

2015-2016 Undergraduate Catalog Amendments

(Revised 1/7/16)

ACADEMIC REGULATIONS AND POLICIES CORRECTION

(pg. 102)

ACADEMIC PROGRESS/PROBATION

3. Academic Suspension

First sentence changed.

From: “In cases where a first-time Park undergraduate student taking only one course per semester receives a failing grade, he/she will be placed on academic probation rather than on academic suspension.

To: “In cases where a first-time Park undergraduate student (in his/her first 16-weeks) meets the criteria for academic suspension, he/she will be placed on academic probation rather than on academic suspension.”

(pg. 102 and online amendment)

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 Refund of tuition is based on the date the student requested to be withdrawn (effective date).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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APPLYING FOR GRADUATION

From: An Application for Diploma is required before a completion statement is posted to the transcript. Applications may be acquired from the Student Success Center, campus center director on online through MyPark. Students must return the completed form with the appropriate fee.

To: An Application for Diploma is required before a student is allowed to participate in commencement and/or prior to a diploma being provided to the student. Applications may be acquired online through MyPark. Students must submit the completed form with the appropriate fees. Students may contact their advisors if assistance is needed.

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ATTENDANCE

Policy change.

Students are expected to attend all classes, laboratories and field work for which they are enrolled, and complete all work assigned by the instructor.

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. The grade of "F" grade 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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Online Attendance Policy

Policy removed. Policy is the same for face-to-face and online classes.

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GRADING POLICY

Add

WF – Withdrawal issued after the 10th week of a 16-week semester, 5th week of an 8-week term or 3rd week of a four-week summer session. Not available for two-week summer sessions (Maymester, Junemester or Julymester). The “WF” is a student-initiated withdrawal that will receive the same grade points as an “F”.

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INCOMPLETES

From: An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course.

To: An Incomplete is issued at the discretion of the instructor and may not be issued to a student who has unexcused or excessive absences.

(pg. 106-107)

INDEPENDENT STUDY

(Parkville Daytime Campus Center Only)

Add

The student and faculty member may interact face-to-face, in an online classroom, via e-mail or through a combination of these methods of contact.

Independent Study

(Accelerated Program Only)

Add

The student and faculty member may interact face-to-face, in an online classroom, via e-mail or through a combination of these methods of contact.

From: If qualified, the student must request an Independent Study Agreement from the Office of the Registrar or campus center director.

To: If qualified, the student must request an Independent Study Agreement from the campus center staff.

ASSOCIATE OF ARTS / SCIENCE DEGREES

(pg. 112)

From: 8. Presentation of an application for diploma not less than 60 days prior to projected completion.

To: 8. Presentation of an application for diploma by established deadlines no later than the semester prior to the student’s projected completion.

BACHELOR OF ARTS / BACHELOR OF SOCIAL WORK / BACHELOR OF FINE ARTS

(pg. 113)

From: 12. Presentation of an application for graduation by established deadlines during the semester/term prior to the student’s graduation.

To: 12. Presentation of an application for diploma by established deadlines no later than the semester prior to the student’s anticipated graduation.

**BACHELOR OF SCIENCE / BACHELOR OF PUBLIC ADMINISTRATION /
BACHELOR OF MUSIC / BACHELOR OF SCIENCE IN EDUCATION**

(pg. 114)

From: 10. Presentation of an application for graduation by established deadlines during the semester/term prior to the student's graduation.

To: 10. Presentation of an application for diploma by established deadlines no later than the semester prior to the student's anticipated graduation.

BACHELOR OF SCIENCE NURSING DEGREE COMPLETION

(pg. 115)

From: 9. Presentation of an application for graduation by established deadlines during the semester/term prior to the student's graduation.

To: 9. Presentation of an application for diploma by established deadlines no later than the semester prior to the student's anticipated graduation.

NEW COURSES

(pg. 302)

FI 416 Estate Planning

In this course, students apply estate planning in personal financial planning. This course is designed to provide students with an understanding of the concepts of the fundamentals of estate planning, estate planning considerations and constraints, and tools and techniques for general estate planning, and the tools and techniques for special estate planning situations. Prerequisite: AC 309 and MA 171. 3:0:3

FI 419 Retirement and Employee Benefit Planning

A course that provides an in depth exploration of two important aspects of financial planning. Students will learn the various alternatives available in planning for retirement, including qualified and non-qualified retirement plans and social security. Additional topics of study are the advantages and costs of employee benefit plans, including non-pension benefits. Healthcare planning, Medicare and ethical issues will be included. Prerequisites: FI 360. 3:0:3

FI 423 Professional Financial Planning

This course centers around the principles, concepts, ethics and applications of financial planning for the professional planner working with individuals, families, or businesses. Analytical procedures will be taught and cases used to illustrate the determination of financial goals, appropriate product selection, and planning process implementation necessary to accomplish goals. Prerequisite: AC 309, FI 325, FI 416, and FI 419. 3:0:3

COURSE CHANGES

(pg. 252)

AC 350 Accounting Information Systems *(course description change)*

A study of internal controls within the accounting system. The course includes the completion of an accounting simulation using specialized journals as well as the development of efficient spreadsheets using higher-level Excel skills. Prerequisites: AC 320 and either IS1 41 preferred or CS 140. 3:0:3

AC 380 Cost Accounting *(previously AC 315)*

An intermediate level course covering the managerial use of accounting data to assist managers in their decision making regarding resource allocation, organizational control and measurements. Emphasis is on accepted production cost methods for job order, process, and activity-based systems, budgetary planning and control, flexible budgeting, capital budgeting and inventory management. Prerequisite: AC 202 and either AC 320 or FI 360. 3:0:3

AC 430 Auditing

Prerequisites change to AC 325 and AC 350

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Delete MG 352 from catalog and removed as pre-requisite for all affected courses

Impacts HR 353, LG 426, MG 354, MG 365, MG 375, MG 401, MG 420, MG 440, MG 495

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MG 365 Organizational Behavior *(statement added to beginning of course description and MG352 pre-requisite deleted)*

This course will not count as a Business elective for students who have taken MG 371.

NEW PROGRAMS

Global Communication certificate

The certificate in Global Communications is designed for those who wish to enter or enhance their careers in communication (advertising, public relations, journalism), human resources, business, sales, and marketing. It will also be useful for those pursuing a career or graduate school in the arts and humanities (English, fine arts, social sciences).

Benefits

- Knowledge: An understanding of the challenges of cross-cultural communications; An understanding of cultures and philosophies that underlie international communication styles; An understanding of the connectivity of international communities.
- Attitudes: An appreciation for differing communication styles and techniques
- Skills: Communication skills (successfully connecting with culturally diverse audiences); Analytical skills (in examining communication styles and techniques).

Requirements for:

Certificate- 12-18 Hours, 2.0 GPA

Core Course. 3 cr.

CA 235 Multicultural Communication 3 cr.

Elective Course 9-15 cr.

6 cr. maximum allowed in any one discipline

CA 321 Interpersonal Conflict Resolution. 3 cr.

CA 475 Case Studies in Communication Leadership. 3 cr.
(this course would need to be internationalized)

EN 355 International Literature 3 cr.

GGH 110 Cultural Geography 3 cr.

IB 302 International Business Culture 3 cr.

LE 300E Arab and Muslim Women's Writing 3 cr.

LE 300O Peace Journalism 3 cr.

MK 395 International Marketing 3 cr.
(MK 351 is prerequisite)

PS 361 Cross Cultural Psychology 3 cr.

Study Abroad course 3 cr.

International Immersion Experience through the School of Business. . . . 3-6 cr.

TOTAL. 12-18 cr.

PROGRAM CHANGES

(pg. 220)

Nursing Pre-Licensure Program

Change to program description:

The first cohort for this degree will be admitted for the Fall 2016 semester, pending final approval of the new program through the Missouri State Board of Nursing. Please check with the Department of Nursing Chair prior to making course selections.

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Public Administration Business Relations

Replace MG 352 with MG 371

(pg. 114, 142, 197, 199, 201, 202, 203, 204, 205, 206, 208)

All Business Administration and Management, Management/Majors

Change CS 140 to CS 140 or IS 141

Statement added *(will be added to audit also)*

IS 141 is a strongly recommended course for students with majors within the School of Business and satisfies the requirement for CS 140.

(pg. 135)

B.S. in Business Administration: International Business Concentration

Add paragraph: Some international experiences may meet the qualifications for a waiver of the immersion experience, but will not earn credit hours. International Business electives at the 300 or 400 level must be taken to bring the student up to the 21 hour requirement for the program.

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Management/Finance

Two tracks created. Financial Management and Financial Planning

Finance majors have a choice of 2 distinct tracks. The Financial Planning track provides students with the necessary background to sit for the exam to become a CERTIFIED FINANCIAL PLANNER™ Professional. The Financial Management track prepares students for careers in banking, insurance, and corporate financial management.

Financial Management. 24 cr.

- EC 303 Money, Credit and Banking3 cr.
- FI 325 Risk and Insurance3 cr.
- FI 410 Problems in Corporate Finance.3 cr.
- FI 415 Financial Analysis and Planning3 cr.
- FI 417 Investment Analysis and Management3 cr.
- FI 425 Principles of Real Estate3 cr.
- IB 431 International Finance3 cr.
- One 3 credit hour upper level finance course
- OR -3 cr.
- MK 389 Professional Selling

Financial Planning. 24 cr.

- AC 309 Individual Income Tax3 cr.
- FI 325 Risk and Insurance3 cr.
- FI 416 Estate Planning3 cr.
- FI 417 Investment Analysis and Management3 cr.
- FI 419 Retirement and Employee Benefit Planning3 cr.
- FI 423 Professional Financial Planning.3 cr.
- MK 389 Professional Selling3 cr.
- One 3 credit hour upper level finance course3 cr.

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Information Systems

Add IS 370 Information Security.....3 cr. to core requirements.

CONTACT INFORMATION

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Campus Center Locations

Arizona

Luke Campus Center
(623) 935-4424
7383 N. Litchfield Rd., Ste. 3114
Luke AFB, AZ 85309-1555
luke@park.edu

- Computer Lab(s)

Davis-Monthan Campus Center
(520) 748-8266
355 FSS/FSDE
5355 E Granite Street, Suite 107
Davis-Monthan AFB, AZ 85707-3003
davi@park.edu

- Computer Lab(s)

Arkansas

Little Rock Campus Center
(501) 988-5624
1490 Vandenberg Blvd., Suite 113
Jacksonville, AR 72099-0001
litr@park.edu

- Computer Lab(s)

California

Barstow Community College Campus Center
(760) 252-7275
2700 Barstow Road C-14
Barstow, CA 92311
barc@park.edu

- Computer Lab(s)

Barstow Campus Center
(760) 252-7275
Marine Corps Logistics Base, Bldg. 218
Barstow, CA 92311
barc@park.edu

- Computer Lab(s)

Camp Pendleton Campus Center
(760) 725-6858
Joint Education Center - Bldg #1331,
Rm 207
MCB Camp Pendleton, CA
92055-5020
camp@park.edu

- Computer Lab(s)

Fort Irwin Campus Center
(760) 386-8062
Commander National Training Center
3rd Street
Army Education Center - Bldg 1020
Fort Irwin, CA 92310
ftir@park.edu

- Computer Lab(s)

Victor Valley College Campus Center
(442) 242-9028
18422 Bear Valley Road
Victorville, CA 92395
vvcc@park.edu

- Computer Lab(s)

Georgia

Moody Campus Center
(229) 245-7077
23rd FSS/FSDE - 3010 Robinson Road
Moody AFB, GA 31699-1518
mood@park.edu

- Computer Lab(s)

Idaho

Mountain Home Campus Center
(208) 832-4535
366 FSS/FSDE - 665 Falcon St Suite
214
Mountain Home, ID 83648-5115
mthm@park.edu

- Computer Lab(s)

Illinois

Scott Campus Center
(618) 744-1555
404 West Martin Street - Bldg 1650
Room 79
Scott Air Force Base, IL 62225-1607
scot@park.edu
• Computer Lab(s)

Massachusetts

Hanscom Campus Center
(781) 860-7275
66 MSS/DPE
BLDG 1728 - 29 Chennault Street
Hanscom AFB, MA 01731
hans@park.edu
• Restricted Access
• Computer Lab(s)

Missouri

Downtown Campus Center
(816) 559-5601
911 Main Street, Suite 800
Kansas City, MO 64105
downtown@park.edu
• Computer Lab(s)

Independence Campus Center
(816) 584-6560
2200 S M-291 Hwy (Effective 1/11/16:
20101 East Jackson Dr.)
Independence, MO 64057
independence@park.edu
• Computer Lab(s)

Whiteman Campus Center
(660) 563-2846
509 FSS/FSDE
511 Spirit Blvd, Ste 245
Whiteman AFB, MO 65305
whit@park.edu
• Computer Lab(s)

Fort Leonard Wood Campus Center
(573) 329-2798
4904 Constitution Ave, Bldg 499,
Ste 33
Fort Leonard Wood, MO 65473
ftlw@park.edu
• Computer Lab(s)

Montana

Malmstrom Campus Center
(406) 761-7540
341 FSS/FDS
7521 Fourth Ave, N
Malmstrom AFB, MT 59402-7507
malm@park.edu
• National Testing Center
• Computer Lab(s)

New Mexico

Holloman Campus Center
(575) 479-2337
Suite 203 Building 224
49th FSS/FSDE 596 Fourth Street
Holloman AFB, NM 88330-8038
holl@park.edu
• Computer Lab(s)

North Carolina

Cherry Point Campus Center
(252) 447-0461
Joint Education Center Bldg. 4335
MCAS Cherry Point, NC 28533-5001
cher@park.edu
• Restricted Access
• Computer Lab(s)

North Dakota

Grand Forks Campus Center
(701) 594-2977
319 FSS/FSDE - 344 Tuskegee Airmen
Blvd.
Grand Forks AFB, ND 58205-6336
graf@park.edu
• Computer Lab(s)

Minot Campus Center
(701) 727-0469
5th FSS/FSDE
156 Missile Ave
Minot AFB, ND 58705-5008
mino@park.edu
• Computer Lab(s)

Ohio

Defense Supply Center Columbus
Campus Center
(614) 237-4229
401 N. Yearling Road
Bldg. 11 Section 9
Columbus, Ohio 43213
dscc@park.edu
• Computer Lab(s)

Wright Patterson Campus Center
(937) 904-4806
88 MSS/DPEE
2130 5th Street, Bldg. 50, Area B
Wright Patterson AFB, OH
45433-7024
wrpt@park.edu
• National Testing Center
• Computer Lab(s)

Oklahoma

Tinker Campus Center
(405) 739-7275
72 FSS/FSDT, Bldg 201 SE
7751 1st, Suite 105
Tinker AFB, OK 73145-9148
tink@park.edu
• Restricted Access
• Computer Lab(s)

South Carolina

Beaufort Campus Center
(843) 228-7052
Joint Education Center - Bldg 596, Rm
212
MCAS Beaufort, SC 29904-5001
beau@park.edu
• Computer Lab(s)

Charleston Campus Center
(843) 228-7052
628 FSS/FSDE
101 W. Hill Blvd Bldg 221
Charleston AFB SC 29404-4703
char@park.edu
• National Testing Center
• Computer Lab(s)

Tennessee

Millington Campus Center
(901) 872-4389
NSA Mid-South
5722 Integrity Drive
Bldg S239, Rm 154
Millington, TN 38054-003888
mill@park.edu
• Computer Lab(s)

Texas

Austin Campus Center
(512) 385-PARK (7275)
Avallon II, Suite 200 10415 Morado
Circle
Austin, TX 78759
aust@park.edu
• Computer Lab(s)

El Paso Campus Center
(915) 591-0286
1330 Adabel Drive
El Paso, TX 79936
elps@park.edu
• Computer Lab(s)

Fort Bliss Campus Center
(915) 562-8450
639 Merritt Street
Fort Bliss, TX 79906
ftbl@park.edu
• Computer Lab(s)

Goodfellow Campus Center
(325) 654-4082
17 FSS/FSDE - 265 Kearny BLVD
Rm S 208
Goodfellow AFB, TX 76908-5503
good@park.edu
• Computer Lab(s)

Lackland Campus Center
(210) 670-9116
802 FSS/FSDEE
1550 Wurtsmith, Suite 5
Lackland AFB TX 78236-5251
lack@park.edu
• Computer Lab(s)

Laughlin Campus Center
(830) 298-5593
47th FSS/FSDE
201 Mitchell Blvd, Building 221
Laughlin AFB, TX 78843
laug@park.edu
• National Testing Center
• Computer Lab(s)

Randolph Campus Center
(210) 566-9595
12 FSS/FSDE
301 B Street West, Room 5
Randolph AFB, TX 78150-4521
rand@park.edu
• Computer Lab(s)

Utah

Hill Campus Center
(801) 773-4692
7285 4th Street, Building 180, Rm 105
Hill AFB, UT 84056-5204
hill@park.edu
• National Testing Center
• Computer Lab(s)

Virginia & Greater DC Area

Fort Myer Campus Center
(703) 527-5258
Bldg 417, 239 Sheridan Ave.
Fort Myer, VA 22211
ftmy@park.edu
• Computer Lab(s)

Henderson Hall Campus Center
(703) 525-7275
Education Office - HQMC HQBN
Henderson
1550 Southgate Rd
Arlington, VA 22214
hend@park.edu
• National Testing Center
• Computer Lab(s)

Quantico Campus Center
(703) 640-7389
Lifelong Learning Center - 3088
Roan Street
MCCDC Quantico, VA 22134
quan@park.edu
• Computer Lab(s)

Washington

Fairchild Campus Center
(509) 244-2020
92 FSS/FSDE
6 W. Castle St., Ste 118
Fairchild AFB, WA 99011-9406
fair@park.edu
• National Testing Center
• Computer Lab(s)

Wyoming

FE Warren Campus Center
90th FSS/FSDE
1205 Ziemann Blvd
F E Warren AFB, WY 82005-3924
few@park.edu
• Computer Lab(s)