
ADMINISTRATIVE POLICIES

Name of Record

A student's name of record includes the first name, middle initial or full middle name, and the family name. Nicknames should not be used. The University will change the name of a student on its official records on request but requires satisfactory evidence of a legal basis for the change.

Assessment

Rockhurst University is committed to a comprehensive, ongoing assessment process.

On occasion students will be expected to participate in aspects of this program so that the institution can document its strengths and identify opportunities for improvement. Student involvement is integral to the University's success in this endeavor.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hear-

ing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rockhurst University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

Directory Information

Directory information concerning students may be released unless the student specifically requests that such information be withheld. In compliance with FERPA, Rockhurst University defines directory information as student's name, address, telephone listing, email address, date of birth, grade level, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, and the most recent previous educational institution attended by the student. Students who wish to restrict the release of directory information must notify the Office of the Registrar in writing during the first week of each academic term. Upon receipt of such request the registrar will designate that their directory information is confidential and not to be released outside the University except as permitted by FERPA.

Rockhurst University's Diversity Statement

Rockhurst University is committed to fostering a diverse community and to promoting greater awareness and sensitivity to issues of diversity. This effort is an important part of educating "men and women for others." The University is committed to the goal of freedom from discrimination and harassment in all its endeavors.

Rockhurst's Jesuit Mission and Values call for all members of the Rockhurst community to embrace a set of values which guide our behavior toward one another. These values affirm a commitment to providing personal care for every member of our community, and a sensitivity toward the dignity and sacredness of every person. They call on members of our community to demonstrate a realistic knowledge of the world, and to find God in all things and all people, particularly in the poor and oppressed.

Based on this mission and values, all members of the Rockhurst community are expected to demonstrate the highest standards in their interaction with people of all back-

grounds. This requires a community that actively displays a sensitivity to differences of race, gender, age, ethnicity, national origin, culture, sexual orientation, religion and disabilities among students, faculty, administrators and staff.

All members of the Rockhurst University community are expected to embrace these values and to foster an environment which contributes to the growth and development of each member of our community.

Access

Rockhurst University welcomes qualified students from diverse backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person. It does not discriminate on the basis of race, ethnicity, gender, religion, national origin, age, disability or any other status protected by applicable law in the administration of its educational policies, admissions policies, and other school-administered programs. It is the policy of Rockhurst University to provide reasonable accommodations for students defined as disabled in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable law.

The Access Office assists Rockhurst University in complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To assure that students with disabilities are not denied equal access to the academic and non-academic life of Rockhurst University, reasonable accommodations are provided. Students request accommodations through the Access Office, located in Massman Hall, Room 109, (816) 501-4856/4175.

A student requesting accommodation through the Access Office must identify him or herself to the Director of Access in person and provide documentation from an appropriate diagnosing medical professional of his or her disability.

COLLEGE OF ARTS AND SCIENCES GRADUATE PROGRAMS

Academic Administration

<i>Interim Dean</i>	Robin E. Bowen, Ed.D.
<i>Director, Master of Education Program</i>	Debra Smith, Ed.D.
<i>Chairperson, Master of Occupational Therapy Program</i>	Susan B. Young, M.A., OTR
<i>Chairperson, Master of Physical Therapy Program</i>	Ellen F. Spake, M.S., PT
<i>Chairperson, Master of Science in Communication Sciences and Disorders Program</i>	Shelly Chabon, Ph.D.

Rockhurst University's College of Arts and Sciences grants the Master of Education, Master of Occupational Therapy, Master of Physical Therapy, and Master of Science in Communication Sciences and Disorders degrees. Close faculty-student interaction and