

I. INTRODUCTION

Introduction	I-1
College Mission and Vision Statements	I-2
Core Values	I-3
Academic Calendar	I-4

II. ADMINISTRATION

Senior Officers of the University	II-1
Organization of Academic Programs	II-2/6
Program Coordinators	II-7/9
Park Accelerated Programs-Kansas City Area	II-10

III. CLASSROOM ADMINISTRATION (Getting Started)

Faculty ID and Password	III-1
PirateNet	III-1
OPEN	III-1
PirateMail (University email)	III-2
Employment Forms	III-3
Contracts	III-3
Textbook Selection	III-4
Syllabus Template	III-5/10
Class List	III-11
Class Attendance Record (Weekly)	III-12
Two Week Withdrawal	III-12
Final Grades	III-13
Incompletes	III-13
Grade Change	III-14
Grade Appeals	III-14
Student Conduct in the Classroom	III-15
Survey of Student Opinion	III-15
Commencement Ceremonies	III-16

IV. ACADEMIC POLICIES

Academic Honesty	IV-1/2
Academic Honors	IV-3
Leave of Absence (Student)	IV-4
Faculty Absences	IV-5
Children in the Classroom/ Course Repeats	IV-5
Faculty Development (KCPDC)	IV-6
General Education Program	IV-7
Liberal Learning	IV-8
Literacies in the Curriculum	IV-8/11
Multicultural and Global Education	IV-12
Helpful Hints for First Time Faculty	IV-13

V. UNIVERSITY WIDE POLICIES

Complaints and Grievances	V-1/2
Computers, Internet, Email, Voice Mail, Fax Machines	V-2/3
Conflict of Interest	V-3
Faculty and Staff Diversification Policy	V-4/7
Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)	V-8/9
Nepotism	V-9
School Closing	V-9
Sexual Harassment Policy	V-10/11
Sexual Assault Policy	V-11
Crime Reports: Policy and Procedures	V-12
Tobacco, Drug and Alcohol, Weapons Use Policies	V-12

VI. PROCEDURES AND SERVICES

Academic Support Center	VI-1
Audio/Video Equipment	VI-1/2
Audio/Video Equipment – Park Accelerated Campuses	VI-2
Bookstore	VI-3
Faculty Mailboxes	VI-3
Emergency Procedures	VI-3/4
Library	VI-4
Photocopying Guidelines and Procedures	VI-4/6

Equal Opportunity

Park University believes in fostering diversity in all personnel matters. It is Park University's intent and desire in both academic and non-academic areas to promote diversity by including minority groups characterized by race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, or veteran status. Procedures will be used to increase recruitment among such groups at all levels of park University in accordance with legal principles. The commitment extends to any other group or class against which discrimination is prohibited by state or federal law, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Inquiries or concerns may be mailed to the President or to Director of Human Resources (Park University, 8700 N.W. River Park Drive, Parkville, MO 64152-3795) or by telephone (816.584.6386).

I. INTRODUCTION

Introduction	I-1
College Vision and Mission Statement	I-2
Core Values	I-3
Academic Calendar	I-4

INTRODUCTION

We are very pleased to distribute the fifth edition of the Adjunct Faculty Handbook, designed specifically for the use of Kansas City area Park University Adjunct Faculty.

We recognize and emphasize the very substantial contribution our adjunct faculty makes to both the scope and quality of our educational offerings at Park University. With their daily engagement in so many professional arenas, our adjunct faculty brings an extraordinary wealth of experience to share with our students and with all of us.

This handbook also signifies our deep commitment to integrate the adjunct faculty fully into the academic life and activity of our campuses. We want you to know that you are welcome to participate in faculty development activities on our campuses including the Kansas City Professional Development Council (KCPDC) programs.

This 05/06 edition of the resource handbook is a wealth of information for the new adjunct faculty member and indeed a handy reference for those who have been with us for some years. Please take time to read the Park University Vision and Mission Statement and familiarize yourself with the several sections in the manual. It contains information on our administrative structure and university-wide teaching policies that should guide your activities, a ready reference on general procedures, and other helpful information about our campuses and our teaching resources.

It is our intention to post this manual on the Internet and update it on a regular basis. With this in mind, the handbook is prepared in a loose-leaf format, so that downloaded additions and changes can be inserted readily. We would appreciate your suggestions and comments to help us make this handbook an even more useful resource and time saver.

We wish you a very productive and satisfying association with Park University.

Michael H. Droge, Ph.D.
Provost and Senior Vice President
July 2005

Vision & Mission Statements

Vision Statement

Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society

Mission Statement

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

**As approved by Park University Trustees
10/12/2002**

Motto

“Fides et Labor”

Core Values:

- **Commitment to commonalities and differences**
- **Commitment to community among all peoples of the world**
- **Commitment to lifelong learning**

KANSAS CITY AREA ACADEMIC CALENDAR

FALL 2005

Mon., Aug 15	Registration (Confirmation Deadline)
Thu. Aug 18	Residence Halls Open
Mon., Aug 22	Classes Begin (Fall and Fall I)
Mon., Sep 5	Labor Day (PDCC Only-No Classes, <u>F1J classes will be held</u>)
Sat.-Sun., Oct 15-23	Fall Recess
Sun., Oct 16	Classes End (Fall I)
Mon., Oct 24	Classes Begin (Fall II)
Fri. Nov 11	Veteran's Day-(No Classes-PDCC only, <u>F2J classes will be held</u>)

Thu.-Sun., Nov 24-25 Thanksgiving Recess (F2J classes will be held)

Mon.-Sun., Dec 12-16	Examination Period
Fri., Dec 16	Food Service Closed after Dinner
Sat., Dec 17	Mid-Year Commencement
Sat., Dec 17	Residence Halls Close
Sun., Dec 18	Classes End (Fall and Fall II)

SPRING 2006

Mon., Jan. 2	Registration (Confirmation Deadline)
Thu., Jan. 5	Residence Halls Open
Mon., Jan. 9	Classes Begin (Spring and Spring I)
Mon., Jan. 16	Martin Luther King Day (PDCC only-No classes, <u>S1J classes will be held</u>)
Mon., Feb. 20	President's Day (PDCC only-No Classes, <u>S1J classes will be held</u>)
Sat-Sun., Mar. 4-12	Spring Recess
Sun., Mar. 5	Classes End (Spring I)
Mon., Mar 13	Classes Begin (Spring II)
Fri., April 14	Good Friday (PDCC only-No Classes, <u>S2J classes will be held</u>)
Mon-Sun., May 1-5	Examination Period
Fri., May 5	Food Service Closed after Dinner
Sat., May 6	Commencement
Sat., May 6	Residence Halls Close
Sun., May 7	Classes End (Spring and Spring II)

SUMMER 2006

Mon., May 8	Registration (Confirmation Deadline)
Mon., May 15- 26	Session I (Two-Week Session)
Mon., Jun 5-Jul 30	Session II (Eight-Week Session)
Mon., Jun 5-Fri., Jun 30	Session III (Four-Week Session)
Mon., Jul 10-Fri., Aug 4	Session IV (Four-Week Session)
Tues., Jul 4	Independence Day (PDCC only)
	No Classes

PDCC = Parkville Daytime Campus Center

SENIOR OFFICERS OF THE UNIVERSITY

Byers-Pevitts, Beverley	President
Droge, Michael	Provost and Senior Vice President
Creighton, Clarinda	Vice President for Student Services
Handleman, Caren	Vice President for University Advancement
Peterman, Thomas	Vice President for Distance Learning
Watkins, Dorla	Vice President for Finance and Administration
Weighill, Rita	Associate Vice President for Communication
Heisserer, Gary	Assistant Vice President for Academic Affairs
Gault, Paul	Special Assistant for Administration

ORGANIZATION OF ACADEMIC PROGRAMS

The curriculum of Park University is organized and administered through three colleges and seven schools as follows:

- **College for Distance Learning**

- Dean**

- John Noren, Ph.D.

- ***School for Extended Learning***

- Associate Dean***

- Kim Freeland, Ph.D.

Mission Statement: The mission of the School for Extended Learning at Park University is to provide, quality, multifaceted and cost-competitive learning experiences for non-traditional students, to enable study in and impact upon the communities in which they live and work.

Vision Statement: The School for Extended Learning at Park University will be an internationally recognized leader in providing transformational learning experiences to promote lifelong learning within the global community.

Majors

- Computer Science (A.S. /B.S.)
- Construction Management (A.S.)
- Criminal Justice Administration (A.S. /B.S.)
- Liberal Arts (A.A. /B.A.)
- Management (A.S. /B.S.)
- Management/Accounting (A.S. /B.S.)
- Management/Aviation (A.S. /B.S.)
- Management/Computer Information Systems (B.S.)
- Management/Engineering Administration (B.S.)
- Management/Finance (B.S.)
- Management/Health Care (B.S.)
- Management/Human Resources (B.S.)
- Management/Logistics (A.S. /B.S.)
- Management/Marketing (B.S.)
- Medical Records Management (A.S.)
- Office Management (A.S.)
- Social Psychology (A.S. /B.S.)

○ *School for Online Learning*

Associate Dean

Joan Aitken, Ed.D

Mission Statement: The School for Online Learning's mission is to provide superior online learning opportunities through the integration of effective instructional pedagogy with innovative technology, which fosters the quality and growth.

Vision Statement: The School for Online Learning's vision is to be the premier provider of quality online higher education for a global society.

Majors

- Criminal Justice Administration (B.S.)
- Management (B.S.)
- Management/Computer Information Systems (B.S.)
- Management/Health Care (B.S.)
- Management/Human Resources (B.S.)
- Management/Marketing (B.S.)
- Social Psychology (B.S.)

● **College for Liberal Arts and Sciences**

Dean

Thimios Zaharopoulos, Ph.D.

○ *School for Arts and Humanities*

Associate Dean

J. Mark Noe, Ph.D.

Mission Statement: The mission for the School of Arts and Humanities of Park University is to prepare graduates who are articulate, literate, reflective, and committed to a lifetime of learning and civic action.

Vision Statement: The School for Arts and Humanities of Park University will be a leader in the education of students who will have an appreciation for the creative energies of all cultures, and a well-defined sense of global activity and justice.

Majors

- Communication Arts (B.A.)
- Communication Theory and Human Relations(B.A. Park Accelerated-KCA)
- English (B.A.)
- Fine Art (B.A.)
- Graphic Design (B.A.)
- History (B.A.)

- Interior Design (B.A.)
- Liberal Arts (B.A.)
- Liberal Studies (B.A.)
- Music (B.A.)
- Spanish (B.A.)
- Theatre (B.A.)

○ *School for Natural and Applied Sciences*

Associate Dean

VACANT

Mission Statement: The mission of the School for Natural and Applied Sciences at Park University is to create opportunities for students to explore their place in the universe and their place in an increasingly technological society through excellence in teaching. The student will learn to appreciate science as a means of acquiring knowledge; scientific knowledge being the cumulative result of applying logic to sensory data for the purpose of developing theories that explain natural phenomena. We prepare students to be lifelong learners as scientists, teachers, researchers, health care professionals, as well as users and developers of technology. Our graduates will be inquisitive critical thinkers who are articulate, literate, and committed to action in their global community.

Vision Statement: The School for Natural and Applied Sciences will be a leader in the education of students who desire an understanding of the importance of ethical applications of science and technology to improve the condition of humanity and the biosphere.

Majors

- Athletic Training and Sports Medicine (B.A.)
- Biology (B.A. /B.S.)
- Chemistry (B.A. /B.S.)
- Computational Sciences (B.A.)
- Computer Based Information Systems (B.S. Park Accelerated-KCA)
- Geography (B.A. /B.S)
- Information and Computer Science (B.S)
- Management/Computer Information Systems (B.S. Park Accelerated-KCA)
- Mathematics (B.A.)
- Natural Sciences (B.A.)
- Nursing (A.S.)

○ ***School for Social Sciences***

Associate Dean

Vacant

Mission Statement: The mission of the School for Social Sciences is to integrate all University disciplines to help students critically examine their interconnectedness with one another, the rest of society, and the world. The School will also work to link the University to the local and global communities.

Vision Statement: Graduates of the School for Social Sciences will be leaders in their professional and civic communities by demonstrating the ability to critically analyze social issues and apply theory to address social change.

Majors

- Criminal Justice Administration (BA-Parkville Daytime, A.S. /B.S. /B.A. Park Accelerated-KCA)
- Legal Studies (B.A.)
- Political Science (B.A.)
- Psychology (B.A.)
- Public Administration (B.A.)
- Public Administration (BPA Park Accelerated-KCA)
- Public Administration/Fire Services Management (BPA Park Accelerated-KCA)
- Social Psychology (A.S /B.S Park Accelerated-KCA)
- Social Work (BSW Parkville Daytime and Park Accelerated-KCA)

● **College for Professional Studies**

Dean

Mathew Kanjirathinkal, Ph.D.

○ ***School for Business and Management***

Associate Dean

Peter Soule, Ph.D.

Mission Statement: The mission of the School for Business and Management is to provide professional programs of study that are founded in the liberal arts tradition. Graduates of the School of Business and Management are prepared to be professionals who have learned theory and application. They have the knowledge, values and skills necessary to lead business and society in a global community

Vision Statement: The vision of the School for Business and Management is to become a leader in the delivery of innovative programs that prepare students for global leadership in business and society.

- Accounting (B.A)
- Business Administration (B.A. Parkville Daytime and Park Accelerated-KCA)
- Business Economics (B.A.)

- Economics (B.A.)
- Management (A.S. /B.S. Park Accelerated-KCA)
- Management/Accounting (A.S. /B.S. Park Accelerated-KCA)
- Management/Finance (B.S. Park Accelerated-KCA)
- Management/Human Resources (B.S. Park Accelerated-KCA)
- Management/Marketing (B.S. Park Accelerated-KCA)

○ ***School for Education***

Associate Dean

Patricia Hutchens McClelland, Ph.D.

Mission Statement: The School for Education at Park University, an institution committed to diversity and best practice, prepares educators to be effective teachers, leaders in their communities, change agents in their schools, and advocates for learners.

Vision Statement: The School for Education at Park University is to be known as a leader in the preparation of educators who will address the needs, challenges, and possibilities of the 21st century.

- Child and Family Studies (non certification) (B.A. Parkville Daytime and Park Accelerated-KCA)
- Certification
- Early Childhood (B.A.)
- Elementary Education (B.A.)
- Middle School Education (B.A.)
- Secondary Education (B.A.)
- Education Studies (non certification) (B.A.)

PROGRAM COORDINATORS

Accounting- Dr. Sergio Ryno
Assistant Professor of Management/Accounting

Sergio.ryno@park.edu

Anthropology-Scott Hageman
Assistant Professor of Geology/Geosciences

scott.hageman@park.edu

Aviation-

Art-Donna Bachmann
Associate Professor of Art

donna.bachmann@park.edu

Athletic Training-Maggie Monahan
Associate Professor of Nursing

Maggie.monahan@park.edu

Biology-Dr. Tim Gabor
Associate Professor of Biology

tim.gabor@park.edu

Chemistry-Dr. Patricia Chernovitz
Associate Professor of Chemistry

patricia.chernovitz@park.edu

Communication Arts-Steve Youngblood
Associate Professor of Journalism

steve.youngblood@park.edu

Computer Science-Erlan Burk
Assistant Professor of Computer Science

erlan.burk@park.edu

Construction-

Criminal Justice-Dr. John Hamilton
Assistant Professor of Criminal Justice

john.hamilton@park.edu

Economics-Dr. Kathleen Vinlove
Associate Professor of Economics

Kathleen.vinlove@park.edu

Education-Dr. Ed Hight
Assistant Professor of Education

ed.hight@park.edu

Electronics-

Engineering-

English-Dr. Steve Atkinson Associate Professor of English -Cynthia Williams (105/106) Assistant Professor of English	steve.atkinson@park.edu Cynthia.williams@park.edu
Finance-Mike Martin Assistant Professor of Business Administration	Michael.martin@park.edu
Geography-Scott Hageman Assistant Professor of Geology/Geosciences	scott.hageman@park.edu
Geology-Scott Hageman Assistant Professor of Geology/Geosciences	scott.hageman@park.edu
Health Care-Maggie Monahan Associate Professor of Nursing	Maggie.monahan@park.edu
History-Dr. Tim Westcott Assistant Professor of History	tim.westcott@park.edu
Human Resources-Dr. Bart Finney Professor of Business Administration	Bartlett.finney@park.edu
Humanities-Dr. Dennis Okerstrom Associate Professor of English	dennis.okerstrom@park.edu
Journalism-Steve Youngblood Associate Professor of Journalism	steve.youngblood@park.edu
Latin American Studies-Dr. Judith Richards Associate Professor of Modern Language	Judith.richards@park.edu
Liberal Studies-Dr. Dennis Okerstrom Associate Professor of English	
Logistics-Ernest Reed	
Management-Mike Martin Assistant Professor of Business Administration	Michael.martin@park.edu
Marketing- Michael Fitzmorris Assistant Professor of Business Administration	Michael.fitzmorris@park.edu
Mathematics-Dr. Peter McCandless Associate Professor of Mathematics	peter.mccandless@park.edu

Modern Language-Dr. Judith Richards Associate Professor of Modern Language	Judith.richards@park.edu
Music –Adam Duncan Assistant Professor of Music	adam.duncan@park.edu
Natural Science-Scott Hageman Assistant Professor of Geology/Geosciences	scott.hageman@park.edu
Nursing-Maggie Monahan Associate Professor of Nursing	Maggie.monahan@park.edu
Nutrition-Maggie Monahan Associate Professor of Nursing	Maggie.monahan@park.edu
Peace Studies-Dr. Dennis Okerstrom Associate Professor of English	
Philosophy/Religion-Machrina Blasdel Assistant Professor of Philosophy/Religion	machrina.blasdel@park.edu
Physics- Dr. Patricia Chernovitz Associate Professor of Chemistry	patricia.chernovitz@park.edu
Political Science-Bond Faulwell	bond.faulwell@park.edu
Public Administration-Bond Faulwell	bond.faulwell@park.edu
Psychology-Dr. Jean Mandernach Associate Professor of Psychology	Jean.Mandernach@park.edu
Sociology-	
Social Work-	
Sports Medicine-see Athletic Training	
Theatre-marsha morgan Associate Professor of Theatre	marsha.morgan@park.edu

Rev 9/29/05

Park Accelerated Programs-Kansas City Area Administration

<u>Name and Position</u>	<u>Campus Address</u>	<u>Phone</u>
<i>S.L. Sartain, Director</i> Park Accelerated Programs-Kansas City Area	Park University-Downtown 911 Main, Suite 800 Kansas City, MO 64105	842-6182
<i>Richard Kelleber, Ass't to the Director</i> <i>Michelle Conception, Secretary</i>		

Campus Centers

Park Accelerated Programs-Downtown Campus <i>Vacant, Campus Center Director</i> <i>Sandra Shea, Assistant Director</i> <i>Darlene Lile, Receptionist</i>	Park University- Downtown 911 Main, Suite 800 Kansas City, MO 64105	842-6182
Park Accelerated Programs-Parkville Campus <i>Audrey Caudle, Academic Advisor</i> <i>Kathy VanCleave, Adjunct Faculty Contact</i> <i>Ashley Watkins, Adjunct Faculty Contact</i>	Office of Academic Affairs 8700 NW River Park Dr Parkville, MO 64152	584-6872
Park Accelerated Programs-Independence Campus <i>Sandy Seidelman, Campus Center Director</i> <i>Frieda Tresvan, Assistant Director</i> <i>Michelle Khanal, Evening Receptionist/Secretary</i>	Park University 2200 South 291 Hwy. Independence, MO 64057	252-9065
Portfolio Program <i>Barbara Looney, Director</i>	Park University-Downtown 911 Main, Suite 800 Kansas City, MO 64105	842-6182

III. CLASSROOM ADMINISTRATION (Getting Started)

Faculty ID and Password	III-1
PirateNet	III-1
OPEN	III-1
PirateMail (University email)	III-2
Employment Forms	III-3
Contracts	III-3
Textbook Selection	III-4
Syllabus Template	III-5/10
Class Attendance Record (Weekly)	III-11
Two Week Withdrawal	III-11
Final Grades	III-12
Incompletes	III-12
Grade Change	III-13
Student Conduct	III-14
Survey of Student Opinion	III-14
Commencement Ceremonies	III-14

Faculty ID & Password

Each faculty member is given a Park University ID #, Password, and OPEN login. It is important to keep this information where it is accessible. When adjuncts are hired for their 1st class, they should be given this information by the campus center director (KC Accelerated) or by the Associate Deans Office (Parkville Campus).

PirateNet

Beginning in Fall 05, each member of the Park University community will have a “one entrance” portal which will allow them to access all of their needed information. The following link will include OPEN, PirateMail, and other software/links that are of interest to the faculty/students.

<http://piratenet.park.edu>

Online Park Enrollment Network (OPEN)

To get to the OPEN system you will need to:

1. Go to www.park.edu
2. At the top of the page, select “OPEN” from the Quick Links.
3. A security alert will “pop up”. Select “yes” to continue.
4. Choose the **Faculty Online Access** option.

You will be asked for your username and password.

Your username is _____.

This is your Park University faculty ID#. This does not require the placement of a “p” in front of the ID# (used in PirateMail).

Your password is _____.

Once you have logged in, you may change your OPEN password.

You will need to “Set Options” each time you look at a different session.

The sessions for Park Accelerated Programs are F1J (Fall 1st term), F2J (Fall 2nd term), S1J (Spring 1st term), S2J (Spring 2nd term), and U1J (Summer term).

Internet terms end with a “I” (F1I, etc...).

Sessions for the daytime program are FA (Fall), SP (Spring) and UU (summer)

PirateMail

When you begin teaching at Park University, you will be assigned a **FREE** and personal email account.

To access your new email account:

1. Go to www.park.edu
2. Click on Quick Links
3. Choose PirateMail
4. Scroll down to **Login to Pirate**

You will be asked for your username and password.

Your username is p_____.

This is your Park University ID# with a lower case “p” in front of the number.

Your password is _____.

This is the same as your OPEN system password. *

This will be the location for you to receive **ALL** official communication from Park University and, if you already have an email account at your home or office, PirateMail can be forwarded to the email account of your choice. Hotmail and Yahoo do not have as much memory as the PirateMail. If you forward your account to these emails, you may lose some important information.

All students will have an email account. This is the best way to keep contact with your classes.

All communication from Park University faculty/staff members will be conducted through the PirateMail system. Please check the email on a regular basis.

* After logging in, you may change your PirateMail password.

[HTTPS://WWW.PARK.EDU/CONTRACT](https://www.park.edu/contract)

Log in using your **OPEN** login and password. After logging into the system, you will see the following screen. If you get an error message, make sure there is an “s” in the address “HTTPS:”

CONTRACTS

New Faculty or Faculty who have not taught for one Year	Returning Faculty	
<u>New Hire Form</u>	Choose and fill out the contract	
	<input type="text" value="No contracts"/> <input type="button" value="Choose Contract"/>	
<u>Direct Deposit</u>	If you have not taught the previous term	If there is a change in status
<u>W4</u> (Adobe Acrobat to print out, complete, and return to the appropriate Campus Center)	<u>I-9</u> (Adobe Acrobat to print out, complete, and return to the appropriate Campus Center)	<u>Direct Deposit</u>
<u>I-9</u> (Adobe Acrobat to print out, complete, and return to the appropriate Campus Center)	<u>New Hire Form</u>	<u>W4</u> (Adobe Acrobat to print out, complete, and return to the appropriate Campus Center)
Choose and fill out the contract	<u>W4</u> (Adobe Acrobat to print out, complete, and return to the appropriate Campus Center It is good from January through December. Must sign new form each year)	
	<input type="text" value="No contracts"/> <input type="button" value="Choose Contract"/>	

TEXTBOOKS

<http://captain.park.edu/CollegeForDL/textbook/textbook.asp>

PARK UNIVERSITY TEXTBOOK LIST

AC - Accounting (SS)	AN - Anthropology (SS)	AR - Art (H)
AT - Athletic Training/Sports Med (NS)	AV - Aviation (SS)	BI - Biology (NS)
BA - Business Administration (SS)	CH - Chemistry (NS)	CA - Communication Arts (H)
CS - Computer Science (NS)	CO - Construction (SS)	CJ - Criminal Justice (SS)
DS - Design (H)	DR - Drafting (SS)	EC - Economics(SS)
ED - Education (SS)	EL - Electronics (NS)	EG - Engineering (SS)
EN - English (H)	FI - Finance	GG - Geography (NS)
GO - Geology (NS)	HC - Health Care (SS)	HI - History (H)
HN - Honors Program	HU - Humanities (H)	HR - Human Resources (SS)
HS - Human Services (SS)	ID - Interior Design (H)	LA - Latin American Studies (SS)
LS - Liberal Studies (H)	LG - Logistics (SS)	MG - Management (SS)
MK - Marketing (SS)	MA - Mathematics (NS)	MR - Medical Records (SS)
MI - Military Science (SS)	Modern Languages (H)	MU - Music (H)
NS - Natural & Life Sciences (NS)	NU - Nursing (NS)	NT - Nutrition (NS)
PK - Park College Basic Skills	PC - Peace Studies (H)	PH - Philosophy (H)
PE - Physical Education (NS)	PY - Physics (NS)	PO - Political Science (SS)
PS - Psychology (SS)	RE - Religion (H)	SS - Social Science (SS)
SO - Sociology (SS)	SU - Surveying (NS)	TH - Theatre (HU)

If this list does not have the course that you are teaching, please contact the Program Coordinator (section II-7 thru II-9) to obtain information on the preferred texts for specific classes.

After selecting a text, please contact your campus center director (KC Accelerated) or the Associate Dean's office in order to get a preview copy. In addition, the faculty member will need to submit their order 4 weeks prior to the beginning of a term.

Syllabus Template

In order to maintain consistency in all of the academic programs, the university has created a syllabus template to guide the instructor in his/her development of the course syllabus. As the various academic assessment committees complete their evaluation of course requirements, the syllabus template will have learning outcome objectives imbedded for every Park University course.

The current syllabus template can be found at the following: www.park.edu/syllabus .

When you complete the syllabus and submit, it will automatically go to the appropriate staff member who will approve and post the syllabus for student uses. Please remember that all syllabi should be submitted **no later than three weeks** prior to the beginning of each term/semester.

Following is an example of a syllabus using the template:

PO302 LEGAL ANALYSIS

Fall 2003

Course Syllabus

INSTRUCTOR: Greg Plumb

Professor of Criminal Justice

Mabee (the Underground) Room 226

Office Hours: Tuesday, Wednesday, & Thursday 10:00 to 12:00 noon

(816) 584-6506

greg.plumb@park.edu

<http://captain.park.edu/gregplumb>

THE COURSE: Semester dates: August 18, 2003 to December 12, 2003

Classroom: ???

Days: Tuesdays & Thursdays

Time: 8:40 a.m. to 9:55 a.m.

Prerequisites: EN105, EN106, passing the WCT, and 60 accumulated hours

3 credit hours

Mission Statement

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare students to think critically, communicate effectively and engage in lifelong learning while serving a global community.

Vision Statement

Park University will be a renowned international leader in providing innovative educational opportunities for students within the global society.

COURSE DESCRIPTION: An introduction to the theory, method and actual process of legal reasoning. Particular attention is paid to identifying legal principles which underlie statutes and judicial precedents: understanding their logical basis and assessing their substantive significance: and applying them analytically and creatively in various factual contexts. This course will satisfy the EN 306 requirement for Legal Studies majors.

INSTRUCTOR'S EDUCATIONAL PHILOSOPHY: Professor Plumb's educational philosophy is based on using a variety of methods in learning, focusing on the interactive. Lectures, readings, quizzes, group work, class discussion, examinations, writing, and use of the internet are significant components of this learning process. Students will be required to analyze, criticize, and synthesize information learned.

COURSE OBJECTIVES:

1. Demonstrate a basic level of competence in the use of the vocabulary of the law and legal reasoning.
2. Demonstrate the ability to critically examine the principles that form the basis of the American legal system, statutes, and judicial decisions.
3. Demonstrate an understanding of the logical basis for statutes and case decisions.
4. Demonstrate the ability to assess the substantive significance of statutes and case decisions.
5. Demonstrate the ability to gather, evaluate, and communicate information effectively.
6. Demonstrate high quality written and oral communication skills through interaction with other students and the instructor in a structured, flexible environment.
7. Demonstrate the ability to apply the information learned to factual situations.

COURSE TEXTBOOK: An Introduction to Law & Legal Reasoning, by Steven J. Burton, 2d ed. (Little, Brown & Co., 1995) – **required**

ACADEMIC HONESTY: Academic Honesty is required of all members of a learning community. Hence, Park will not tolerate cheating or plagiarism on tests, examinations, papers or other course assignments. Students who engage in such dishonesty may be given failing grades or expelled from Park.

PLAGIARISM: Plagiarism—the appropriation or imitation of the language or ideas of another person and presenting them as one’s original work—sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

ATTENDANCE POLICY: Instructors are required to keep attendance records and report absences. The instructor may excuse absences for cogent reasons, but missed work must be made up within the term of enrollment. Work missed through unexcused absences must also be made up within the term of enrollment, but unexcused absences may carry further penalties. In the event of two consecutive weeks of unexcused absences in a term of enrollment, the student will be administratively withdrawn, resulting in a grade of “F”. An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course. Students receiving Military Tuition Assistance (TA) or Veterans Administration (VA) educational benefits must not exceed three unexcused absences in the term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student. Reports of F grade (attendance or academic) resulting from excessive absence for students receiving financial assistance from agencies not mentioned above will be reported to the appropriate agency.

LATE SUBMISSION OF COURSE MATERIALS: For each class period an assignment is late, points will be deducted. No course materials will be accepted after the last class meeting.

COURSE ASSESSMENT: A variety of methods will be used to assess the learning that occurs in this course. Students will be assessed on their class participation, performance on quizzes, writing assignments, examinations, and a research paper. There will also be opportunities to work in groups, and to be assessed based on individual and group performance.

CLASSROOM RULES OF CONDUCT:

1. Attend class and be prompt. Class attendance is part of class participation, which is a portion of your grade. Roll will be checked at the beginning of each class period. Since tardy entry to a class disrupts the class, your lateness for class will receive a reduction in points.
2. Due to abuses by students in past semesters, there will be no excused absences. You are either present or absent. To **partially** make up for an absence, you must submit to the instructor **by the beginning of the next class meeting you attend**, an essay of one to two pages in length, summarizing the assigned reading for the class period missed. The essay must be submitted by email with the essay as an attachment. ***IT IS YOUR RESPONSIBILITY TO MAKE UP ANYTHING MISSED IN CLASS.***
3. Be prepared for class. This means that you have read the assigned readings and are prepared to discuss them. Daily quizzes may be given at the beginning of class. Tardy arrival at class will result in missing the quiz. **Quizzes may not be made up.** This course will consist of class discussion, small group discussion, group work, and lecture. You are expected to take part in the discussions and group work. Your in-class participation is another portion of your grade. Also, assigned reading will not always be reviewed in class, but examinations will be from both assigned readings and class discussions.
4. **Examinations.** There will be a mid-term examination and a **comprehensive** final examination. Exam answers will be short answer and essay. Examinations will be from both assigned readings and class discussions
5. **No makeup exams** will be given unless the student produces a written excuse signed by a doctor (with the doctor's registration number) in the case of illness, or a tow bill from a tow company in the case of car problems. A written excuse from the campus nurse is acceptable. The same requirement applies to illness of children.
6. **Written Assignments.** Periodic written assignments are required in this course. All assignments must be submitted by email to my address above, with the assignment as an attachment in Microsoft Word, using proper spelling, grammar, and source citation. Either MLA or APA is acceptable. For more information on both, please visit the Academic Support Center.
7. Computers make writing and revising much easier and more productive. Students must recognize though that technology can also cause problems. Printers run out of ink and hard drives crash. Students must be responsible for planning ahead and meeting deadlines in spite of technology. Be sure to save copies of your work to a disk, a hard drive, and print out paper copies for backup purposes.
8. **Paper Requirement.** A paper is required in this course. A document with complete instructions will be posted at my website above at the end of Week 2.

DISABILITY GUIDELINES: Park University is committed to meeting the needs of all students that meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, regarding students with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: www.park.edu/disability.

COURSE TOPICS/DATES/ASSIGNMENTS:

The Instructor reserves the right to amend this Schedule based on the progress of the course and the needs of the students.

Week 1 (Aug 19 & 21): Introductions

- Introduction of instructor and fellow students
- Introduction to course and requirements
- ASSIGNMENT: Download course syllabus from Internet and send email message to instructor stating you have done so. Be prepared for a possible quiz on the course syllabus
- Introduction to Case Scenario #1

Week 2 (Aug 26 & 28): Introduction to Legal Reasoning

- The Rule of Law in American life
- Sources of the law
- Paper requirements
- ASSIGNMENT: study the Introduction in the text

Week 3 (Sep 2 & 4): Cases and Rules

Week 4 (Sep 9 & 11): Analogical Legal Reasoning

Week 5 (Sep 16 & 18): Analogical Legal Reasoning, contd.

Week 6 (Sep 23 & 25): Deductive Legal Reasoning

Week 7 (Sep 30 & Oct 2): Deductive Legal Reasoning, contd.

Fall Recess: Oct 13 - 17

Week 9 (Oct 21 & 23): Legal Reasons and Conventions

Week 10 (Oct 28 & 30): Legal Reasons and Conventions, contd.

Week 11 (Nov 4 & 6): Purposes

Week 12 (Nov 11 & 13): Purposes, contd.

NO CLASS – Veterans Day – November 11

Week 13 (Nov 18 & 20): The Judge's Perspective

Week 14 (Nov 25 & 27): The Lawyer's Perspective

NO CLASS – Thanksgiving Recess – Nov 27

Week 15 (Dec 2 & 4): Legitimacy, Summary and Evaluation

FINAL EXAM WEEK

Tue Dec 9 8:00 - 10:00 ??? Room ???

GRADING PLAN:

Students will be evaluated on the total number of points each student earns as compared to the greatest amount of points that may be earned in each class activity. In determining the number of points assigned to an activity, the major factors will be the following questions:

- Was the work completed?
- Was the work completed correctly?
- Was the work completed on time?

All assignments are due at the **beginning** of the class period they are due.

Course grades are determined on the following bases:

- | | |
|-----------------------------------|-----|
| • Written assignments & quizzes | 20% |
| • Paper | 15 |
| • Mid-term examination | 20 |
| • Comprehensive final examination | 25 |
| • Participation | 20 |

Grading percentages:

90 – 100%	A
80 up to 90%	B
70 up to 80%	C
60 up to 70%	D
0 up to 60%	F

Class Attendance Record

Instructors are required to maintain attendance records and to report absences via the online attendance reporting system (OPEN).

1. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
2. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties.
3. **In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn,** resulting in a grade of “WH”.
4. A “Contract for Incomplete” will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.
6. Report of a “F” grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

Academic Withdrawal Policy (2 Week & Total)

Park University reserves the right to withdraw a student from class(es) for failure to meet financial obligations or failure to attend classes without approved excuse. Excused absences may be granted at the discretion of the instructor.

There are two types of withdrawal, official and administrative. An official withdrawal begins when the student initiates the withdrawal process. Refunds are based on this date. If a student fails to initiate the withdrawal process, and is withdrawn for nonattendance and/or failure to meet financial obligations, this is an administrative withdrawal. In this case, refunds will be based on the withdrawal date or the mid-point of the semester or term.

Students must officially withdraw from a class(es) no later than two-thirds of the way through the semester/term in order to receive a “W.” If a student does not officially withdraw by this time, a grade of “WF” will be recorded.

In order to totally withdraw: ***Students enrolled through the Parkville Daytime Campus Center*** must initiate withdrawal from all classes and/or residence hall in the Student Assistance Center. ***Students enrolled in an accelerated eight or nine week program must initiate the withdrawal with the appropriate Campus Director.*** Students continuing enrollment but wishing to withdraw from an individual class must do so at their Campus Center. Withdrawals by email or fax will be accepted.

Final Grades

All adjunct and fulltime faculty are responsible for entering student grades for the courses that they are teaching. Student grades are entered in the same manner as attendance. Grade entry is not available until the week of final exams and is closed on Tuesday following exam week. Therefore, it is important to have the grades entered as soon as possible.

All grades must be submitted within 48 hours of the final exam. Students who are listed on the class roster as graduating seniors **do not** take early exams in the accelerated classes.

A faculty member can only enter **A, B, C, D,** or **F** in the grade entry screen. If a student has withdrawn, the grade of “**W**” will automatically be in the grade screen. If there is no grade of “**W**” in the screen, the faculty member will assign a grade based upon his/her grading scale.

In order for a student to receive an incomplete, the instructor and the student must submit paperwork as described in the following paragraphs.

Incompletes

The notation “**I**” may be issued only upon written completion of a “Contract for Incomplete” signed by the student and the instructor and placed on file in the Office of the Registrar or Campus Center. **An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course.** An “I” indicates that the coursework was not completed in the time allotted in the semester/term through no fault of the student as determined by the instructor. Final assessment of the grade is postponed to no later than 60 days after the last day of the semester/term in which the “I” was received. Failure on the part of the student to complete the work will result in a grade of “F”. A student may submit a written request for one 30-day extension beyond the 60 days. After approval by the instructor, the request is filed in the Office of the Registrar (Parkville Daytime) or Campus Center (Kansas City Accelerated).

NOTE: Taking an “I” (Incomplete) may suspend the student from financial aid.

Faculty members can not put an “I” in the grade entry screen. Only the registrar and/or campus center directors can enter a grade of “**I**”. Faculty members and students must complete the “incomplete” form and submit it to the appropriate office prior to the grade being entered into the OPEN system.

Grade Change Policy

No grade changes shall be granted more than one calendar year from the original grade submission deadline. Any change of grade, prior to the deadline, will be initiated by the faculty member only who assigned the grade. All requests must be adequately documented.

A grade may be changed, prior to the deadline, for the purpose of correcting clerical or administrative error, or to correct an error in the calculation or recording of a grade. A change of grade will not occur as a result of additional work performed or re-examination beyond the established course requirements.

Note: Grade change forms are available from the Registrar's office (Parkville) or from the Campus Center Directors (Kansas City Accelerated).

Grade Appeals Procedures

1. A student should contact the faculty member of the class in question to determine the rationale for the grade.
2. The student must submit a letter of grade challenge and all supporting coursework documentation to the Provost's Office (Parkville Daytime Campus students) or to the campus center director (Park Accelerated students) if he/she is dissatisfied with the faculty member's explanation of the grade.
3. The appeal process must be initiated within 4 weeks after the beginning of the next regular semester or term.
4. The final decision in the appeals process is made by the appropriate Vice President: The Vice President for Extended learning for students in the School of Extended Learning and the Provost for students in the Kansas City Area Programs.

Grade Appeal Policy

1. An undergraduate may challenge the validity of a grade received and may petition for a change of that grade by submitting in writing, with all documentation (copies of all pertinent papers and tests, emails or correspondence between instructor and student, etc.) attached, and the justification for the appeal to the appropriate Associate Dean (Parkville Daytime Campus Center), Campus Center Director (School for Extended Learning or Park Accelerated Programs-Kansas City Area) or Online Director (School for Online Learning).
2. The appeal process must be initiated within 28 calendar days after the completion of the semester/term for which the grade appeal is based.
3. Each School will form an Appeals Committee composed of three faculty members to review each submitted appeal. The appropriate Associate Dean will promptly notify, in writing, the faculty member of the appeal, requesting a written response, with all supporting documentation. The response and documentation should be received from the faculty member by the Associate Dean within 14 calendar days of receiving the notice.

4. The Appeals Committee will review all submitted documentation and render its recommendation to the appropriate Associate Dean. The appropriate Associate Dean will review the recommendation and make a final decision..
5. A final decision will be completed within 45 calendar days following the submission of the grade appeal with the appropriate Associate Dean. The student will be notified in writing of the decision. The appropriate Associate Dean may extend this time for the decision-making in circumstances where the faculty member is unavailable during the 45 calendar day period. For example, if the faculty member is out of the country, additional time may be granted for the faculty member to file his/her response. The appropriate Associate Dean shall notify the student and to the Office of Academic Affairs, in writing, of such extension, with new date and the reasons for the extensions.
6. The final arbitrator in all grade appeals is the Provost and Senior Vice President whose decision reflects that of the University and is final.

Student Conduct

Faculty members are expected to dismiss from their classrooms students whose behavior is detrimental to good order in the classroom. Such behavior includes, but is not limited to, the use of abusive or obscene language, attending the class under the influence of drugs or alcohol, etc. Students who are dismissed from class may be given failing grades, suspension, or expulsion from the university. Students whose behavior, either verbal or written is detrimental to the good order of the University may be subject to disciplinary action ranging from suspension to expulsion from the University. Students who exhibit abusive or obscene language or behavior toward administration personnel or support staff are also subject to suspension or expulsion from the University.

Survey of Student Opinion of Teaching

The overall purpose of course evaluation is to provide you, the teacher, with important data on student perceptions. Direct feedback is an essential and valuable means by which faculty can learn how they are interacting with their students. It allows you to evaluate the effects of teaching material, methods and theories and make appropriate adjustments.

In the Spring, 1996, a revised survey form was initiated. It has two components. There is a section that replaces the old Survey of Student Opinion of Teaching. Based on faculty input and revision, the rating scale items are designed to provide improved quantitative information on student perceptions of the faculty member and course content. These items are supplemented by qualitative response items.

The second component is a revision of the survey used previously to evaluate GE courses in regard to the degree to which each of the five literacies were addressed. The wording of both the quantitative and qualitative items has been revised to elicit more spontaneous responses. In addition, the combining of these items with the items of the Survey precludes the need to distribute evaluation materials twice to GE classes.

During the seventh week of the accelerated term and/or the fifteenth week of the semester, students are sent an email reminding them to complete the survey prior to the end of the term/semester. Faculty members may access the responses the week after grades are entered. To access the results, please go to the web address www.park.edu/onlinesurvey .

Commencement

Adjuncts are encouraged to participate in Park Commencement ceremonies. If you do not own your cap and gown, you may rent from the Parkville bookstore. The 05-06 ceremonies will be held at the Community of Christ Auditorium in Independence (Dec. 17th 05 and May 6th 06).

IV. ACADEMIC POLICIES

Academic Honesty	IV-1/2
Academic Honors	IV-3
Leave of Absence (Student)	IV-4
Faculty Absences	IV-5
Children in the Classroom	IV-5
Faculty Development (KCPDC)	IV-6
General Education Program	IV-7
Liberal Learning	IV-8
Literacies in the Curriculum	IV-8/11
Multicultural and Global Education	IV-12
Helpful Hints for First Time Faculty	IV-13

Academic Honesty

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life.

Definitions

Academic dishonesty includes committing or the attempt to commit cheating, plagiarism, falsifying academic records, and other acts intentionally designed to provide unfair advantage to the student.

- Cheating includes, but not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, laboratory reports, exercises, projects, or class assignments which are intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct.
- Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing.
- Falsifying academic records includes, but not limited to, altering grades or other academic records.
- Other acts include:
 - Stealing, manipulating, or interfering with an academic work of another student or faculty member
 - Collusion with other students on work to be completed by one student
 - Lying to or deceiving a faculty member.

Procedures

In the event of alleged academic dishonesty on the part of an undergraduate student, a faculty member will document the incident on an Academic Dishonesty Incident Report and submit a copy of the form to the Department Chair, Academic Director, or Associate Dean. A student who wishes to report an alleged incident of academic dishonesty may do so by completing the Academic Dishonesty Incident Report form and submitting it to the faculty member for the course, who will submit copies as outlined above. Forms are available online and in the offices of Department Chairs, Academic Director, or Associate Dean. Once an Academic Dishonesty Incident Report Form has been submitted, the faculty member will schedule a conference with the student who has been accused of academic dishonesty.

If the student does not dispute the charge, the faculty member may then assign a penalty, such as a verbal reprimand or lowered grade. Possible sanctions are listed below in the section titled Penalties in the Event of Academic Dishonesty. Any penalty imposed will be recorded by the faculty member on the incident form and filed with the appropriate Department Chair, Academic Director, or Associate Dean.

In all cases in which the student disputes the charge, s/he may request a review of the issue by the appropriate Department Chair or Academic Director within 10 business days following the initial meeting with the faculty member. If the matter cannot be resolved at that level, an undergraduate student may contact the appropriate Associate Dean to request a formal hearing. The Associate Dean will appoint a Hearing Committee to conduct a hearing within 20 business days.

The individual making the allegation will present the case to the Hearing Committee. During the hearing, each side will have the opportunity to present their case and to question the other side. The Hearing Committee may also ask questions. The hearing shall focus on evidence for the specific allegation and may include up to three witnesses for each side of the dispute. All evidence presented at the hearing will become a part of the hearing file. The hearing file will be submitted to the Assistant Vice President for Academic Affairs within five business days. Upon receipt, the Assistant Vice President for Academic Affairs will scan the appropriate documentation.

Hearing Committee

- The Hearing Committee shall be comprised of two faculty members (not including any of the student's current faculty) and one student appointed by the Academic Director or Associate Dean. One faculty member shall be appointed chair. At an academic hearing the Park University policy does not include the right to have legal representation. Students may select a Park University student, staff or faculty member as an adviser to be present for consultation purposes during the hearing. The adviser may not address the committee members or witnesses.
- Following the hearing, the committee will make a recommendation to the Assistant Vice President for Academic Affairs who will make a post-hearing decision. The student will receive written notice of that decision within 15 business days after the hearing. The notification will be mailed via "Certified Mail Receipt."
- A student may appeal the decision of the Assistant Vice President for Academic Affairs in writing to the Provost and Senior Vice President for Academic Affairs within 72 hours of receipt of the decision. The decision of the Provost and Senior Vice President for Academic Affairs is the final decision of Park University. Grades and/or degree(s) may be withheld pending the outcome of the appeal process.

Penalties in the Event of Academic Dishonesty

In the event of academic dishonesty, the following courses of action are available to Park University, based upon the severity of the violation:

- Verbal reprimand.
- Assignment of a lower grade on the test/paper/project in question, with an explanation from the faculty member.
- Assignment of a grade of "F" in the course.
- Expulsion from the course with the assignment of a passing grade (W).
- Expulsion from the course with the assignment of a failing grade (WH).
- Referral to the Student Code of Conduct Review Committee for consideration of University-wide sanctions, including the possibility of suspension or expulsion from Park University.

Academic Honors

Kansas City Area (All programs)

At the end of each semester, degree seeking students enrolled for 12 or more graded hours, with no incomplete grades, who receive at least a 3.6 GPA for that semester, are included on the *Dean's List*. This is indicated on their academic transcript.

Parkville Daytime Campus

The Presidential Scholars List is announced at the conclusion of each semester and includes degree seeking students in the Parkville Daytime program who are enrolled for 12 or more graded hours, with no incomplete grades, and who have at least a 3.8 cumulative GPA after completing at least 24 graded hours at Park University. This is indicated on their academic records.

During the final weeks of each semester an *Honors Convocation* is arranged during which various honors and awards are announced as determined by the Senior Vice President for Academic Affairs/Provost.

Among the announcements at the Honors Convocation are *discipline honors* for juniors and seniors. Each year one junior (60-89 hours) and one senior (90 hours and above) are selected by each discipline. The students must have a declared major, a 3.2 cumulative GPA and a 3.5 GPA for all discipline courses. Juniors must have completed at least 15 hours, and seniors at least 21 hours of discipline courses at Park College. These honors are listed on the academic transcripts.

Some divisions also award discipline honors to graduating students which are listed on their academic transcripts after completion of all graduation requirements. They require a cumulative GPA of 3.2 in all Park University courses, at least 15 hours of the major taken at Park and a cumulative GPA of 3.7 in all major courses taken at Park University.

Honor designations are noted on diplomas and academic transcripts. Students must have earned 45 credit hours from Park University and a cumulative GPA of 3.2 - cum laude, 3.5 - magna cum laude, 3.8 - summa cum laude. Students who complete 24 to 44 graded hours and accumulate a GPA of 3.6 or better receive a "with distinction" notation.

Leave of Absence/Emergency Leave Procedures (Student)

A student may request a Leave of Absence from all courses if s/he needs to be absent for more than two consecutive weeks of class(es). The formal institutional guidelines for this procedure are:

1. Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented.
2. Documentation supporting the request should be submitted concurrently with the request.
3. The written request and documentation should be sent to the Office of the Registrar or to the appropriate Campus Center Director.
4. All faculty members concerned will be provided the requested materials for review. This is necessary so that potential problems associated with grading or required assignments can be dealt with. The faculty member may make arrangements to allow the student to complete the coursework that s/he began prior to the leave of absence. The student cannot begin a new semester/term without having completed all conditions of the previously approved leave of absence.
5. Faculty members will respond, in writing, to the Office of the Registrar or Campus Center Director, concerning their agreement or disagreement to the terms of the leave of absence.
6. The student and faculty member will complete, in writing, the nature of the coursework that must be completed in order to successfully receive credit for the class.
7. In addition to the faculty member, the appropriate Associate Dean or Regional Director will be provided all materials pertaining to the leave of absence.
8. If all parties agree to the terms of the leave, the leave may be granted. There must be a reasonable expectation that the student will return to school.
9. The approved leave request and all supporting documentation will be forwarded to the following individuals as appropriate for the students:
Assistant Vice President for Academic Affairs Controller
Vice President for Distance Learning Faculty
Vice President for Student Services Campus Center Director
Student Financial Services Associate Dean
Registrar Regional Director
10. A student may be granted no more than one leave of absence in any 12-month period and it may not exceed 180 days. The institution will not place additional charges on the student's account for completion of the course work upon return from the leave of absence. An approved leave of absence will not affect a student's in-school status for the purposes of deferring Federal loans.
11. One 30-day extension may be granted due to unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993.
12. If a student does not return from an approved leave of absence, the student's withdrawal date and the beginning of the student's grace period for federal loans will be the date the student began the leave of absence. This may exhaust some or all of the student's grace period for federal loans, putting the student into repayment status.

Faculty Absences:

1. Faculty members do **NOT** have permission to cancel any scheduled classes.
2. Normally another faculty member can substitute for the absent faculty member.
3. A class may be canceled only for illness or an emergency.
4. Parkville Faculty should contact the Office of the Provost (Ext. 6356 or 6357) in case of illness or emergency.
Park Accelerated Faculty should contact the campus center director in case of illness or emergency.
7. All class cancellations and/or the arrangements to cover a class must be approved by the Provost (Parkville) or the campus center director (Park Accelerated Programs).
- 8.
7. Notify the Office of the Provost when a field trip or other activity requires a change in class meeting time or place. Notification shall be at least one week prior to the planned change.
Add/Drop: The first eight calendar days of a term constitute the enrollment adjustment period. In order to add, drop or withdraw, a student must obtain the appropriate form from the Registrar's Office. The student must have his or her advisor sign the form, and return the form to the Registrar's Office for processing. Finally, the student must submit the form to the Accounting Department.

Children in the Classroom

Faculty and students should avoid bringing children to class.

When emergency circumstances arise and a child is not disruptive, the child may attend class. Such emergencies are not to pave the way for more frequent attendance by children. Students must obtain approval from the faculty member prior to class. Children may not be left unsupervised in common areas, at any time.

Faculty Development

Kansas City Professional Development Council (KCPDC)

The Kansas City Professional Development Council (KCPDC) is a regional consortium of educational institutions united in the belief that together the members can offer faculty and staff professional development programs superior to what can be offered individually. Current KCPDC members include: Baker University, Central Missouri State University, DeVry University, Johnson County Community College, Kansas City Kansas Community College, Metropolitan Community Colleges, and Park University.

Adjunct faculty are encouraged to participate in the KCPDC programs such as Master Faculty Workshops, Teaching Conferences, and Faculty Training Sessions.

General Education Program AT Park University

Definition of General Education at Park University.

General education at Park University is education that develops an awareness of human potentials. It also develops proper attitudes for realizing such potentials through critical and informed judgments that foster concern for individual and social well being. It develops a love for learning by encouraging activities that promote knowledge of the basic concepts, methodologies, and rewards of learning. It builds skills and competencies that help students acquire the distinctive outcomes defined in the college mission statement. These outcomes include open-mindedness, professionalism, and aesthetic, civic, critical, science, and values literacy. This program has four components: General Education (GE), Liberal Learning (LL), Multicultural/Global/General Education (MGE), and Multicultural Liberal Learning (MLL).

Definition of a General Education Course.

A General Education Course at Park therefore is one that aims at meeting the definition of general education above in its discipline or area of learning. While it may emphasize the literacy of its discipline (aesthetic, civic, critical, science, or values literacy), it should develop concern for individual and social well-being, and foster open-mindedness and professionalism.

Guidelines for a GE Course.

These guidelines respond to the definitions of the literacies approved by the faculty in February, 1986. They also respond to current concerns for service and community oriented education.

- A. Does the course identify the basic vocabularies of its discipline?
- B. Does the course present a historical perspective of its discipline?
- C. Does the course present a diversity of concepts in its discipline?
- D. Does the course promote critical thinking, computing, or communication skills?
- E. Does the course clarify values of/in its discipline?
- F. Does the course promote awareness of the scientific method and the impact of technology in its discipline?
- G. Does the course promote civic awareness and responsibility?
- H. Does the course promote understanding and appreciation of the arts? I. Does the course promote individual expression or creativity?
- J. Does the course include multicultural or global dimensions?

Liberal Learnings

The Liberal Learning Program is intended to confront the student with a learning experience above the sophomore level in areas outside the major. The program should aid students to become more aware of this world and themselves. It intends to develop within students a concern for contemporary issues and assist them to understand these issues and make informed judgments about them.

A Liberal Learning course, therefore, focuses on a contemporary problem(s) or theme, gives consideration to a multi-disciplinary perception of the issue or theme, and aims to stimulate the intellectual life of the student. Each course requires completion of at least one major paper (research, journalistic, or creative writing), or an art work or an artistic performance. All LL courses should include multicultural or global dimensions.

The requirement is met by satisfactory completion of at least three (3) designated upper level courses in three different disciplines. No Liberal Learning course taken in the discipline of the major or majors may be counted as satisfying the Liberal Learning requirement. Students may not take Liberal Learning courses until they have completed sixty (60) hours of course work. Courses which are cross listed between disciplines may not be used to satisfy Liberal Learning requirements for either discipline. 10/22/97

Literacies in the Curriculum

Introduction

In a world characterized by constant changes in society, politics, science and technology, Park University reaffirms its heritage of educating students to be effectively functioning individuals in their personal lives, professions and communities. The University also reaffirms its ideal of the education of the total person by providing students with basic personal and occupational skill, as well as an awareness of and appreciation for significant achievements in the arts and sciences. To achieve its goals, the College has established analytical and critical thinking, community and civic responsibility, scientific inquiry, ethics and values, and literary and artistic expression literacies as basic components in the education of its students.

The University recognizes that not all students are adequately prepared to meet the rigors of the pursuit of the literacies. Therefore, opportunities are provided in its curriculum for students to develop their basic skills (writing, reading, speaking, listening, and computing) in their pursuit of the literacies.

Analytical and Critical Thinking

Analytical and Critical Thinking at Park means:

1. Understanding and mastery of the basic skills in communication, computing, and information management.
2. Recognition of the diversity in the processes and methods of critical thinking and problem-solving, and recognition of standards of excellence.
3. Appreciation of the history and variety of approaches for examining and using information, and their technological applications in contemporary life.
4. Acquisition of tools for gathering, retrieving, evaluating, and communicating information and data for various purposes. These tools should include the basic skills in writing, speaking, listening, computing and the use of computers, and problem solving.

The student with critical literacy will be able to gather, evaluate, and communicate information effectively; meet the basic computing demands of contemporary life; know standards of excellence; recognize varieties of problem-solving strategies; and be able to contribute to desirable changes or help preserve and transmit fundamental knowledge for the good of society.

Community and Civic Responsibility

Community and Civic Responsibility at Park means:

1. Understanding of the working of American social, political, and economic systems.
2. Recognition of the existence of diverse alternative systems and their necessary global relationships.
3. Appreciation of the geographical and historical roots which are shaping these systems.
4. Acquisition of tools for responsible citizenship involvement and for participation in economic and social endeavors.

The student with community and civic literacy will be able to see the complexity of social, political, and economic systems and problems on the national and international scene, and then develop ways that would contribute to the solution of such problems through effective citizenship participation.

Scientific Inquiry

Scientific Inquiry at Park means:

1. Understanding of the nature and role of scientific evidence in the pursuit of knowledge.
2. Recognition of the importance of the scientific method of argument and modeling process.
3. Appreciation of the origins of scientific inquiry and method and seeing their continuing presence in the mutual interaction between human society and its physical environment.
4. Acquisition of tools for successful involvement in scientific pursuits of the scientific community.

The student with scientific inquiry literacy will be able to know the nature of scientific evidence and the scientific method of inquiry, recognize their roles in approaching problems in human society and its physical environment, and use such knowledge in personal scientific pursuits and as a member of the scientific community.

Ethics and Values

Ethics and Values at Park mean:

1. Understanding of the importance of value concerns in human life, and the ability to distinguish them from factual matters.
2. Recognition of the major ways proposed for resolving value questions, and the ability to evaluate them and use them where appropriate.
3. Appreciation of the diversity of value systems and their interconnection with the cultures in which they are found, yet openness to the possibility that there may be common goals and principles that can serve as the basis for inter-cultural judgments.
4. Acquisition of tools for analyzing value questions, and acquisition of a set of personal values that are continually held up for review even as one tries to live by them.

The student with values literacy is sensitive to value questions, appreciatively and critically aware of differing value systems, in possession of tools for analyzing value questions, and engaged in the process of putting these things together into a constant set of personal values and testing them for life.

Literary and Artistic Expression

Literary and Artistic Expression at Park means:

1. Understanding of the great themes and metaphors of human experience in various forms of aesthetic expressions, and ability to use them to enhance the understanding of life.
2. Recognition of diversities in the visual, verbal, and performing arts and the origins and reconciliation of such diversities.
3. Appreciation of the history of aesthetics as records and shapers of languages and cultures.
4. Acquisition of tools for perceptive and open-minded enjoyment of aesthetic experiences, and tools for creation of aesthetic works that reflect awareness of self and social contexts.

The student with literary and artistic expression is one who is acquainted with various aesthetic human experiences and expressions in their historical and cultural contexts, is able to enjoy them with informed judgments, and also able to contribute to such experiences and expressions.

Conclusion

The literacies defined and described above are intended to bring about education for success in professions, productive membership in communities, and satisfaction and fulfillment in personal lives.

Two of these literacies (1.analytical and critical thinking and 2.ethics and values) are perceived to cut across disciplines and departments, while the other three (3.community and civic responsibility, 4. scientific inquiry, and 5. literary and artistic expression) literacies address major academic concerns. Students with these literacies should be able to succeed in communicating, computing and problem solving, clarifying values, using the arts, functioning within social institutions, and using the sciences and technology.

The Role of Multicultural or Global Education At Park University

The Lilly Grant gave the initial impetus for the curriculum revisions and curriculum development with multicultural/global components at Park University.

The objectives of the grant were:

- * Create a sense of community and common purpose on the campus in which all diversity of race, religion, culture and language will be recognized and encouraged and will contribute to an enhanced educational and personal development experience for all students.
- * Develop in the faculty an increased awareness of the difference in learning styles and motivations among minority cultures so that successful completion of a four-year baccalaureate degree program will be more likely for all students.
- * Create in the Park University student and graduate a new awareness, understanding and tolerance of cultural differences which will carry over into a richer lifetime experience as a citizen, parent or co-worker.

Curriculum revision of high profile or popular GE or LL courses to infuse multicultural perspectives was one of the activities approved to achieve the objectives above. Park University faculty approved the inclusion of multicultural or global dimensions in all GE's and LL's and set a deadline to complete that work

The Academic Council approved the following proposal on January 31, 1996:

- a. Eliminate the deadline except for new GE's and LL's.
- b. Endorse and continue the approval of the concept of integrating multicultural/global dimension in all LL's and GE's.
- c. Continue giving individual faculty the flexibility of making the decision about the portion of the course that would incorporate these dimensions.
- d. Identify in the course schedule those courses that have been revised for those dimensions under the Lilly project or without Lilly funding.

These will insure that the University meets the Lilly objectives or that we are working toward fulfillment of those objectives. The impact of a full array of courses with small or large changes will be strong if taken as the cumulative effect of the total curriculum. M. Gilbert Porter's quote from "Multiculturalism in the College Curriculum" by Marilyn Lutzker reinforces this position: "that even small changes can be effective and the multitude of small changes across an entire syllabus or college curriculum can make a significant difference".

Creativity, imagination and open-mindedness are characteristics we aspire in our students. We should be willing to abide by the same aspirations as faculty.

Approved by the Faculty at the January 26, 1994 Faculty Meeting

Helpful Hints for First Time Faculty

1. Begin your class on time.
2. Learn your students' names.
3. Provide an informative syllabus. The syllabus is the official document of the course.
4. Have students write or discuss their expectations for the course.
5. Prepare study questions or a study guide.
6. Make learning as active as possible, i.e.:
 - a. small group discussion and projects
 - b. demonstrations
 - c. skits
 - d. case studies
 - e. surveys
 - f. short papers
 - g. guest lecturers
 - h. role playing
 - i. outside readings
 - j. panel discussions
7. Provide feedback.
8. Keep an open atmosphere so that students are comfortable asking questions.
9. Plan your lessons so that classes meet for the full allotted time.
10. Use instructional aids:
 - a. overhead projectors
 - b. video tapes
 - c. handouts
 - d. flipcharts

V. UNIVERSITY WIDE POLICIES

Complaints and Grievances	V-1/2
Computers, Internet, Email, Voice Mail, Fax Machines	V-2/3
Conflict of Interest	V-3
Faculty and Staff Diversification Policy	V-4/7
Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)	V-8/9
Nepotism	V-9
School Closing	V-9
Sexual Harassment Policy	V-10/11
Sexual Assault Policy	V-11
Crime Reports: Policy and Procedures	V-12
Tobacco, Drug and Alcohol, Weapons Use Policies	V-12

Complaints and Grievances

Park University has a variety of complaints/grievances procedures related to sexual harassment, disciplinary actions, grade or other academic appeals, financial aid appeals, and traffic violation appeals. Students should use these processes when appropriate, contacting the Student Development Office for guidelines, procedures, etc. Students who use these procedures will not be permitted to use the following procedure on the same incident or issue. However, *students may choose instead to use this procedure in situations in which it is the treatment rather than the outcome which is being challenged.*

It is the policy of Park University to provide equal opportunity for all enrolled students, without discrimination on the basis of their race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status.

Park has developed the following procedure for assuring that the student has the opportunity to have his/her concerns addressed.

A. Complaint

A complaint is an informal claim of discriminatory treatment. No written reports on the incident or the outcome of the investigation are required.

B. Grievance

A grievance is the written allegation of discrimination that is related to:

1. Treatment while enrolled in an educational program
2. Employment as a student on campus or in campus-based programs
3. Financial aid awards
4. Participation in clubs and/or organizations
5. Other matters relating to campus life or student life.

C. Procedures

1. Students wishing to make an informal complaint or file a grievance should contact the Student Development Office for the correct procedures to be followed. Recordkeeping will be the responsibility of that office.
2. In the case of complaints, the Student Development Office (or the designee) will either 1) direct the complainant to the supervisor of the area where the alleged discrimination occurred or 2) contact the supervisor on the student's behalf.
3. Students filing a grievance will be instructed to send a written statement which documents the alleged discrimination to the Vice President for Student Services and to the immediate supervisor of the area where the alleged incident occurred. A written response from the supervisor will be made within ten (10) days.

4. If after reviewing the written response the student wishes to pursue the matter further, copies of the entire file are to be forwarded to the University's Human Resources Officer. This officer will be free to interview those directly involved, and will be free to contact any who have information, in order to resolve the matter. The goal of this procedure is to prevent reoccurrence. However, in instances where an individual is found responsible for serious discriminatory action, the Human Resources Officer will consult with the President about sanctions.
5. The President may choose to impose a variety of sanctions, including verbal warnings or letters of reprimand or dismissal from employment or enrollment at Park University.

Policy Governing the Use of Computers, Internet, Email, Voice Mail and Fax Machines by Students, Faculty and Staff of Park University

Park University affirms that use of electronic media such as, but not limited to, computers, the internet, email and fax machines are for purposes directly relevant to Park University. While we do not completely prohibit personal use of these computers during personal time, we reserve the right to prohibit it on a case-by-case basis. Park University also affirms that it has no liability if system problems cause loss or damage to personal material.

We reaffirm that all legal, ethical and university policy statements that govern libel, copyright, obscenity, intimidation, harassment and discrimination apply to any use of these media, whether personal or university use. The standards of the Shared University Values will also be used to judge inappropriate use, as will those referenced in the Student Conduct Code or the Employee Policy Manual. By utilizing, any hardware or software covered by this policy, the user agrees to be bound by this policy and further agrees with all federal, state and local laws, ordinances and regulations. The user agrees to indemnify and hold harmless Park University from and against any claim, damage, cost and/or expense, including reasonable legal fees, arising out of the user's improper, illegal or otherwise actionable use of the hardware or software, including any use inconsistent with or in violation of this policy.

While we reaffirm the university's respect of privacy, we retain the right to monitor personal use of such media and to review, retain, use or release copies of any incoming or outgoing content, but will only do so when there is reason to suspect conduct that places Park University at risk. There is no presumption of privacy when using university equipment or computers, hardware or software. Users should always assume that any voice, data or written material is totally accessible to university officials.

We will respond to and investigate any complaint. Generally we will first attempt to deal with misuse in an educative manner, but will retain the option of restricting use, dematriculating a student, or terminating an employee.

Moreover, we affirm that misuse of equipment that violates copyrights, obscenity, intimidation, harassment and antidiscrimination law may result in personal liability to the user for damages and/or other relief. We will cooperate with legal officials, when asked to do so, in prosecuting such misuse.

All users of university equipment have an obligation to comply with all aspects of this policy, make reasonable efforts to avoid introduction of computer viruses, and to report suspected violations of this policy to a vice president, who will investigate, educate and monitor, if necessary, and issue sanctions against the student or the employee.

Approved by Council of Vice Presidents: 12-18-97

Approved by the Board of Trustees: 1-23-98

Conflict of Interest

Employees are not permitted to make decisions where a conflict of interest exists, and are required to disclose in writing any potential conflict of interest in any decision that would directly benefit the employee or a near relative (as defined in the Nepotism Policy). This policy applies to outside organizations and vendors with which a near relative is associated.

Only the President can make an exception to this rule.

APPROVED BY THE BOARD OF TRUSTEES,
OCTOBER 19, 1998

Faculty and Staff Diversification Policy at Park University

I. Statement of Policy

Park University believes in fostering diversity in all personnel matters. It is the college's intent and desire in both academic and nonacademic areas to promote diversity by including minority groups characterized by race, religion, color, national origin, age, gender and disability. Procedures will be used to increase recruitment among such groups at all levels of Park University in accordance with legal principles.

II. Statement of Responsibility

The President of the University has assigned the Director of Human Resources the task of monitoring diversification efforts and of hearing complaints and attempting to resolve problems. Such Director shall act as Human Relations Officer and report directly to the President, but each Vice President is responsible for implementation of the diversification program within his/her area of jurisdiction.

Each employee of the college is responsible for performing duties and responsibilities in a manner that reflects and supports the college's commitment to faculty and staff diversification.

III. Recruitment Procedures:

Park University will make explicit its commitment to faculty and staff diversification in recruiting announcements and advertisements by indicating it is an "Equal Opportunity Employer" or using equivalent contemporary language. The Director of Human Resources shall determine that all faculty and staff diversification procedures and policies of Park University have been followed.

Administrative and Support Staff Recruitment Procedures shall include the following:

1. All vacancies will be posted internally and publicized.
2. All vacancies not limited to an internal search will be mailed to area high school and college placement agencies on a standard mailing list.
3. All vacancies not limited to an internal search will be advertised in media frequently used by members of minority groups.
4. Use of minority Vita Banks will be used in searches when available.
5. Tuition remission programs and other attractive fringe benefit components will be stressed during recruitment.

6. No hires for permanent, full-time, professional level appointments (grade 9 and above) will occur without formation of at least a three-member search committee (one of whom should be a minority employee) who have reviewed this policy prior to beginning the search.
 - a) All appointments below grade 9 must be approved by the appropriate Vice President and the direct supervisor after they have determined whether the intent of the Faculty and Staff Diversification Policy has been followed.
7. Whenever possible, three acceptable candidates will be recommended. A listing of strengths and weaknesses should accompany the list. The final decision will be made by the President or his/her designee in consultation with the Director of Human Resources, utilizing the list of strengths and weaknesses to select the strongest available candidate.
8. While these procedures are not intended to apply to temporary or parttime appointments, the spirit of this policy will be used in such hiring.
9. Procedures and criteria for hiring personnel in the College for Distance Learning are described in the CDL Operations Manual. Every attempt will be made to be consistent with the spirit of this policy, though implementation is different in remote sites.

Faculty Recruitment Procedures shall include the following:

1. Unless the recruiting budget prohibits or acceptable candidates are available locally, vacancies will be advertised in the Chronicle of Higher Education and in media frequently used by members of minority groups, stating the rank, tenure-track, status and cut-off date. Any search can be suspended by the President any time after he/she concludes that an acceptable candidate has been found.
2. All applications will be acknowledged by the Provost, and credentials will be housed in the office of the Provost. Right after the cut-off date, the Provost will assemble the Search Committee which shall be composed of the Division Chair, a faculty member from the discipline involved, if possible, and no less than two nor more than three other faculty members selected at-large by the Provost. During the school year, at the President's discretion, a student representative may also be included on the Committee.

3. After all credentials have been viewed by the Search Committee, up to three candidates shall be selected for an interview. Individual interviews should begin with the Provost and the Search Committee and then be open to others who may wish to interview the candidate.
4. After the final candidates have been screened, their names will be recommended. A listing of strengths and weaknesses should accompany the list. As per Section 111.7, the President, in consultation with the Provost, will make the final selection.
5. After the person has been selected, the Provost will respond to all applicants advising them that the selection has been made.
6. The Provost (in consultation with others) shall determine the professorial rank, the salary, the tenure credit, if any, the primary teaching field(s), secondary teaching field, and eligibility for TIAA-CREF participation, in the appointment letter.
7. While these procedures are not intended to apply to temporary or parttime appointments, the spirit of the policy will be used in such hiring.

IV. Personnel Policies:

1. **Wage Administration**
The University will not discriminate in the compensation provided to its employees. Compensation and benefit programs shall be administered without regard to race, religion, color, national origin, age, gender or disability.
2. **Job Descriptions**
Job descriptions will be reviewed periodically to assure consistency and accuracy between the written job descriptions and actual job performance. The job descriptions, where possible, will be uniform within the context of the University's facility where the particular job exists. The job descriptions will be kept free of bias with respect to race, religion, color, national origin, age, gender or disability.
3. **Promotion/Progression Lines**

Faculty and Staff Diversification policies and procedures are not intended to discriminate against existing employees.
 - a) A Vice President can recommend an internal promotion without a full search, with such exceptions as may be granted by the President.

- b) Searches can also be suspended any time an acceptable candidate is an applicant.
- c) To facilitate promotion/progression within and between units, all job openings will be publicly announced and posted.

4. Training Programs

University membership in various professional associations provides training materials and workshop opportunities for employees. The University also seeks to make its regular curriculum available for the benefit of employees by offering tuition remission as a fringe benefit. To the extent practicable, the University will seek to upgrade the talent of all employees in an effort to encourage promotion to higher responsibilities. Persons may be chosen for special training opportunities on the basis of merit and in keeping with this Faculty and Staff Diversification Policy.

5. Grievance Procedures

The University makes every effort to keep channels of communication open for employees to express their grievances. To enhance open communications, we encourage expression of concerns and grievances directly to the employee's immediate supervisor. Should the employee feel that his/her concern or grievance is not receiving an adequate response, He/she is encouraged to make that fact known, as appropriate, to either his/her immediate supervisor, the Director of Human Resources, or the President. The grievance is to be filed within ten days after the incident giving rise to the grievance. The grievance will be investigated and a decision made within 30 days (unless additional time is needed to conclude the investigation, which fact shall be communicated to all parties together with how much additional time will be needed to conclude the investigation). Any party aggrieved by the decision shall have ten days to appeal the decision to the President whose decision shall be final.

6. Termination Procedures

Termination of Employment procedures are specified in the Personnel Policy Manual for both professional and non-professional staff.

9. Nepotism Policy

The University policy on Nepotism is stated in the Personnel Policy Manual. Generally, members of the same family may be hired by the University, but one must not be in a supervisory role of the other, with the President being authorized to make exceptions.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The Family Educational Rights & Privacy Act of 1974 provides that the institution will maintain the confidentiality of and afford access to students regarding certain educational records.

The following educational records are maintained by Park University: financial aid records, academic records, student health records, disciplinary records, student employment records, and advising files.

To request access contact the following offices:

Student Financial Services: 594-6290

Disciplinary records: 584-6833

Academic records: 584-6270

Advising files: contact your advisor

Student Employment: 584-6388

Any student may review, upon written request, his or her records. Written request must be made with the offices named above for access to records desired. Students desiring reproduction of educational records will be charged a per copy rate based on current actual reproduction costs.

Park University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the Park University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student educational records. These members include personnel in the areas of Administration, Academic Affairs, Business & Finance, College for Distance Learning, and Student Services within the limitations of their need to know.

Students may withhold directory Information by notifying the Student Development Office in writing within two weeks after the first day of class for the fall semester. **Directory information as defined by the Act and implemented by Park University includes: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous education agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.** Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory Information must be filed annually in the Student Development Office.

If a student believes that erroneous information is included in their records, the student may discuss their problems informally with the Student Development Office. If the decisions are in agreement with the student's requests, the appropriate records may be amended. If the request to amend the record is denied, the student has the right to a formal hearing. Students who elect to have a formal hearing must notify the Student Development Office who will, Students a reasonable time after receiving the request, inform the student of the date, place and time of the hearing. If the student believes that the hearing was unfair and/or was not in keeping with the provisions of the Act, he/she may request in writing assistance from the President of the institution.

Any student wishing to obtain a copy of the complete guidelines governing the protection of the privacy of student records under the Family Educational Rights & Privacy Act of 1974 may secure one from the Student Development Office in Thompson Center.

Nepotism

Nepotism is not allowable and is defined at Park University as employment in which the employee is directly or indirectly supervised by a near relative or person living in the same household.

It is the policy of the University that near relatives will not be employed if one relative is to supervise the other or if both are to be subject to the same immediate supervisor or if there will be a direct relationship between them in connection with their work.

Near relatives of employees are defined as follows: mother and father, children, husband and wife, brother and sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew and first cousin. Step-relatives are included in this definition.

Only the President may authorize the hiring of a relative.

School Closing

At times during the winter months Park University might be closed because of the weather. You should consult the following media if you have a doubt whether the University will be open:

KMBC TV-9	WDAF 610-AM
KCTV TV-5	KBEA 1480-AM
WDAF TV-4	KPRS 103.3-FM
KSHB TV-41	KQRC 98.9-FM
KYY5 102-FM	KCMO 810-AM
KBEZ 104-FM	KFKF 94.1-FM
KMBZ 980-AM	KCUR 89.3-FM
KISF 107.3-FM	METRO TRAFFIC

In addition, the University will try to update the home page www.park.edu with weather bulletins relative to university operations.

Sexual Harassment Policy

Park University reaffirms the principle that its students, faculty, staff, and applicants have a right to be free from sex discrimination in the form of sexual harassment by any member of the Park University community. The University prohibits and will not tolerate sexual harassment among the members or prospective members of its community. Sexual harassment is illegal, unprofessional and is counter productive to the goals of an educational institution.

Sexual harassment is understood to include a wide variety of nonconsensual behaviors which adversely affect the working or learning environment of the University. Sexual harassment can be male to female, female to male, or of the same gender. It can be faculty to student or student to faculty, or to other student, as well as among any employees. The nonconsensual behaviors covered by this policy include but are not limited to:

- 1) Coercing an unwilling person into a sexual relationship with or without a threat of punishment for non-compliance or promise of reward for compliance.
- 2) Subjecting any person to unwanted sexual attention.
- 3) Threatening to punish or punishing another's refusal to comply with an unwanted sexual proposition.
- 4) Offending another through verbal, visual, or physical conduct of a sexual nature.
- 5) Unwelcome emphasizing of sexual identity.
- 6) Creating a sexually intimidating, hostile, or offensive working or educational environment.

While a particular interaction must be offensive and without consent to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved. **In general, Park University discourages dating between faculty and students, among staff and students, and among employees who are in a supervisory relationship, because of the complexities of establishing mutual, voluntary consent.**

This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Informal Complaint Procedures:

All persons who believe they are being sexually harassed should try to make clear to the alleged offender that the behavior is unwanted. While not required, the individual should be told specifically: "Don't do or say that again." It is also appropriate to write such a message to the offender, keeping a copy for the record. In all cases the individual should prepare a written record of what, when and where the incident happened, who witnessed the incident, dating and signing this record as soon after the incident as possible.

Persons who believe they have been sexually harassed may obtain redress through the informal complaint procedure, and/or the formal grievance procedure explained in the following sections. Complaints of sexual harassment will receive prompt and equitable attention. Insofar as possible, the right of all parties to confidentiality will be respected in all procedures. Care will be taken to preserve the rights of both the complainant and the accused.

Sexual Assault Policy Statement

Park University strongly denounces sexual assault in any form and advocates the immediate reporting of any incident to campus authorities. Institutional personnel will assist the student(s) in such notification if so requested. Confidentiality will be maintained to the extent provided by rules, regulations and legislation.

Individuals, groups and organizations that desire information or programs that address sexual assaults and how to prevent such incidents should contact the Director of Public Safety (816-584-6444). Student Counseling Center (816-584-6237) will also assist in referrals to counseling and mental health agencies for victims.

In all cases, the protection of any physical evidence is of utmost importance.

- The Director of Student Life will assist student victims of sex-related crimes with changes in academic schedules and living arrangements as is reasonable and within Park University's control.
- All campus disciplinary procedures involving a student are the responsibility of the Vice President for Student Services.

Within the guidelines of the discipline procedures, the accuser and the accused may have other individuals present during the discipline hearings. Both the accuser and the accused shall be informed of the university's final determination and any sanctions concerning the alleged incident. Park University may, upon final determination and confirmation of an alleged infraction (forcible or non-forcible), impose sanctions ranging from counseling to dismissal.

Policy: Incidents of Crime Reports

A crime report is to be completed for each incident as it occurs. An annual report is compiled by the Park University Department of Public Safety for distribution at all Campus Centers.

Procedure: Incidents of Crime Reports

1. All incidents should be officially reported to the local policing authority with a follow-up report to the Campus Center Director.
2. The Campus Center Director will then submit these reports to the Director of Public Safety for reporting purposes.

The Annual Crime Report should be available at the Campus Centers with copies distributed annually to all faculty, staff, and students and all individuals requesting an application for admission or employment. www.ope.ed.gov/security

Tobacco Use

The use of tobacco (both smoking and smokeless) is prohibited in all campus facilities.

Drug and Alcohol Policy

Manufacture, use, possession or distribution of alcohol and/or illegal or illicit drugs is forbidden on the Parkville Daytime Campus Center, Campus Center locations, in campus facilities and at Park University sponsored activities planned for and/or by students. Students with confirmed possession or on-campus use of drugs with no legal use will face immediate dismissal.

Weapons Policy

Possession or use of firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or use or threatened use of knives or any other object as weapons on Park University-owned, controlled, or rented property or at Park University-sponsored or supervised activities is strictly prohibited. Confirmed violation will result in immediate dismissal from Park University.

VI. PROCEDURES AND SERVICES

Academic Support Center	VI-1
Audio Video Equipment	VI-1/2
Bookstore	VI-3
Faculty Mailboxes	VI-3
Emergency Procedures	VI-3/4
Library	VI-4
Photocopying Guidelines and Procedures	VI-4/6

Academic Support Center

www.park.edu/support

The Academic Support Center is located in the Mabee Learning Center on the Parkville Campus, Room 406, (584.6330) and is a resource for students who want to be academically successful. Services provided by the Center include tutorial assistance (in most high-need subject areas), academic skill building, seminars and computers for word processing.

Academic counseling is provided to assist the student in being restored to "good standing". Timely usage of the Center's services is a proven factor in academic success. Please note: personnel from the Academic Support Center will also proctor make-up tests for full-time and adjunct faculty. The Academic Support Center is located in Mabee 406, near the library. We offer many services to help our students with their academic progress. All of the services are free of charge to Park University students.

Hours: Please check the URL above in order to get current hours of operation.

Subject Area Tutoring

We have professional and student tutors to help with math, science, foreign language, and other subjects. Let us know your student needs and we will find someone to help. Some tutors have regular office hours; some will make appointments to fit the student's schedule.

WRITING HELP--Writing tutors are available whenever our office is open!

Audio/Video Equipment Requests (Parkville Campus)

The staff and technical assistance available from Media Services consists of two full-time staff members. The following equipment is available on request (584-6358).

13	Overhead Units
2	Opaque Projectors
4	Video Units
2	16mm Projectors
3	Portable Screens
5	Film Strip Projectors
1	Record Player
6	Audio Cassette Units
1	CD Cassette Boom Box

When written requests are received, Media Services schedules and delivers the audio visual equipment to the classroom. There are thirty-three classrooms on the Park University campus where equipment can be used. Twenty-two rooms are equipped with permanent visual screens. The audiovisual equipment is stored at various locations throughout the campus in order to expedite scheduling and response to requests. Media Services requires that requests be received at least 24 hours prior to the time the equipment is needed in the classroom.

Every effort is made to schedule and deliver equipment in an equitable manner. Scheduling is often more difficult when requests involve use of the equipment for the full semester. Scheduling is even more difficult if users do not use the request form but help themselves to equipment that they find stored in a location near their classroom. Media Services may have scheduled and committed that equipment to another user and location for that time period.

Timely request for equipment will assist Media Services in optimizing service to all users. Additionally, Public Safety must be informed by Media Services of Park Accelerated-Parkville Class equipment use. Security must be advised by NOON of Friday for weekend use, and by NOON of the weekday for evening use. This requirement was introduced to ensure proper securing of equipment before and after use and to ensure loss prevention. Several items have been lost in the past due to failure to secure the equipment after classroom use.

Please submit your equipment request to Media Services as early as possible at norm.robertson@park.edu.

Audio/ Video Equipment (Park Accelerated Programs)

We have a limited amount of audio visual equipment available at the campuses. Please notify us at least 24 hours in advance if you will need any of the following:

- 1 TV and VCR
- 2 Overhead projector
- 3 Slide projector

Many of the classrooms have been upgraded to “presentation classrooms”. There is a lot of standard equipment that has been added. Please check with the campus directors (Park Accelerated Programs) or the Provost’s office (Parkville Campus) for information relative to your assigned classroom.

Bookstore

The Bookstore (584. 6747) is located in the Mabee Learning Center. It sells class supplies, greeting cards, clothing and numerous other items. The bookstore handles all textbooks for classes as well as some used books.

During the academic year, the Bookstore hours are:

Monday - Thursday	8:30 a.m. to 4:00 p.m.
Friday	8:30 a.m. to 2:00 p.m.

Weekend and extended hours are in effect during registration, graduation, Alumni Weekend and other special.

Please go to www.park.edu/bookstore for updated times of operation.

Campus Mailboxes (Parkville)

All faculty members receive their mail through their campus mailbox. The assignment of a mailbox and the lock combination will be sent to adjunct faculty along with the faculty contract.

(Kansas City Accelerated)

Faculty members at campus centers in the Kansas City Accelerated Programs will be assigned mailboxes at the specific campus center. It is important to check your mailbox prior to each class. Correspondence from students and staff will be disseminated to you via your campus box.

Emergency Procedures

In Case of Fire

If fire or smoke is observed, pull fire alarm. This will set off the alarm in the building and dispatch a fire emergency to the campus operator (Parkville) identifying which area in what building. At other campus centers in the Kansas City area, the alarm will notify the local fire department.

As a building occupant, you are responsible for being aware of your location in relation to at least two fire exits.

If you hear the fire alarm, close windows and doors if possible and evacuate the building immediately. If you are at the Parkville campus, call the campus operator with the exact location of observed fire or smoke.

In Case of Tornado

If you hear the city siren indicating a tornado has been sighted in the area, move immediately to the lowest floor of the building in an area away from any windows.

The above procedures are just guidelines. Each situation can and will be different. In all cases at the Parkville campus, please call the campus operator who will dispatch campus security and the appropriate emergency service.

Please be aware of any person who has a handicap and may need assistance responding to an emergency situation.

Park University Library

www.park.edu/library

The University Library is constantly updating the data information that is available to both the students and the faculty. Please check the URL to see the most recent additions to our library resources as well as the most current schedule for openings and closings.

Procedure for Photocopying at Parkville Campus

Copy work for the department:

1. Fill out a work order form. These forms are located on the front counter in Word Processing. You may take some forms to keep in your office if you wish.
2. Be sure to fill in all the information including the *account* number this work will be charged to.
3. The charge for copying is \$.05 per sheet per side (2-sided copies would be \$.10).

Sample: 100 copies of 5 pages (1-sided) = 500 sheet x .05 = \$25.00

For personal copying:

1. Follow the instructions above except write "personal" in the space provided for the account number.
2. Please pay when you pick up the copies. Checks are accepted. (One copy of one page is \$.10).

Procedure for Photocopying at Other Campus Centers

Each campus center has one or more copiers available for use. The copiers are password protected but the campus center staff will gladly give a code to the faculty members.

Please, do not share this code with students.

Faculty members may email the staff to request assistance in copying. If you wish a staff member to copy work for you, faculty must request this **5 days prior** to the time that the copies are needed.

Agreement on Guidelines for Classroom Copying in Not-for Profit Educational Institutions

With Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain-types of copying permitted under these-guidelines may-not be- permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying does not fall within guidelines stated below and may nonetheless be permitted under the criteria of fair use.

PHOTOCOPYING: Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, a short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below;
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

III. Prohibition as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and consumable material.
- C. Copying shall not:
 - 1. Substitute for the purchase of books, publishers' reprints or periodicals;
 - 2. Be directed by higher authority;
 - 3. Be repeated with respect to the same item by the same teacher from term to term.
- D. No charges shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976
Ad Hoc Committee on Copyright Law Revision

