

## 2016-2017 GRADUATE Catalog Amendments

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### ACADEMIC CALENDAR FOR 2016-2017

#### Classes and Examination Periods

##### Registration (Confirmation deadlines updated to Day 8 of Term)

*Fall (FAP) (Sixteen-Week Session) August 15 - December 11, 2016*

*Registration (confirmation deadline): August 22, 2016*

*Exams: December 4 - 11, 2016*

*Fall I (F1P) (Eight-Week Session) August 15 - October 9, 2016*

*Registration (confirmation deadline): August 22, 2016*

*Exams: October 2 - 9, 2016*

*Fall II (F2P) (Eight-Week Session) October 17 - December 11, 2016*

*Registration (confirmation deadline): October 24, 2016*

*Exams: December 4 - 11, 2016*

*Spring (SPP) (Sixteen-Week Session) January 16 - May 14, 2017*

*Registration (confirmation deadline): January 23, 2017*

*Exams: May 7 - 14, 2017*

*Spring I (S1P) (Eight-Week Session) January 16 - March 12, 2017*

*Registration (confirmation deadline): January 23, 2017*

*Exams: March 5 - 12, 2017*

*Spring II (S2P) (Eight-Week Session) March 20 - May 14, 2017*

*Registration (confirmation deadline): March 27, 2017*

*Exams: May 7-14, 2017*

*Session I (SMP) 2017 May 22 - June 2, 2017 'Maymester'*

*Registration (confirmation deadline): May 21, 2017*

*Summer*

*Session II (U1P) (Eight-Week Session) June 5 - July 30, 2017 'Summer Session'*

*Registration (confirmation deadline): June 12, 2017*

*Session III (UJP) (Four-Week Session) June 5 - June 30, 2017 'Junemester'*

*Registration (confirmation deadline): June 12, 2017*

*Session IV (ULP) (Four-Week Session) July 3 - July 30, 2017 'Julumester'*

*Registration (confirmation deadline): July 10, 2017*

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#### Admission to Graduate Studies

*From:* To be admitted, each applicant must hold a bachelor's degree from a regionally accredited United States institution of higher learning or a degree equivalent to a United States bachelor's degree from an accredited foreign institution. Any student wishing to receive transfer credit for coursework undertaken at a foreign institution must request a foreign credit evaluation from International Education Research Foundation (IERF). Students must submit their official foreign credentials and evaluation fee of \$185.00 USD directly to IERF at [www.ierf.org](http://www.ierf.org), and request a 'Detail Report with Course Level Identification'.

*To:* To be admitted, each applicant must hold a bachelor's degree from a regionally accredited United States institution of higher learning or a degree equivalent to a United States bachelor's degree from an

accredited foreign institution. Any student wishing to receive transfer credit for coursework undertaken at a foreign institution must request a foreign credit evaluation from a *Foreign Credential Evaluation Services* company approved by either AICE (Association of International Credential Evaluators, Inc.) or NACES (National Association of Credential Evaluation Services, Inc.). Students must contact the company directly, request a detailed report with course level identification which must also be sent directly to the office of International Student Admissions and Services.

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**Estimated Cost of Attendance for International Students (F/J visas) — 2016-2017**

From:

Graduate Program (Excluding MBA)	Fall Term	Spring Term	Total
Tuition/Fees	\$ 3,450	\$ 3,450	\$ 6,900
Cost of Living	\$ 5,000	\$ 5,000	\$ 10,000
Books (estimated)	\$ 500	\$ 500	\$ 1,000
Health Insurance	\$ 348	\$ 348	\$ 696
Estimated Total	\$ 9,298	\$ 9,298	\$ 18,596

MBA Program	Fall Term	Spring Term	Total
Tuition/Fees	\$ 3,900	\$ 3,900	\$ 7,800
Cost of Living	\$ 5,000	\$ 5,000	\$ 10,000
Books (estimated)	\$ 500	\$ 500	\$ 1,000
Health Insurance	\$ 348	\$ 348	\$ 696
Estimated Total	\$ 9,748	\$ 9,748	\$ 19,496

TO:

Graduate Program (Excluding MBA)	Fall Term	Spring Term	Total
Tuition/Fees	\$ 3,210	\$ 3,210	\$ 6,420
Cost of Living	\$ 5,000	\$ 5,000	\$ 10,000
Books (estimated)	\$ 500	\$ 500	\$ 1,000
Health Insurance	\$ 414	\$ 414	\$ 828
Estimated Total	\$ 9,124	\$ 9,124	\$ 18,248

MBA Program	Fall Term	Spring Term	Total
Tuition/Fees	\$ 3,660	\$ 3,660	\$ 7,320
Cost of Living	\$ 5,000	\$ 5,000	\$ 10,000
Books (estimated)	\$ 500	\$ 500	\$ 1,000
Health Insurance	\$ 414	\$ 414	\$ 828

Estimated Total	\$	9,574	\$	9,574	\$	19,148
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- Tuition and fees are subject to change

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**GRADING POLICY**

*Addition of paragraph to the end of table*

“A grade of “Au,” or “P” will not affect a student’s grade point average; however, it may impact financial aid eligibility.”

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**Attendance**

*Addition of Paragraph to the end*

For additional information refer to Attendance Policy for Financial Aid found on page 36.

**Classroom Conduct and Disciplinary action**

*Addition to end of paragraph*

For additional information refer to Student Conduct Code on page 160

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**Registration**

*From:*

Students admitted to graduate programs may register and confirm their classes at any time through the confirmation deadline of the term or semester. After that deadline, students will need to work with the Graduate School for enrollment and confirmation assistance. Students must be registered and confirmed for a course by the applicable deadlines, in order to avoid late charges and in order to receive academic credit for that course. To complete registration, fees must be paid in full or arrangement for payment made: 3 pay Payment Tuition Plan for 8 week courses, 4 pay Payment Tuition Plan for 16 week courses, financial aid (TA, VA, loans) or employer authorization documents, before confirmation of a class. Students already confirmed for classes can add, drop or exchange courses, until day four (4) of the first week of classes. Students already confirmed for classes can drop courses until one week after the first day of the term. Starting the day after the confirmation deadline, students will be responsible for all related course fees should they wish to drop any enrolled course(s) through the 8th day of the term. Dropping after the 8th day, the student will also be responsible for a percentage of tuition as detailed in the catalog on page 32. International nonimmigrant students on F-1 visas who are not enrolled full-time by this date will be in violation of their lawful visa status and will have their SEVIS Record Terminated for ‘Failure to Enroll in a Full Course Load’ (or ‘Failure to Enroll’ if the student is enrolled in 0 credit hours).

To:

**Enrollment Adjustment Period**

It is the student’s responsibility to initiate and complete the necessary procedures for making course schedule changes such as adding, dropping, exchanging, or withdrawing from courses. Adding, dropping, exchanging or withdrawing from courses may affect financial aid previously awarded. Online

(i.e. self) registration for the semester/term will close one (1) week before classes begin, on the Monday before the beginning of the semester/term. This helps prevent situations where students must be dropped from classes for non-payment. In the event that University holidays/closings impact this deadline, online registration will close the next business day. The first eight calendar days of a semester/ term constitutes the Enrollment Adjustment Period. Within this time, the student will be permitted to evenly exchange class(es) during the first four calendar days. The final day to add or exchange a course (face-to-face or online) will be the fourth (4) day of a semester/term. The last day to drop a course will be the eighth (8) day of a semester/term, except for two and four week classes. If a student drops a course within the 8 day window but had attended during that period, the course will appear as a "W" on their transcript. The drop date for non-payment of late registrants will be the eighth (8) day of the semester/term. Night classes or other single day classes may be added up to 1 day prior to the first class. For any adjustment other than even exchange, the student will be responsible for charges associated with the Enrollment Adjustment as detailed in the Refund Policy section. Adding or dropping class(es) must be arranged by the student with their success advisor, faculty advisor, or by sending an email to [gradschool@park.edu](mailto:gradschool@park.edu) via their Park email account.

International nonimmigrant students on F-1 visas who are not enrolled full-time by the fourth (4) day of the semester/term will be in violation of their lawful visa status and will have their SEVIS Record Terminated for 'Failure to Enroll in a Full Course Load' (or 'Failure to Enroll' if the student is enrolled in 0 credit hours).

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### **Withdrawals**

*Unofficial Withdrawal*

*Paragraph removed; refer to Financial Assistance unofficial withdrawal policy page 37*

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### **Financial Assistance**

#### **UNOFFICIAL WITHDRAWAL**

*From:*

An unofficial withdrawal is given to a student who does not successfully complete any of their courses and stopped participating in classes without officially withdrawing as required.

The 50 percent point in the term will be used to determine the last date of attendance when students are unofficially withdrawn

*To:*

The 50 percent point in the term will be used to determine the last date of attendance when students are unofficially withdrawn. The 50 percent point is used to calculate whether any Federal Title IV aid must be returned to the United States Government. The student will be provided an opportunity to provide documentation that they participated in an academic related activity beyond the 60 percent point.

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### **Non-discrimination Policy**

*From:* Inquiries or concerns about the Non-Discrimination Policy may be directed to the dean of student life, who serves as interim Title IX coordinator, or the Office of Human Resource Services, Park University, 8700 NW River Park Drive, Parkville, MO 64152, or call (816) 741-2000.

*Change to:* Inquiries or concerns about the Non-Discrimination Policy may be directed to the dean of student life or the Office of Human Resource Services, Park University, 8700 NW River Park Drive, Parkville, MO 64152, or call (816) 741-2000.

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### **Educational Rights and Privacy**

From: Park University informs students of the Family Education Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act officer concerning alleged failures by the institution to comply with the Act. Park University's local policy explains in detail the procedures to be used by the institution for compliance with the provisions of FERPA. Copies of the policy can be found in the office of the registrar. Questions concerning FERPA may be referred to the Registrar's Office at (816) 584-6275.

To:

#### **STUDENT RECORDS AND FERPA**

Park University informs students of the Family Education Rights and Privacy Act of 1974 (FERPA). This act, with which the institution intends to fully comply, was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Officer concerning alleged failures by the institution to comply with the Act.

FERPA permits the University to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the University may release all directory information to members of the University family, defined as administrators, faculty, employees and directors. Other releases will be limited to those situations in which the University, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the University believes the release would serve to advance the interests and image of the University.

Park University's local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy may be found in the Office of the Registrar or as outlined here.

#### **A. Policy Intent**

1. The Park University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The Park University student record policy is formulated to protect the privacy of the student information that is maintained and yet provide access to student records for those having a legitimate purpose to view such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.
3. "Records" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on them. Access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Information to which the student does not have access is limited to the following:
  - a. Confidential letters of recommendation placed in the student's files before January 1, 1975, and those letters for which students have signed a waiver of his/her right of access. Unless authorized by a University Administrator, access to student records, including access to all course materials, by faculty members is limited only to the faculty member actually teaching that course. Faculty members may not access course materials or other student records for courses they are not currently teaching without express authorization from a University administrator. Any unauthorized access to student records, including course materials, is a violation of this policy.
  - b. Parent's confidential financial statements.
  - c. Personal files and records of members of faculty or administrative personnel, "which are in sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute".
  - d. Records of the Office of Admissions concerning students admitted but not yet enrolled at the University. Medical/ psychological records used in connection with treatment of the student. Such records are, however, reviewable by a physician or psychologist of the student's choice.
4. Only the following offices are authorized to release non-directory information: Registrar, Career Services, Counseling Services, Financial Aid, Vice President for Academic Affairs, Dean of Students, Vice President of Enrollment and Student Services, Provost, and President.

#### **B. Access to Student Records by the Student**

1. Students have the right to inspect their records (as defined by A3 above) and are entitled to an explanation of any information therein.
2. Documents submitted to the University by or for the student will not be returned to the student. Academic records received from other institutions will not be sent to third parties external to the University. Records should be requested by the student from the originating institution.
3. Official records and transcripts of the University (signature and/or seal affixed) are mailed directly to other institutions or agencies the student requests. When circumstances warrant, official records may be given directly to the student at the discretion of the proper University official. In such cases, the record will be clearly marked to indicate issuance to the student.
4. Should a student believe his/her record is incorrect, a written request should be submitted to the appropriate University official indicating the correct information that should be entered. The

official will respond within a reasonable period concerning his/her action. Should the student not be satisfied, a hearing may be requested by the Registrar.

### **C. Access to Student Records by Others**

1. Disclosure of general directory information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated officials.

Such information is limited to the following:

- Student's name, address, email address, telephone number (permanent and local)
- Date and place of birth
- Dates of attendance at the University, major fields of study, current classification, degrees, honors, and awards
- Heights and weights of members of athletic teams
- Participation in officially recognized activities
- Full or part-time status
- Photograph

2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

3. Disclosure to members of the University community:

a. Access to student records for administrative reasons for faculty, administrative staff, and other pertinent employees is permissible provided that such persons are properly identified and can demonstrate a legitimate interest in the materials.

b. Access for the purpose of research by faculty and administrative staff is permissible when authorized by the department chair, Associate Dean, Associate Vice President for Academic Affairs, Associate Vice President Student Affairs, Provost, or President.

c. Information requested by student organizations of any kind will be provided only when authorized by the Associate Vice President for Academic Affairs, Dean of Students, Provost, or President.

4. Disclosure to organizations providing financial support to student: it is the University's policy to release the academic transcript to such organizations only upon the student's written request or authorization.

Otherwise, the academic transcript will be sent only to the student, a policy consistent with the University's interpretation of FERPA, popularly known as the "Buckley Amendment."

5. Disclosure to other educational agencies and organizations: information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.

6. Local, state, and federal government agencies: government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of the University Registrar at registrar@park.edu.