Degree-Seeking Students

Special admission requirements (available upon request) apply to the following categories of non-degree-students:

1. Non-degree-students - Students with a bachelor’s degree who intend to use some of the offered courses for their professional advancement, but do not plan to complete a degree program.
2. Park University Undergraduate Seniors may be admitted with special permission (see specific program for more information).
3. Registered auditors - Students interested in the course, but not pursuing it for a grade.

Applicants who are seeking non-degree status are not required to submit GRE or GMAT test scores. However, when they intend to apply these courses to a degree program they must submit a new application and submit the required test scores if applicable. No more than twelve graduate credits earned in a non-degree status at Park University may be applied to a master’s degree program.

Page 13: Add

Academic Policies: Add new subheadings:

Academic Warning

A student who receives a “C” or lower in a graduate course will be sent a warning letter from the Dean of the Graduate School informing the student that more than six hours of “C” will result in suspension from the program.

Comprehensive Exam

When applicable, a student who fails the final comprehensive exam may repeat the exam one time with the permission of the Program Director. Any further attempts would only be permitted upon the recommendation of the Program Director and the approval of the Graduate Dean.

Graduation Requirement

Successful completion of all required coursework with a cumulative grade point average (GPA) of 3.00 or higher is required for graduation. Additionally, no grade lower than, and no more than six hours of, “C” may be applied toward degree requirements. A course in which a student earns a “C” or lower may be repeated no more than once and must be completed with a grade of “B” or higher. No more than 6 credit hours may be repeated.

Minor/Specialization

A Master’s degree consists of a major field of study and an area of specialization within it. A minimum of 18 credit hours in the discipline is required for the major area and a minimum of 12 credit hours is required to constitute a specialization within the area. Students may choose a minor in another discipline in lieu of a specialization within the area. When a minor in another discipline is chosen, the program or department that offers the minor must submit questions for the comprehensive final examination if the comprehensive final examination is chosen as the culminating activity.

The department that offers the major area is responsible for including these questions and administering the comprehensive final examination. If another option such as a portfolio or applied research project is chosen as the culminating activity by the major program, the minor department or program must require its own culminating activity. Verification that a student has passed a comprehensive final examination or successfully completed another culminating activity is required before being approved for graduation.

Prerequisites

Students who lack the background knowledge to pursue a graduate degree at Park University may be required to complete the prerequisites established by the program. Courses defined as prerequisites may be offered at the graduate level, but they do not count toward the hours required for the degree.

Suspension

A student who repeats a course in which s/he has earned a “C” or lower and fails to obtain a “B” or higher in the second attempt or who has earned more than two “C’s” or lower grades in the program will be suspended from the program.

A student who has been suspended from a graduate program at Park University will not be allowed to pursue further graduate study in any degree program offered by the University for three years. Courses taken from other institutions will not be transferable if taken during the time of suspension from Park University. Students on academic suspension from another institution will not be admitted to Park University until their suspension period expires.

Readmission

A student who has been suspended must reapply for admission. Upon readmission, student must complete all courses with a “B” or higher.

Failure to meet this standard will result in immediate termination from the program.

Page 15: Change

Study Load should read:

Six or more hours for a 16-week term and three or more hours per each of the shorter terms will be considered full-time graduate enrollment at Park University. Enrollment in three to five hours in a 16-week term will constitute half-time graduate student status. Half-time for shorter terms will be a minimum of two hours of graduate enrollment. These standards apply to all graduate programs at Park University.

Page 16: Change

Transfer Credits should read:

No more than nine hours of required credits toward a degree program may be transferred from another academic institution to a student's Master's degree program at Park University. Transfer is granted only after an evaluation of the appropriateness of the courses by the Program Director. Other conditions that must be met for credits to be considered for transfer are:

- a. Transfer course content must be appropriate to the program;
- b. The transfer credit must be earned in a regionally accredited institution of higher education or its equivalent if the institution is a foreign university or college;
- c. The student must have earned a grade of "B" or better in the course. The credits must not have been used for a previous degree;
- d. Graduate credit cannot be more than seven years old at the time of graduation for a master's program or 10 years old at the time of graduation from a doctoral program;
- e. The credits earned must be clearly at the graduate level;

- f. Transfer credit must be requested prior to the time of admission unless otherwise approved by the Program Director.

Page 18: Change

Standards for satisfactory academic progress are as follows:

	Fall / Spring Semesters		Summer Semester	
	Full Time	½ Time	Full Time	½ Time
Hours per Semester	6+ Hours	3-5 Hours	3 Hours	2 Hours
Must pass per semester	6 Hours	3 Hours	3 Hours	2 Hours

Page 25: Change

Admission Requirements: The second bulleted item should read: A minimum 2.75 cum GPA in the bachelor’s degree; or a 3.00 on the last 60 undergraduate hours.

Page 26: Change

Change subheading, “Non-Degree-Seeking Students” to “Park University Undergraduate Seniors.”

Page 26: Change

Requirements for Graduation should read:

1. Completion of 36 credit hours of graduate and electives with no more than 6 credit hours transferred from other institutions. The transfer of course work must be completed prior to admission into Park University’s M.B.A. program.
2. Passing of comprehensive exam with a grade of “B” or better. See additional

information in Academic Policies – Comprehensive Exam.

3. See Academic Policies – Graduation Requirement for more information.

Page 39: Change

Requirements for Graduation should read:

1. Successful completion of 36 credit hours, with no grade lower than a “C,” in the required courses with a cumulative GPA of 3.00 or higher.
2. See Academic Policies – Graduation Requirement for more information.

Page 39: Delete

Delete the section titled, “Non-Degree-Seeking (Visiting) Students.”

Page 41: Add

Add subheading, “Park University Undergraduate Seniors,” above third paragraph, starting with “Note: Park University Seniors...”

Page 42: Add

D. Teaching At-Risk Students – Required course add: ED 519 – Diversity in the Classroom and ED 520 – Special Needs in the Classroom.

Page 42: Delete and Add

D. Teaching At-Risk Students – Two of the following courses delete: ED 519 – Diversity in the Classroom and ED 520 – Special Needs in the Classroom.

Add: ED 521 – Introduction to Literacy and ED 545 – Teaching Reading to Linguistically Diverse Learners.

Page 44: Add

Add new subheading and section after Admissions Requirements:

Degree/Certification Requirements

Students applying for admission to the Master of Arts in Teaching Program who have a Bachelor's Degree in an area other than the intended certification area, and who **have** already passed the Praxis in the certification area, will need to complete only the content area certification courses required by the Missouri Department of Elementary and Secondary Education, not the content area courses required for the Park University major. Students applying for admission to the Master of Arts in Teaching Program, who have **not** passed the Praxis in the certification area, will need to complete the content area certification courses required by the Missouri Department of Elementary and Secondary Education as well as the content area courses required for the Park University major.”

Page 51: Change

Admission Requirements: Second bulleted item should read: Minimum 2.75 GPA in Bachelor's work.

Page 54: Add

Add: ED 521 - Introduction to Literacy

An introduction to current theory and practice in the field of literacy. Current theories, professional terminology in the literacy field, theory-based literacy instruction models, classroom assessment tools, and current issues in the literacy field will be reviewed, and classroom applications will be stressed. Designed for graduate education students who have no prior coursework in literacy methods.

Page 55: Add

As the last sentence of the course description for ED 531 – Literacy Across the Curriculum, add: Prerequisite: ED 521 Introduction to Literacy, or at least one previous literacy course.

Page 56: Add

Add: ED 545 – Teaching Reading to Linguistically Diverse Learners

This course is designed to acquaint students a broad range of skills, activities, and media that can be used to enhance the literacy development of linguistically diverse learners. Content will focus on current principles and practices associated with teaching diverse learners in grades K-12. Peer teaching activities will be structured around strategies that foster development of the ability to use the target language in the appropriate contexts.

Page 56: Add

As the last sentence of the course description for ED 546 – Advanced Diagnosis and Remediation of Reading Difficulties, add: Prerequisite: ED 521 Introduction to Literacy, or at least one previous literacy course.

Page 68: Change

Admission Requirements for Degree Seeking Students: Number 1 should read: Bachelor's degree from an accredited institution, with no less than a 2.75 grade point average (based on a 4.00 scale); or a 3.00 on the last 60 undergraduate hours. Official transcripts must be provided. International students with undergraduate degrees from foreign institutions will be evaluated on an individual basis.

Page 69: Delete

Delete the section titled, “Academic Progress and Probation.” (See information in “Academic Policies.”)

Page 70: Delete

Delete the section titled, “Special Terms.” (See information in “Academic Policies.”)

Page 70: Replace and Delete

Replace the section titled, “Non-Degree-Seeking Students,” with “Park University Undergraduate Seniors.”

Delete: Special admission requirements (available upon request) apply to the following categories of non-degree-students:

1. Non-degree-students – Students with a bachelor’s degree who intend to use some of the offered courses for their professional advancement, but do not plan to complete the M.P.A. degree.
3. Registered auditors – Students interested in the course, but not pursuing it for a grade.

Page 71: Change

Summary of Graduation Requirements for the M.P.A. Degree should read:

1. Completion of thirty-six (36) semester hours of prescribed courses
2. Passing of the comprehensive examinations with at least ‘B’ grades. See additional information in Academic Policies – Comprehensive Exam.
3. See Academic Policies – Graduation Requirement for more information.

Page 71: Change

Courses of Study for M.P.A. Degree Core Courses Required for all Students should read:

1. Public Affairs Concepts and Theory (PA 501) 3 cr.
2. Public Affairs Methodology (PA 502) 3 cr.
3. Technology and Public Affairs (PA 505) 1 cr.
4. Applied Projects in Public Affairs (PA 601) 4 cr.
5. Seminar in Public Affairs (PA 602) 3 cr.

Page 72: Change

Point number 1 for the Courses in Program Area D – Management of Information Systems should read:

1. Three theory courses from one of the following areas: Public Management, Government-Business Relations, and Nonprofit & Community Services Management (PA 511, PA 512, PA 513, PA 521, PA 522, PA 523, PA 542, PA 543, or PA 545)

Point number 1 for the Courses in Program Area E – Health Care/Health Services Management should read:

1. Three theory courses from one of the following areas: Public Management, Government-Business Relations, and Nonprofit & Community Services Management (PA 511, PA 512, PA 513, PA 521, PA 522, PA 523, PA 542, PA 543, or PA 545)

Page 75: Add

As the last sentence of the course description for IS 620 – Computer Security, Risk Management and Control, add: Includes a term project/paper.

Page 75: Change

Change the course description for PA 502 to read:
A study of the theoretical background of various analytical techniques of social science research, with

emphasis on application to problems of administration in business, industry, government, and nonprofit organizations. 3 cr.

Page 78: Add

PA 566 Public Organizations and the Law 2 cr.
The legal system and its effect on the work of public organizations. Discussion of the basic elements of administration law as it applies to public organizations.

Page 82: Add

After Service Courses, add new section:

Graduate Certificate Programs

A graduate certificate program consists of a logically sequenced and academically coherent subset of courses derived from a given discipline or related disciplines, which is intended to prepare students for professional practice in certain applied fields. Because of the program's emphasis on application, the choice of courses often represents more practice-oriented didactic contents. A graduate certificate comprises fewer credits than a master's degree. Courses taken toward a certificate program may eventually or simultaneously transfer to a graduate degree depending upon the requirements of the particular degree to which a student wishes to apply the credits.

Courses selected for a graduate certificate program are courses approved or offered for credit at the graduate level at Park University, and, when completed, they represent a structured, coherent body of knowledge. Graduate credit hours earned through these courses may not be less than 12 hours nor more than fifty percent of the credits necessary for a related master's program(s). In most instances the credit hours will range between 12 and 15. No more than 25% of the hours may be transferred from another institution.

General criteria for admission to any graduate certificate program include:

1. An earned baccalaureate degree from a regionally accredited college or university or its foreign equivalent.
2. Each program may establish the minimum grade point average, TOEFL scores, standardized test scores and other entry criteria. Such flexibility is permitted to meet the needs of the target student population.
3. Graduate students who are currently enrolled in a graduate program may simultaneously pursue a graduate certificate program with the permission of their advisor and the approval of the Graduate Dean. Certificate-seeking students who are not degree-seeking students will be classified as certificate students for the purpose of keeping University-wide enrollment data. Certificate students will have access to the Library and university-wide facilities subject to the rules governing those facilities.
4. Certificate students are not automatically eligible for admission to the related graduate program. If they wish to pursue a graduate degree, they must submit an application meeting all the entrance requirements for that program.

A student graduates from a certificate program when all program requirements are completed and has maintained a 3.00 grade point average (gpa). A document suitable for framing may be issued by the department(s) or School that offers the certificate program.

Courses and certificates completed will be transcribed by the Registrar and they will become the student's permanent academic record.

Graduate Certificate in Music with Concentration in Piano

The graduate certificate program in music with concentration in Piano is designed for students

who want to build on their knowledge and expertise in Piano. Minimum graduate semester credits required for the certificate are 18. In addition to the general rules that are applicable for admission to the Graduate School at Park University, specific admission requirements are: (a) Bachelor of Music or related undergraduate degree from a U. S. institution or an equivalent bachelor's degree from an accredited foreign institution of higher education. This is an advanced program of study at the graduate level supervised and approved by the graduate faculty at Park University.

The program must be completed within a period of four years regardless of the location of the program. Students learn under the close supervision of qualified faculty. Upon completion of the program, a student will be able to increase his or her chances of becoming a professional musician, pursue a graduate degree program in music, or teach music in schools.

Page 82: Add

After Service Courses, add new section:

Master's Thesis Procedures

The writing of a thesis is a highly valued academic exercise and traditionally regarded as the culminating activity in a master's degree program. Students may earn up to six hours of graduate credit for writing a thesis by enrolling in a 700 and 701 courses sequentially. Continuous enrollment for an additional 1 hour is possible with the approval of the Committee Chair. Due to the demanding nature of research and writing, all theses hours will be offered only in the traditional 16-week format.

Students should carefully plan their time to ensure that they develop a workable proposal, conduct the research, write the thesis and get it approved by the Committee in a timely manner. A copy of the completed thesis should be submitted to the major advisor no later than six weeks prior to the date of commencement. The Graduate School should

receive a copy for final approval no later than three weeks prior to the day on which the degree is to be conferred.

Thesis Committee

Candidates should consult their major advisor in constituting a Committee and clarify the role of the Committee members in the research and writing process. The primary responsibility for directing the thesis resides with the major advisor. The Committee should consist of a minimum of three approved graduate faculty including the major advisor in the discipline area. It is advisable to include additional faculty member(s) from outside the discipline because faculty external to the discipline can bring fresh perspectives or provide valuable assistance in the conduct of research.

Enrollment in 700 (3 credit hours)

The candidate must register for a 700-level course in order to begin the process of developing a thesis proposal. The registration allows the student to receive advice from a member of the faculty and to utilize university facilities in preparation for the thesis. While enrolled for this course, the student is expected to actively work on developing a formal proposal related to an area of research interest under the direction of a faculty member who will be the major advisor or the Committee Chair.

Proposal Defense and Submitting the proposal to the Graduate School

When the proposal is ready for defense, the student must work with the Chair in setting a date for the proposal defense. The defense must be conducted at least a semester prior to graduation and the proposal must be submitted to the Graduate School once it is approved by the Chair and all members of the Committee.

Human Subjects Protection and IRB review

In preparing the thesis proposal, students must be aware that any research which involves

human subjects must be approved by the Institutional Review Board of the University in order to assure compliance with applicable federal regulations and University policies. The proposal must be reviewed and approved by the IRB according to the University procedure. Failure to gain the IRB approval will result in denial of the proposal. It is a violation of the procedure to contact human subjects prior to the IRB approval of the proposal. It is highly recommended that the IRB approval be received prior to the proposal defense.

Enrollment in 701 (3 credit hours)

Following the approval and submission of the thesis proposal, students may enroll in ED 701 and begin data gathering. Data may be collected using qualitative, quantitative, participatory, documentary, or action research methodologies as may be appropriate. The writing of the thesis may then begin with the guidance of the Committee Chair. Students are encouraged to consult the Chair regularly to ensure that they receive timely and useful feedback throughout the research and writing process.

Thesis Defense

An oral defense of the thesis must be satisfactorily completed and approved by the Committee. The result of the defense must be submitted to the Graduate School three weeks prior to graduation. Thesis defense is open to the University community.

Enrollment in ED 799 (1 credit hour)

When additional time is needed to complete the thesis work, enrollment in Ed 799 is permitted in consultation with the major advisor.

For additional information on the thesis procedure please consult the Director of your graduate program or the Dean of the Graduate School.

Page 88: Add

Laurie N. DiPadova-Stocks, Ph.D.
Associate Professor of Public Affairs. B.S., Mary Washington College of the University of Virginia, 1967; M.S., University of Utah, 1970; Ph.D., University of Albany, State University of New York, 1995. (2004)

Page 89: Change

Change Nicolas A. Koudou, Ph.D., to Associate Professor of Business Administration.

Page 90: Change

Change Peter E. Soule, Ph.D., to Professor of Economics.

Page 95: Change

The following are Board of Trustees Members: Mark P. Comfort, Platte City, MO; Paul Edwards, Independence, MO; Bonnie J. Epperson, '70, Santa Barbara, CA; Charles A. Garney, Kansas City, MO

Page 95: Change

The following are Honorary Trustees Members: Robert P. Corbett, '38, Lee's Summit, MO; L. Louise Morden, Lewiston, NY; Hugh B. McAfee, Jr., '41, Hon '80, Georgetown, TX.

Page 97: Change

Under Graduate Program in Business Administration, the second person listed should read: **Pew**, Steve, Interim Program Coordinator for Health Care Management.

Under Hauptmann School for Public Affairs, the first person listed should read: **DiPadova-Stocks**, Laurie N., Director, Hauptmann School for Public Affairs.

The second person listed should read: **Pew**, Steve, and Interim Area Coordinator for Health Care/Health Services Management.

The fifth person listed should read: **Kushan**, Barbara, Area Coordinator for Management of Information Systems.

Page 97: Add

Under Hauptmann School for Public Affairs, the seventh person listed should read: **Hartle**, Jeffery A., Area Coordinator for Disaster and Emergency Management