

## 2017-2018 Graduate Catalog Amendments – January 2018

### Accreditation

(pg. 15)

*From:* Park University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (KAN214F), 30 N. LaSalle St., Suite 2400, Chicago, IL, 60602; (312) 263-0456. The State of Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102; (573) 751-3469 has approved the academic standards of Park University for teacher education and other school professional programs. The Master of Business Administration, Master of Healthcare Administration, and Master of Public Administration programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). the Master of Social Work program is fully accredited by the Council on Social Work Education (CSWE), 1701 Duke St. , Suite 200, Alexandria, VA, 22314. Masters of Public Administration Program is pursuing accreditation by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), 1029 Vermont Ave., NW, Suite 1100, Washington, DC., 20005-1029

*To:*

October 1, 2017

Office of Academic Affairs

Accreditation

Park University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604 (800-621-7440).

The undergraduate and graduate business and public administration programs and the Master of Healthcare Administration program in the School of Business are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, KS, 66213 (913-339-9356). The B.S. in Economics degree is not considered to be a business program and is not accredited by ACBSP.

The State of Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO, 65102 (573-751-3469) has officially approved the academic standards of Park University for teacher education and other school professional programs.

The pre-licensure Bachelor of Science degree in Nursing is approved by the Missouri State Board of Nursing, P.O. Box 656, Jefferson City, MO, 65102-0656. The Bachelor of Science degree in Nursing – both the RN-to-BSN completion program and the pre-licensure program – is pursuing initial accreditation through the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC, 20036, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

The Bachelor of Social Work (BSW) and the Master of Social Work (MSW) are fully accredited by the Council on Social Work Education (CSWE), 1701 Duke Street, Suite 200, Alexandria, VA, 22314.

The Master of Public Administration Program is pursuing accreditation by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), 1029 Vermont Avenue, NW, Suite 1100, Washington, DC, 200051029. Applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Accreditation documents are available for review upon request  
in the Office of Academic Affairs.

Park University - 8700 NW River Park Drive, Box 5, Parkville, MO 64152-3795

## **Academic Honesty**

(pg. 24)

*From:* As a learning community, the University upholds the highest standards of academic integrity in all its academic activities, by faculty, staff, administrators and students. Academic integrity involves much more than respecting intellectual property rights. It lies at the heart of learning, creativity and the core values of the University. Those who learn, teach, write, publish, present or exhibit creative works are advised to familiarize themselves with the requirements of academic integrity and make every effort to avoid possible offenses against it, knowingly or unknowingly.

The following policy is intended to inform graduate students about the basic requirements of academic integrity and to outline the procedures that will be followed in instances of plagiarism and cheating.

1. Plagiarism involves the appropriation of another person's ideas, interpretation, words (even a few), data, statements, illustration or creative work, and their presentation as one's own. An offense against plagiarism constitutes a serious academic misconduct. Although offenses against academic integrity can manifest themselves in various ways, the most common forms of offenses are plagiarism and cheating. Plagiarism goes beyond the copying of an entire article. It may include, but is not limited to: copying a section of an article or a chapter from a book, reproduction of an art work, illustration, cartoon, photograph and the like and passing them off as one's own. Copying from the Internet is no less serious an offense than copying from a book or printed article, even when the material is not copyrighted. Plagiarism also includes borrowing ideas and phrases from, or paraphrasing, someone else's work, published or unpublished, without acknowledging and documenting the source. Acknowledging and documenting the source of an idea or phrase, at the point where it is utilized, is necessary even when the idea or phrase is taken from a speech or conversation with another person.
2. An equally serious offense against academic integrity is cheating. Cheating, in the academic context, is defined as resorting to dishonest means or fraud to obtain academic credit, honor or recognition. Cheating takes a variety of forms, such as: receiving or giving assistance on a task that was expected to be performed individually; submitting the same paper or product for credit in two or more different courses (without instructor knowledge and consent); giving or receiving help during tests; copying another person's answer during a test; using a surrogate to take a test; fabricating data; or claiming to have conducted research, when none has been done. The Academic Honesty Policy can be viewed at: [https://my.park.edu/ICS/Offices/Academic\\_Affairs/Academic\\_Honesty.jnz](https://my.park.edu/ICS/Offices/Academic_Affairs/Academic_Honesty.jnz).

*To:* 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. Park University students and faculty members are encouraged to take advantage of the University resources available for learning about academic honesty at [www.park.edu/current-students](http://www.park.edu/current-students).

## **Definitions**

Academic dishonesty includes committing or attempting to commit cheating, plagiarism, falsifying academic records, unauthorized possession or distribution of academic materials, and other acts intentionally designed to provide unfair advantage to the student.

Cheating includes, but is 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 paraphrasing another's work without acknowledging and documenting the source.

Falsifying academic records includes, but is not limited to, altering grades or other academic records.

Unauthorized possession or distribution of academic materials may include the unauthorized selling or purchasing of examinations, term papers, or other academic work; stealing another student's work; using information from or possessing exams that a faculty member did not authorize for release to students.

Unauthorized distribution of academic materials also includes preparing, offering to prepare, selling, or distributing material with the knowledge, or under circumstances in which s/he should reasonably have known, that such material is to be submitted by another person for academic credit at any college, university, or education institution.

Other academically dishonest acts include, but are not limited to: stealing, manipulating, or interfering with an academic work of another student or faculty member; receiving or giving assistance on a task that was expected to be performed individually; lying to or deceiving a faculty member.

### **Pregnancy and Parenting Accommodations**

(pg. 31)

*Add: (After Continuous Enrollment)*

Park University provides pregnant students with at least the same special services as it provides to students with temporary disabilities and prohibits the harassment and discrimination of students based on sex, which includes pregnancy, childbirth, and related conditions, including breastfeeding.

Park also provides reasonable accommodations to qualifying students with disabilities related to pregnancy and childbirth. Students may request accommodations through the Park University Disability Services office at [disabilityservices@park.edu](mailto:disabilityservices@park.edu).

Please refer to Park's Pregnancy and Parenting Accommodations policy and Student Housing policy for more information, available at <http://www.park.edu/terms-and-regulations/disability-guidelines.html>.

### **WITHDRAWALS**

(pg. 34)

*From:*

Withdrawals

Park University has three types of withdrawal from courses. An administrative withdrawal is initiated by the institution. An academic withdrawal is initiated by the student and an unofficial withdrawal. If you have financial aid, administrative withdrawals and/or student-initiated withdrawals may affect that assistance. If the student is an international nonimmigrant student, 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. 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 from a class after two-thirds of the way through the semester/term will receive a "WF". Refer to the grading policy for additional information. Students must officially withdraw through the Student Success Center or by e-mailing [advising@park.edu](mailto:advising@park.edu).

### Unofficial Withdrawal

Refer to Financial Assistance unofficial withdrawal policy page 38.

To:

## WITHDRAWAL POLICY

### Academic Withdrawals

Academic withdrawals are student-initiated requests to discontinue enrollment in classes. There are two types of academic withdrawals: 1) Course Withdrawals and 2) Session/University Withdrawals.

Both types of withdrawals may have implications for financial aid. Students with financial aid should refer to the financial aid policies in the Tuition, Fees, Grants, Scholarships and Financial Aid section of the catalog. Additionally, international nonimmigrant students who are withdrawn from a course(s) may lose their lawful nonimmigrant status. Student-athletes who are withdrawn from a course(s) may jeopardize their eligibility.

#### 1. Course Withdrawal

A course withdrawal is an official, student-initiated request to discontinue enrollment in one or more, but not all, courses in a session (Fall 1, Fall 2, Spring, Maymester, etc.). The notification to discontinue enrollment in a course(s) occurs after the enrollment adjustment period and, therefore, results in a grade of "W" (withdrawn) or "WF" (withdraw failure). Students who withdraw within the first two-thirds of the session receive a "W". Students who withdraw during the last third of the session receive a "WF".

Home campus and distance students must request a course withdrawal through the Student Success Center or by e-mailing [advising@park.edu](mailto:advising@park.edu). Students at campus centers must notify their campus center or student success coach.

#### 2. Session/University Withdrawal

A session/university withdrawal is a student-initiated request to discontinue all courses within a session (Fall 1, Fall 2, Spring, Maymester, etc.). To request a session/university withdrawal, students must complete

the Request for Session/University Withdrawal form in the MyPark portal under My Student Academic Tools>Academic Information>Request for Session/University Withdrawal Form or contact the registrar’s office (3<sup>rd</sup> floor Mackay; [academiccompliance@park.edu](mailto:academiccompliance@park.edu); 816-584-6270). Students are able to initiate a session/university withdrawal until the last day of the session.

When requesting a session/university withdrawal, refunds (if applicable, see refund policy) and grades (see grading policy) for all withdrawn courses are based on the date the withdrawal request form is submitted or the date the student provides official notification to the registrar’s office of intent to withdraw from a session. Students who are unable to officially withdraw due to military deployments, hospitalization, or other extenuating circumstances must submit supporting documentation to [academiccompliance@park.edu](mailto:academiccompliance@park.edu), preferably at the time of the withdrawal request but no later than five business days following submission of the request. Exceptions to the grading and/or refund policies are granted at the sole discretion of the University.

**Administrative Withdrawals**

Administrative withdrawals are initiated by Park University for reasons such as non-attendance, non-payment, academic suspension, or misconduct. 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 session. If a student does not initiate the academic withdrawal process and has not participated in an academically-related activity in the class during the first two weeks, the University will initiate an administrative withdrawal from the respective course(s) with no record on the transcript.

**Unofficial Withdrawals**

Unofficial withdrawals occur when students cease to attend class(es) but do not officially withdraw. Refer to the Unofficial Withdrawal section for information about how unofficial withdrawals affect financial aid.

**Refund Policy**

(pg. 35)

*From:* To begin the refund process, the student must notify Park University, as noted in the Academic Withdrawal section.

*To:* Students who drop or withdraw from one of more courses may be entitled to a tuition refund. To determine if a student is eligible for a refund, the student must notify Park University as described in the Academic Withdrawal policy. Refunds are prorated based on the date in which the student formally requests the drop/withdrawal. Refunds are calculated based on the Refund Schedule below.

*From:*

PARK UNIVERSITY REFUND CALCULATION SCHEDULE PERCENTAGE REFUNDED TO THE STUDENT UPON WITHDRAWAL				
	16-Week	9 or 8-Week	5 or 4-Week	2-Week
Enrollment Adjustment Period (first 8	100%	100%	50%	0%

calendar days of term)				
Day 9 through conclusion of Week 2	75%	25%	0%	
Week 3	50%	0%		
Week 4	25%			
Week 5	0%			

To:

<b>PARK UNIVERSITY REFUND CALCULATION SCHEDULE</b>				
<b>PERCENTAGE REFUNDED TO THE STUDENT UPON WITHDRAWAL</b>				
<b>Effective 01/01/2018</b>	<b>16-Week</b>	<b>9 or 8-Week</b>	<b>5 or 4-Week</b>	<b>2-Week</b>
First 8 Calendar Days	100%	100%	50%	50%
Day 9 through Week 2	100%	50%	20%	10%
Week 3	75%	30%	10%	
Week 4	75%	20%	0%	
Week 5	50%	10%	0%	
Week 6	50%	0%		
Week 7	50%	0%		
Week 8	50%	0%		
Week 9	25%			
Week 10	25%			
Week 11	0%			
Week 12	0%			
Week 13	0%			
Week 14	0%			
Week 15	0%			
Week 16	0%			

**Graduate Certificate in Project Management**

(p. 64)

From: The PM certificate intends to adequately prepare the students to take the Professional Management Project (PMP)<sup>®</sup> credentialing exam.

*To:* The PM certificate intends to adequately prepare the students to take the Project Management Professional (PMP)<sup>®</sup> credentialing exam.

**Teacher Leadership (Master of Education)**

(pg. 80-81)

*Remove:* E. Teacher Leadership

**Project Management Concentration (Master of Business Administration)**

(pg. 98)

*From:* The PM certificate intends to adequately prepare the students to take the Professional Management Project (PMP)<sup>®</sup> credentialing exam.

*To:* The PM certificate intends to adequately prepare the students to take the Project Management Professional (PMP)<sup>®</sup> credentialing exam.

**Project Management Concentration (Master of Healthcare Administration)**

(pg. 106)

*From:* The PM certificate intends to adequately prepare the students to take the Professional Management Project (PMP)<sup>®</sup> credentialing exam.

*To:* The PM certificate intends to adequately prepare the students to take the Project Management Professional (PMP)<sup>®</sup> credentialing exam.