

2015-2016 Graduate Catalog Amendments

(Revised 3/11/16)

(pg. 26)

ATTENDANCE

Delete the present policy.

Add:

ATTENDANCE

Policy change.

Graduate students are expected to attend all classes, laboratories and field work for which they are enrolled, and complete all work assigned by the instructor. This policy applies to all online and face-to-face classes.

1. Park University confirms that students have engaged in an academically-related activity in the first two weeks of the term/semester for each course in which they are enrolled. Academically-related activities include, but are not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Academically-related activities do not include logging into an online class without active participation, or participating in academic counseling or advisement.
2. Students who have not engaged in an academically-related activity within the first two weeks of class will be withdrawn from the course(s). International nonimmigrant students who are withdrawn from a course may lose their lawful nonimmigrant status. Student-athletes who are withdrawn from a course(s) may jeopardize their eligibility.
3. An absence is a matter between the student and the instructor. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
4. An Incomplete is issued at the discretion of the instructor and may not be issued to a student who has unexcused or excessive absences.
5. A grade of “F” earned by students receiving financial assistance will be reported to the appropriate agency. Instructors also will report when the last day an academically-related activity was performed for students who receive an “F”.

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WITHDRAWALS

Delete Academic Withdrawal Policy and all under it

Add:

WITHDRAWALS

Policy change.

Park University has two types of withdrawal from courses. An administrative withdrawal is initiated by the institution. An academic withdrawal is initiated by the student. If you have financial aid, administrative withdrawals and/or student-initiated withdrawals may affect that assistance. If the student is an international nonimmigrant student, either type of withdrawal may result in a loss of lawful nonimmigrant status.

Administrative Withdrawal

Park University reserves the right to administratively withdraw a student from class(es) for failure to meet financial obligations or failure to participate in an academically-related activity in a class during the first two weeks of the semester/term.

In the case of an administrative withdrawal for failure to meet financial obligations, the University will initiate an administrative withdrawal.

If a student fails to initiate the academic withdrawal process and has not participated in an academically-related activity in the class during the first two weeks of the semester or term, the University will initiate an administrative withdrawal with no record on the transcript.

Academic Withdrawal

Students are able to initiate an academic withdrawal until the last day of the semester/term. Students who initiate an academic withdrawal no later than two-thirds of the way through the semester/term will receive a “W”. Students who withdraw after two-thirds of the way through the semester/term will receive a “WF”. Refer to the grading policy for additional information. Refund of tuition is based on the date the student requested to be withdrawn (effective date). Students must officially withdraw through the Student Success Center or by e-mailing advising@park.edu.

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GRADUATE SCHOOL WITHDRAWAL

In order to totally withdraw from the School of Graduate and Professional Studies, students must first initiate a withdrawal from all classes. Withdrawals must be requested in writing via correspondence, e-mail or fax. Withdrawals by telephone will not be accepted.

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Delete all under **FINANCIAL ASSISTANCE** on page 35.

Add under **FINANCIAL ASSISTANCE**

Applying for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) by the priority date for all students by **March 15th**. The FAFSA must be completed annually. To complete the FAFSA go to <https://fafsa.ed.gov/> and input Park University's Federal School Code: 002498, this will ensure the FAFSA information will be sent to Park University.

Eligibility Requirements

- Students must be fully admitted into an eligible degree seeking program
- Students must be enrolled in at least half-time hours.
- Students must be meeting Satisfactory Academic Progress (SAP). To review the SAP policy please review the policy at <http://www.park.edu/student-financial-services/satisfactory-academic-progress.html>
- Complete Entrance Counseling (EC) and a Master Promissory Note (MPN) for federal student loans. For more information completing the EC and MPN please visit this website www.studentloan.gov

Types of Federal Financial Aid For Graduate Students

Graduate and professional degree students may be eligible to receive aid from the following federal student aid programs:

- **The William D. Ford Federal Direct Loan (Direct Loan) Program**

This is the largest federal student loan program. Under this program, the US Department of Education (ED) is your lender rather than a bank or other financial institution. There are two types of Direct Loans that graduate and professional degree students may receive:

- **Direct Unsubsidized Loans**

Eligible students may borrow up to \$20,500 per school year. Graduate and professional students enrolled in certain health profession programs may receive additional Direct Unsubsidized Loan amounts each academic year. Contact your school's financial aid office for details.

- **Direct PLUS Loans**

Eligible graduate and professional degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be performed during the application process.

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- **Teacher Education Assistance for College and Higher Education (TEACH) Grant**

The TEACH Grant Program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. The TEACH Grant is different from other federal student grants in that it requires you to take certain kinds of classes to get the grant, and then to do a certain kind of job to keep the grant from turning into a loan.

- **Federal Work-Study (FWS) Program**

The Federal Work-Study Program provides part-time jobs for undergraduate and graduate students with financial need. This program allows you to earn money to help pay education expenses. The program encourages community service work and work related to your course of study

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Delete “**Satisfactory Academic Progress Policy/Financial Assistance for Graduate Students**” *The Satisfactory Academic Progress Policy may be found at www.park.edu/finaid.*