

## 2017-2018 Undergraduate Catalog Amendments - January

### Accreditation

(pg. 8)

*From:* Park University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (KAN214F), 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604 (800-621-7440).

The undergraduate and graduate business programs and the Master of Healthcare Administration program in the School of Business are accredited by ACBSP (the Accreditation Council for Business Schools and Programs), 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. Further, the Bachelor of Science degree in Nursing RN-to-BSN completion programs is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326. Phone (404) 975-5000 Fax (404) 975-5020. 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 Affairs 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. 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  
Phone: (816) 584-6355  
Fax: (816) 741-5578  
Email: [academic\\_affairs@park.edu](mailto:academic_affairs@park.edu)

*To:* 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.

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in the Office of Academic Affairs.

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### **Park Campus Centers and Online Learning**

(pg. 36)

*Add:*

Air Force Base:

- BS Business Administration/Accounting
- BS Business Administration/Business Economics
- BS Business Administration/Computer Information Management

Fort Leonard Wood:

- BS Construction Management

Whiteman Air Force Base:

- BS Business Administration/Accounting
- BS Business Administration/Computer Information Management

*Remove:*

Parkville:

- BS Construction Management

### **Pregnancy and Parenting Accommodations**

(p. 54)

*Add: (After Temporary Disability Guidelines)*

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>.

**Refund Policy**

(pg. 80)

*From:* To determine if a student qualifies for a tuition refund, the student must notify Park University as noted in the Academic Withdrawal policy.

*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:*

<b>PARK UNIVERSITY REFUND CALCULATION SCHEDULE</b>				
<b>PERCENTAGE REFUNDED TO THE STUDENT UPON WITHDRAWAL</b>				
	16-Week	9 or 8-Week	5 or 4-Week	2-Week
Enrollment Adjustment Period (first 8 calendar days of term)	100%	100%	50%	0%
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>	16-Week	9 or 8-Week	5 or 4-Week	2-Week
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%			

### Academic Honesty

(pg. 97)

*From:*

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 can find the academic dishonesty form at <https://secure.jotformpro.com/parkconcernform/academicdishonesty>.

#### Definitions

Academic dishonesty includes committing or attempting to commit cheating, plagiarism, falsifying academic records, 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 quotation marks, the use of quotations without the 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 is not limited to, altering grades or other academic records.

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.

*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.

## **ACADEMIC WITHDRAWAL POLICY**

(pg. 99)

*From:*

Park University has three types of withdrawal from courses—administrative withdrawal, academic withdrawal, and unofficial withdrawal. Withdrawals may have implications for financial aid, and 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 may lose their lawful nonimmigrant status. Student-athletes who are withdrawn from a course(s) may jeopardize their eligibility.

### **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).

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.

### **Leave of Absence/Emergency Leave Procedures**

(pg. 104)

*From:*

12. 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.

*To:*

12. 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. An enrolled student may elect to take a leave of absence for up to one academic year because of pregnancy and/or disability; the birth, adoption, or placement of a child; and/or to care for an immediate family member (spouse, child, or parent) with a serious health condition. Park may extend the leave term in the case of extenuating circumstances or if medically necessary due to the health of the student.

### **Prior Learning Assessment**

(pg. 107)

*From:*

#### **2. Credit from military training/education.**

For military personnel: A certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service) or JST (Joint Services Transcript) or DD Form 214 (Certificate of Release of Discharge from Active duty).

As recommended by the American Council on Education (ACE), Park University grants four credit hours of physical education for satisfactory completion of basic training.

*To:*

#### **2. Credit from military training/education.**

Current and former members of the Air Force are required to submit Community College of the Air Force (CCAF) transcripts, if applicable. Members of other branches are required to submit an official Joint Services Transcript (JST). Service members and veterans may submit a DD Form 214 (Certificate of Release of Discharge from Active duty).

Park University awards four credits of physical education for satisfactory completion of basic training. Other military training and experience are evaluated based on ACE credit recommendations.

**Kansas City Area Student Exchange (KCASE)**

(pg. 121)

*Remove:*

Kansas City Area Student Exchange (KCASE)

**Accounting (B.S.): Accounting Core**

(pg. 127)

*From:*

Choice of 3 credits electives: AC435, AC451, CJ415, FI410, FI415, IB431

*To:*

Choice of 3 credits electives: AC435, AC440, AC451, CJ415, FI410, FI415, IB431

**Biology: Biology Minor**

(pg. 128)

*Remove:*

Online icon (Biology minor is not available online)

**Business Administration (B.S.): Accounting Concentration**

(pg. 131)

*From:*

Business electives: Select one from the following: AC435, AC451, CJ415, FI410, FI415, IB431

*To:*

Business electives: Select one from the following: AC435, AC440, AC451, CJ415, FI410, FI415, IB431

**Business Administration: Entrepreneurship Minor, for Business Majors**

(pg. 137)

*From: 24 cr.*

*To: 18 cr.*

**Business Administration: Entrepreneurship Minor, for Non-Business Majors**

(pg. 137)

*From: 21 cr.*

*To: 24 cr.*

**Business Administration: Logistics Minor, for Non-Business Majors**

(pg. 138)

*From: EN306B.*



To: MG306

**Chemistry: Chemistry Minor**

(pg. 140)

Remove:

Online icon (Chemistry minor is not available online)

**Information and Computer Science: B.S. Major, Core Curriculum**

(pg. 190)

From:

CS151 Introduction to Programming

-OR-

CS152 Introduction to Python Programming

To:

CS151 Introduction to Programming (required for Computer Science, Software Development, and Data Management areas)

-OR-

CS152 Introduction to Python Programming (required for Networking and Security, and Information Technology areas)

**Information and Computer Science: B.S. Major, Computer Science Concentration**

(pg. 191)

From: CS/IS Elective

To: CS Elective

**Information Systems**

(pg. 194)

From: The number of Information system jobs available in business, government, and non-profit sections continues to increase for this reason. The Information systems major prepares students for careers in programming, product analysis, and management of computer information systems.

To: The number of information systems jobs available in business, government, and non-profit sections continues to increase for this reason. The Information Systems major prepares students for careers in programming, product analysis, and management of computer information systems.

**Information Systems: Requirements for B.S. Major**

(pg. 194)

From: CS300 Technologies in a Global Society...3 cr

To: CS300 Technology in a Global Society...3 cr

**Management/Accounting (B.S.): Accounting Concentration, Accounting Requirements**

(pg. 206)

*From:*

Choice of electives...3 cr.: AC435, AC451, FI410, FI415, IB431

*To:*

Choice of electives...3 cr.: AC435, AC440, AC451, CJ415, FI410, FI415, IB431

### **Course Descriptions**

(pg. 324)

Add:

HN - Honors Academy

HN 299 Introduction to Undergraduate Research

Prerequisites: Honors Academy enrollment or permission by director of the Honors Academy. This course introduces research methods. It addresses topics such as how to conduct literature searches and produce literature reviews; critically reading and analyzing research articles, research ethics, IRB requirements, and designing and developing research projects: may substitute for HN 300. 3:0:3

HN 300 Research and Writing Orientation

This course provides a foundation for the completion of the final project in the Honors Option Program as well as opportunities to gain experience in conducting research. 1:0:1

HN 303 Honors Scholarship I

Prerequisite: HN 299. This course is the first of three during which students will develop an independent research project working with a faculty mentor. Goals for this semester include submission of required progress reports, construction of a project narrative outline and/or rough draft, completion of an annotated bibliography, completion of IRB submissions, and measurable progress toward research project completion. 2:0:2

HN 304 Honors Scholarship II

Prerequisites: HN 300, HN 303. This course is the second of three during which students will develop an independent research project working with a faculty mentor. Goals for this semester include submission of required progress reports, construction of a complete advanced draft, completion of all research measurements, measurable progress toward research project completion, and clear articulation of research findings. 2:0:2

HN 400 Honors Seminar

Prerequisites: HN 304. This course requires final development of the public presentation of the project conducted by the student under guidance of their advisor(s). A major component of this course is the public presentation or other proper forum which allows exposure of the final product. 2:0:2

HN 410 Honors Capstone Seminar: Enduring Questions

Prerequisites: HN 304 or permission by director of the Honors Academy. This seminar fosters intellectual community through study of an enduring question to which no discipline, field, or profession can lay exclusive claim. The question may predate the formation of the academic disciplines themselves and have more than one plausible or compelling answer. Examples include: What is a hero? Can war be just? What is time? What is evil? This question-driven course will encourage undergraduates and teachers to grapple with a fundamental concern of

human life addressed by the humanities, and to join together in a deep and sustained program of reading. Enduring questions may be considered by reflective individuals regardless of their chosen vocations, areas of expertise, or personal backgrounds. May be substituted for HN 400. 3:0:3