

GRADUATE ACADEMIC POLICY

Requirements for Completion

The minimum requirements for program length and quality standards for graduate degree programs at Rockhurst University are described below. Each program may, however, impose more comprehensive requirements than these; therefore, the student should carefully review both this section and the section of this Catalog corresponding to the specific program of interest.

Hours Requirement: The successful completion of 30 hours of graduate credit acceptable to Rockhurst is the minimum requirement for the awarding of any Rockhurst Master's degree. Each program may establish specific requirements including additional coursework beyond the 30-hour minimum for the successful completion of that specific degree program.

Time Limits for Completion of a Master's Degree: Students must complete all requirements for the master's degree within six years of initial registration in the program. The matriculation of students who exceed the specified time limits may be automatically terminated. Extensions of time to complete a degree may be granted by the respective dean upon recommendation of the Department Chair, Program Director, or in the case of the Helzberg School of Management (HSOM), by the associate dean.

Quality Point Requirements: The quality standard established to denote minimally acceptable academic progress in any graduate program is a quality point average (cumulative grade point average) of 3.0. Each program may establish a higher quality point average for the successful completion of that program.

Graduate Grading Policy

All graduate programs at Rockhurst University use a uniform system of grading. The system is as follows:

A	4.0	Denotes superior academic performance at the graduate level.
B+	3.33	Denotes above average academic performance at the graduate level.
B	3.0	Denotes average academic performance at the graduate level.
C	2.0	Denotes below average, but passing academic performance at the graduate level.
F	0.0	Denotes academic performance of poor quality which will not be accepted for degree credit for any Rockhurst degree program.
I		Incomplete. May be assigned only for serious reasons and with the concurrence of the appropriate dean. A grade of Incomplete must be removed within six weeks or it automatically becomes an F.
W		Withdraw. Denotes that the student was allowed to withdraw without penalty.
HP		High or honors passing. This grade is given only in clinical arrangements,

	practica, or internships that have been designated by the program director. A grade of HP adds credit but does not affect the grade point average.
P	Passing. This grade is given only in clinical arrangements, practica, or internships that have been designated by the program director. A grade of P adds credit but does not affect the grade point average.
NP	Not passing. This grade is given only in clinical arrangements, practica, or internships that have been designated by the program director. A grade of NP does not add credit and will not affect the grade point average.
WF	Withdraw fail. Denotes that the student was failing at the time of withdrawal. WF does not add credit and will not affect the grade point average.
AU	Audit. Student enrolled on a non-credit basis. No grade or credit given.

Note: there are no A+, A-, B-, C+, C-, D+, D, D-, or X grades in graduate courses.

Grade Reports: Reports of scholarship are sent to graduate students at their permanent home address at the close of each academic term. It is the responsibility of students to inform the Registrar's Office at Rockhurst of their correct address at all times. Currently-enrolled students may also view their final semester grades on the Web if they have obtained a PIN number from Computer Services.

Incompletes

Students are encouraged to complete courses during the assigned semester. A grade of "I" (Incomplete) may be assigned only for serious reasons and with the concurrence of the appropriate dean or his or her designee. The time frame for the removal of an "Incomplete" shall be established by the faculty member in consultation with the appropriate dean and communicated to the student, but must be removed within six weeks or less or it automatically becomes an "F". The initiative in arranging for the removal of the "I" rests with the student.

Audit

Students taking graduate courses for interest or the development of their own skills and not with the intension of seeking credit or a degree may enroll in the courses for audit. Audit students are not required to do course work or to take examinations but are expected to attend classes regularly. It is not possible to change from an audit to a credit status after registration. Course fees for credit and audit are the same. Students wishing to audit courses should apply as graduate non-degree seeking students. Participation is on a space available basis and shall only be allowed with permission of the program chair (from the department offering the course) and the appropriate dean. Students taking courses for audit are not eligible for financial assistance.

Policy for the Review of the Final Grade

Preface

It is the student's responsibility to meet the requirements established for each course taken at Rockhurst University. It is the course instructor's responsibility to establish course requirements for grades as part of the course syllabus and to evaluate students according to the standards established.

Philosophy of the Grade Review Policy

Rockhurst is "a learning community" which "believes in the intrinsic value of the intellectual life and in the disinterested pursuit of truth." At the beginning of any grade review proce-

ture all of those involved should proceed with this principle in mind: the primary goal of all proceedings will be to clarify requirements, to affirm the application of consistent standards. An atmosphere of rational discourse must always prevail.

Bases for Review

For adequate cause, a student has the right to request review of an assigned final course grade. Bases on which the student may request review include the following: the student believes that:

1. The assigned final grade does not reflect the weighted values given to required work as indicated in the course syllabus; *or/and*
2. The final grade does not reflect the student's level of fulfillment of course requirements and course policies as stated in the course syllabus (for example, class attendance, level of performance on tests, number and length of papers, penalty for late work, etc.); *or/and*
3. The final grade is inconsistent with standards set for the course; *or/and*
4. The assigned final grade is based on arbitrary or nonacademic criteria.

Procedure

The student requesting review must follow the procedure set out below. Failure to follow the procedure in the given order or to comply with the time limits identified in the procedure will result in denial of the review.

Informal Procedure for Review of the Assigned Final Grade*

1. By the end of the first week of the semester following receipt of the assigned final course grade, (no later than September 1 for the fall and February 1 for the spring semester) the student requests in writing (certified mail return receipt requested) review of the assigned final grade from the assigning instructor or if the instructor is not available submits the request to the appropriate dean's office. The student and the instructor may agree to meet to conduct part of the grade review. The student should make the appointment to meet with the instructor. In writing (certified mail return receipt requested is advised but not required) within 14 days of receipt of the request for final grade review, the instructor will respond to the student.

**Note: The term "semester" is understood in a narrow sense, referring only to the first semester and the second semester of the regular academic year. The term "semester" does not refer to summer sessions or interterms. The intent is to provide a timeline allowing for possible faculty absence during the summer and during their interterm.*

2. If within 14 days of the instructor's response the student is not satisfied with the result, the student may request in writing to the department chair (for the College of Arts and Sciences) or the division chair (for the School of Management) review of the final course grade. For the purpose of information, not re-grading, the student's request should include supporting evidence, such as photocopies of graded papers, quizzes, tests, and other work performed in the course. The student should also note the steps taken so far to review the final grade. After (a) reviewing the case with the student and (b) reviewing the case with the assigning instructor, the department or the division chair will within 14 days of the student's request for review, advise the

student and the instructor of her/his opinion regarding the assigned final course grade and that the informal procedure is completed. The question could be resolved with this step.

Formal Procedure for Review of the Assigned Final Grade

If not satisfied with the result of the informal procedure, the student may request a formal review of the assigned final course grade.

1. Within seven days of the response of the department or division chair, the student presents in writing to the appropriate academic dean the request for formal review of the assigned final course grade, including reasons justifying the review, any supporting evidence, and a list of the steps taken to date to resolve the issue. (The term “appropriate academic dean” means the dean of the college/school in which the course is offered.)
2. Within 14 days of the student’s written request, the dean will convene a panel consisting of a full-time faculty representative of the college or school and two full-time faculty members of the same department or academic discipline as the instructor, if department or discipline size permits. The University representative will chair the panel. The dean’s office will inform the requesting student and the course instructor in writing with reply forms enclosed of the panel appointees.
3. The student and the course instructor may each object to up to two panel appointees. Any objection to a panel appointee must be lodged in writing or printed e-mail or fax with the dean’s office within seven days of notice of the panel appointees. Failure to lodge objection to a panel member will be considered as acceptance of the appointee as panel member. No other objections will be permitted by either the student or the course instructor. After exhaustion of objections, the dean will appoint any vacancy on the panel.
4. As soon as panel membership is set, the dean turns over to the chair of the panel the student request and all supporting materials the student has provided.
5. The chair of the panel does not vote on the recommendation except in the event that the two other faculty members, each of whom has one vote, are unable to reach agreement.
6. The chair will schedule a date for the review and the panel should conclude its review within ten working days of its first meeting. The panel will examine the information provided and may hold a joint conference of the panel, the student, and the instructor. The chair of the panel has the responsibility to inform the panel members, the student, and the instructor of the date, time, and place of any joint conference.
7. The panel is empowered either (a) to recommend that the instructor change the grade, (b) to recommend that the instructor reevaluate the grade according to criteria specified by the panel, or (c) to dismiss the appeal. *The panel is not empowered to change the grade. The grade, which the course instructor assigned, cannot be changed by anyone but that instructor. The instructor will advise the registrar of a change in grade, if any. The panel will advise the student of a change in grade, if any.*
8. The panel submits its recommendation to the student, to the course instructor, to the department or division chair, and to the appropriate academic dean. On request each party will be apprised of the basis for the panel’s decision. The panel’s responsibility is

thus concluded. No other review is available.

9. The grade appeal will be considered confidential and only those involved in the grade appeal including its investigation and resolution will be provided information concerning the appeal.
10. If the student chooses to make the panel's recommendation a part of her/his permanent file, the student should instruct the dean to convey the panel's recommendation to the registrar and the panel's recommendation will be transmitted by the registrar's office to graduate schools, employers, and others to whom the student requests that a transcript be sent according to the policies of the University regarding release of transcripts, and to the department or division chair of the student's major and the director of financial aid at Rockhurst.

Normal Study Load

Full-time status as a graduate student at Rockhurst University is defined as a minimum of nine semester hours during the fall and spring semesters, 4.5 semester hours during the summer semester. However, the normal class schedule for full-time graduate students varies according to the student's program. No student may register for more than 18 hours without permission of the appropriate dean.

Attendance Policy

Each instructor sets the attendance policy for his/her class and the possible consequences depending on the variables involved, taking into consideration the requirements of the course and the student's specific circumstances. In any case, most graduate classes require learning supported by classroom participation.

Course Numbering System

Courses numbered 5000 and above are graduate level courses. Those numbered from 5000 to 5999 carry graduate credit, but are not counted toward the minimum hours for a graduate degree. They are often used for foundation or graduate preparatory work. Courses numbered from 6000 to 7999 are regular graduate courses and are counted toward the minimum hours required for a graduate degree. Graduate course offerings (courses numbered 5000 and above) may be taken for undergraduate credit only with the approval of the director of that graduate program and the concurrence of the appropriate dean.

In this catalog, departments, programs and course descriptions are listed alphabetically within the section for each school or college. The number in parentheses following the course number and title indicates the semester credit hours that the course usually carries. In rare instances, however, the credit may be reduced or raised for an individual student or for a course for a particular academic term.

Undergraduates Taking Graduate Courses

Undergraduates Taking Graduate Courses for Undergraduate Credit: Graduate course offerings (courses numbered 5000 and above) may be taken for undergraduate credit only with the approval of the instructor of the course and the concurrence of the appropriate dean.

Undergraduates Taking Graduate Courses for Graduate Credit: Undergraduate students who meet the following criteria may take up to nine (9) credit hours of 6000 and or 7000 level graduate courses for graduate credit at Rockhurst University.

The student should:

- ◆ be of senior standing, and
- ◆ have a GPA of 3.0 or better, and
- ◆ have approval from the instructor of the course, and
- ◆ have approval from the appropriate Dean or his or her designee.

Courses taken for graduate credit at Rockhurst University as an undergraduate student can count either toward the undergraduate degree or toward the graduate degree, but **cannot** count toward both degrees. Upon enrolling in the course, the student must identify whether the course credit hours should count toward the undergraduate or graduate degree. The decision cannot be reversed at a later date. Undergraduate students enrolling in courses for graduate credit will pay undergraduate tuition rates for such courses.

Courses Listed for Both Graduate and Undergraduate Credit

Courses co-listed as both undergraduate and graduate courses:

- ◆ are listed as 4000- and 6000-level courses respectively;
- ◆ require that those student taking the course for graduate credit complete additional work at an accelerated level appropriate for graduate credit.

A maximum of 8 hours of courses co-listed as both graduate and undergraduate but taken as graduate credit can be accepted toward a master's degree at Rockhurst University.

Undergraduate students enrolled in such co-listed courses (whether for graduate or undergraduate credit) pay undergraduate tuition rates and graduate students pay graduate tuition rates for such courses.

Changes in Registration

Changes in registration must be initiated in the office of the appropriate dean. Class additions will not be allowed after the first full week of the semester. Students who stop attending class(es) without processing the official change in registration forms will receive the grade(s) of F. No credit will be allowed for a course in which the student is not appropriately registered.

Withdrawal: Students desiring to withdraw from a course during the semester must obtain an official change in registration form from the appropriate dean's office for processing. Fees paid by a student authorized to withdraw are returnable according to the official refund policy (see Tuition and Fees section of this catalog or *Course Schedule/Registration Guide* or the Rockhurst University web site). Failure to process withdrawals correctly will result in an automatic grade of F.

A student voluntarily or involuntarily withdrawing from the University during a semester or before the final examinations forfeits credits for work done in that semester. Specific dates for withdrawal are published each semester and summer session in the *Course Schedule/Registration Guide*. Graduate students should consult the specific section of this Catalog which describes their program and should also confer with the director or chairperson of that graduate program when withdrawing from the program.

Program Progression

A student enrolled in any graduate program at Rockhurst University must satisfy the

specific requirements of the individual program to progress through that graduate program. Students should refer to the sections of this Catalog that state the academic policies for the program(s) for which he or she is enrolled.

Probation and Dismissal: Each graduate student is expected to maintain both a semester and cumulative grade point average (GPA) of 3.0. Failure to achieve the 3.0 GPA will result in the student being placed on academic probation. Once placed on academic probation, the student may have up to 2 semesters to raise his/her semester and or cumulative GPA back to a 3.0. Individual programs may have reduced probationary timelines. Failure to achieve the required 3.0 GPA in the required timeline will result in dismissal from the program. A letter grade of “F” automatically results in dismissal from a program. Students have the right to reapply to the program. All such actions taken by the program directors are to be reported to the appropriate academic dean and Registrar.

Readmission: Action to readmit a student who has been dismissed from or voluntarily withdrawn from a graduate program in less than good standing may be taken by the director of that program. Any such action is to be reported to the appropriate academic dean and Registrar.

Transfer Credit: Students may transfer up to nine hours of graduate credit for courses completed at another institution, provided that the coursework meets the following criteria:

- ◆ It was a graduate course not used to fulfill requirements for another degree
- ◆ It was completed with a grade of B or better (3.0 on a 4.0 scale)
- ◆ It was taken within six years prior to the date of the anticipated completion of the degree in progress at Rockhurst (departments may have more stringent criteria), and
- ◆ The course content is appropriate to the degree to which it will be applied as an elective or program requirement.

To request a transfer of credit, the student shall submit to the Chairperson, Director of the program, or in the case of the Helzberg School of Management, the Director of Advising, a transcript from the institution where the course was taken and a photocopy of the course description from the appropriate school catalog or bulletin, along with any other materials the program requests. Each program may establish policies as to what coursework will be accepted by that program that may result in an extension of the six-year time limit as appropriate. Once approved by the program, the student must request that a sealed official transcript from the other institution be sent to the Registrar’ Office at Rockhurst University, and that the Department Chair, Program Director, or, in the case of the Helzberg School of Management, the Director of Advising forwards documents considered in the approval process to the Registrar’s Office for filing and for appropriate confirmation of credit.

Graduate work taken as a Special student (non-degree status) at Rockhurst and later applied to a graduate degree program shall not exceed 20% of the total credit hours required for that program OR 9 credit hours, whichever is less, except in the case of hours earned in a pre-approved graduate credit bearing certificate program. Such coursework must also meet the aforementioned transfer criteria. Once approved by the program, documentation stating that such coursework is to be accepted towards degree requirements is forwarded to the Registrar’s Office. This documentation is retained by the Registrar’s Office for filing and confirmation of credit.

Exemption from Courses

An exemption permits a student to take another course in lieu of a required course. A student may request an exemption from a required course if he or she has taken similar coursework previously and received a grade of B or better for that coursework. To request an exemption, the student must submit to the Chairperson, Program Director, or Director of Advising a transcript from the institution where the course was taken and a photocopy of the course description from the appropriate school catalog or bulletin, along with any other materials the program requests. Once approved, the student must request that a sealed official transcript from the other institution be sent to the Registrar's Office at Rockhurst University, and the Department Chair or Director then forwards those documents considered in the approval process to the Registrar's Office for appropriate confirmation of credit. The exemption does not reduce the minimum number of Rockhurst-earned credits for a degree (i.e. 30 credits of a master's degree).

Registration and Graduation Holds

Students with financial or other obligations to the University will not be able to register for classes until arrangements have been made to fulfill those obligations. Students with academic or other obligations to the University will not be able to graduate until arrangements have been made to fulfill those obligations. Academic obligations include such things as transcripts the student has not provided to the University. For institutional accreditation reasons, the University is required to have on file official transcripts from all institutions of higher education a degree-seeking student has attended, whether or not the credit is applied to their Rockhurst degree program.

Academic Honesty Policy

I. Philosophical Statement

Rockhurst University is a learning community. Consistent with the mission and purpose and the Judeo-Christian principles the University seeks to foster within its whole community, it is expected that academic honesty and integrity guide the actions of all its members. It is the responsibility of every person in the academic community—faculty members, students, and administrators—to ensure that dishonesty is not tolerated.

II. Definition

Academic honesty includes adherence to guidelines pertaining to integrity established for a given course as well as those established by the University for conducting academic, administrative, and research functions. All forms of academic dishonesty or misconduct are prohibited. The examples given are not intended to be all inclusive of the various kinds of academic dishonesty, cheating, plagiarism, or misappropriation which may occur. Examples include but are not limited to the following:

A. Cheating

1. Copying, or the offering, requesting, receiving or using of unauthorized assistance or information in examinations, texts, reports, computer programs, term papers or other assignments.
2. Attempting to change answers after the exam has been submitted.

B. Plagiarism

1. The appropriation of ideas, language, or work of another without

-
- sufficient acknowledgment that the work is not one's own.
2. Violations include but are not limited to:
 - a. submitting as one's own work material copied from a published source.
 - b. submitting as one's own work someone else's unpublished work.
 - c. submitting as one's own work a rewritten or paraphrased version of someone else's work.
 - d. allowing someone or paying someone to write a paper or other assignment to be submitted as one's own.
 - e. utilizing a purchased pre-written paper or other assignment.
 - C. Manipulation, alteration, or destruction of the student's academic work or of faculty material.
 - D. The unauthorized removal, mutilation or deliberate concealment of library and other resource material and collections.
 - E. Unauthorized use of University facilities or equipment; computer accounts and files are specifically included.
 - F. An other act which might give one an unearned advantage in evaluation or performance.

III. Nurturing Academic Honesty

Faculty, administration, staff and students are responsible for modeling and nurturing academic honesty. Faculty, especially, should strive to nurture honesty by citing sources in lecture and class material, thereby modeling for their students and advisers the type of precautions to be taken to insure academic honesty. It is further expected that faculty will take reasonable actions to reduce opportunities for dishonesty through such practices as monitoring examinations or requiring sequences of an assignment to be submitted. It is further expected that each student will be informed of the definition of academic dishonesty and the process the University takes in dealing with it.

IV. Academic Dishonesty: Procedure, Penalties and Due Process

A. Level 1—Informal Disposition

As much as possible, a member of the faculty, staff or administration (hereafter referred to as University representative) will deal individually with suspected academically dishonest acts. This constitutes the first level of initiation of action and its resolution. The University representative who suspects that such an act has occurred will confer with the student, present evidence, listen to and evaluate the student's explanation, and then if the student is found guilty impose a penalty based upon the result of this process. Penalties imposed relate to specific assignments and may include but are not limited to:

1. warning the student;
2. lowering the grade of the assignment or examination or the assignment of a failing grade for the semester;
3. requiring the student to repeat the assignment or examination;
4. compensatory school or community service;
5. other action as deemed appropriate.

The student will be provided a written statement of the resolution of the case by the University representative. A student who wishes to appeal the resolution must

indicate her/his intent to do so in writing within 24 hours and furnish to the Academic Disciplinary Board all relevant materials within three working days, as will the University representative.

B. Level 2—Academic Disciplinary Board

If the University representative judges the allegation serious or to be deserving of stricter sanctions than those applicable at the first level, he/she may request the establishment of the Academic Disciplinary Board. In addition, a student who is dissatisfied with the resolution of her/his case at Level 1 may request the establishment of the Academic Disciplinary Board to hear an appeal.

For cases involving academic departments, the committee is composed of the department chair, a faculty member to be appointed by the appropriate dean, and either the division chair or academic dean (who serves as chair). Should the department chair be the faculty member bringing the charges the appropriate academic dean will appoint a suitable faculty substitute. For cases involving units other than academic departments (i.e. Library, Registrar's Office, Computer Center, etc.) the Academic Disciplinary Board will be composed of the director of that unit, a faculty member to be appointed by the President and an appropriate member of the administration (generally a dean) who serves as chair. The composition of the Academic Disciplinary Board will avoid a conflict of interest. This may result in the President appointing other university representatives in lieu of the aforementioned board composition. The Board may uphold, modify, or reverse first level decisions. In cases brought before it, this level will consider evidence presented by both sides. Based on its evaluation of that evidence, the Academic Disciplinary Board may impose any penalty thus far listed but also has authority to recommend to the President the suspension or expulsion of a student it has found guilty of committing an academically dishonest act. The student will be provided a written statement of the resolution of the case.

The Academic Disciplinary Board also serves as the final appeals board for students who dispute resolutions made at Level 1, the informal disposition. Appeal procedure is outlined in subsequent sections on Appeal Process and Grounds for Appeal.

Procedures of Academic Disciplinary Board Hearing

1. The student receives advance written notice as to the offense to be discussed at the hearing. The student is also notified in advance in writing of the time, date and place of the hearing. The student will be given a complete copy of the charges and any supporting documents, including statements by the faculty member.
2. The student is advised before the hearing that he/she may bring a faculty member of the University community with her/him as an adviser, but that the student is expected to present her/his own case in his/her own words.
3. The Academic Disciplinary Board will be responsible for maintaining a record of the hearing.
4. The decision of the Academic Disciplinary Board will be presented orally and in writing to the student, and the student will be informed that he/she has the right to appeal the decision of the committee to the President of the University. Materials related to charges of academic dishonesty will be placed in the office

of the appropriate academic dean who will maintain a summary record of any appeal process, noting the disposition of each case.

Appeal Process:

A student who wishes to appeal the decision of the Academic Disciplinary Board must file an “Intent to Appeal” with the President of the University within 24 hours after learning the Academic Disciplinary Board’s decision. The student then will be permitted up to three working days to prepare and present her/his appeal to the President of the University. Pending the response to her/his appeal, the student’s status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or other members of the University community or for reasons involving the safety of property.

Grounds for Appeals:

The student may make her or his appeal if she or he believes:

1. That the evidence against her or him is insufficient to warrant the action taken by the Academic Disciplinary Board.
2. That the judgment of the Academic Disciplinary Board was arbitrary.
3. That the decision made by the Academic Disciplinary Board was inconsistent with existing University policy.

Transcripts and Other Academic Records

Transcripts of Records

Students wishing to have a transcript of their Rockhurst academic record in order to transfer from Rockhurst to another college or for other purposes should address a written request to: Office of the Registrar, 1100 Rockhurst Road, Kansas City, Mo., 64110. No transcript, official or unofficial, will be issued to or for a student or former student who is delinquent in financial obligations to the University. The transcript of the academic record will reflect all credit work attempted at Rockhurst University and transfer credit which has been accepted to fulfill Rockhurst degree requirements, however, the grade-point average reflects Rockhurst credit only. Currently-enrolled students may view their Rockhurst transcript on the Web if they have obtained a PIN number from Computer Services.

Degree Candidacy

Students file for degree candidacy in accordance with the schedule published by the Registrar in the *Course Schedule/Registration Guide*. Their filing initiates a review of their academic record to ensure that they have met the requirements of the degree they seek. The deadline is at least one semester before the student’s graduation. Failure to meet deadline dates may affect a student’s participation in commencement and/or receipt of diploma.

Records of Academic Permissions and Exceptions to Policy

Permissions, academic board decisions and other records of exception to policy are filed with the Registrar, who maintains these along with other student records.
