
GRADUATE ACADEMIC POLICIES

Academic Advising of the Graduate Student

Academic advising of students is under the general supervision of the respective dean's office. For those students interested in a graduate degree in business, please contact the Helzberg School of Management. Students interested in graduate degrees in communication sciences and disorders, education, occupational therapy, or physical therapy, please contact the School of Graduate and Professional Studies. Students who are interested in a graduate degree in nursing should contact the Director of Transfer and Graduate Admissions at Research College of Nursing. Once admitted to a graduate program, students may be assigned a departmental advisor.

Academic Credits

Credit earned at Rockhurst University is in semester hours in all sessions. Rockhurst University awards both undergraduate- and graduate-level credit. The unit of credit is the semester hour. Each semester hour represents the equivalent of one class period of 50 minutes in length per week for 15 weeks. Sessions varying in length satisfy equivalent standards.

Academic Year

The Rockhurst University academic year is divided into two semesters of approximately 16 weeks each and summer sessions. Semester-length as well as accelerated (eight-week) sessions are offered during these terms.

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 and any specific requirements published by the degree program. Requirements for degree programs may change from time to time as determined by the University in its academic judgment.

Entry-level Professional Doctoral Degree Hours Requirement

The successful completion of 100 hours of graduate credit acceptable to Rockhurst is the minimum requirement for the awarding of any Rockhurst Entry-level Professional Doctoral degree. Each program may establish specific requirements including additional coursework beyond the 100 hour minimum for the successful completion of that specific degree program.

Time Limits for Completion of Entry-level Professional Doctoral Degree

Students must complete all requirements for the entry-level professional doctoral 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.

Master's Degree

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.

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.

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.

Degree Candidacy

Students file for degree candidacy in accordance with the deadline published by the Registrar in the Academic Calendar. The Academic Calendar is available at the Rockhurst University website. Students filing their degree candidacy forms after the published deadline will be assessed a late fee. Once the forms are received by the Registrar's Office, a review is made of the student's 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.*

COURSE POLICIES

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 8999 are regular graduate courses and 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.

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, 7000, or 8000 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 students taking the course for graduate credit complete additional work at an accelerated level appropriate for graduate credit; and that the additional work required for graduate credit is reflected in the course syllabus.

A maximum of eight (8) hours of courses co-listed as both graduate and undergraduate but taken as graduate credit can be accepted toward a graduate 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.

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).

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 completion of the degree 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.

If the graduate coursework was taken prior to being admitted to Rockhurst University, the official transcripts must be sent to the Office of Graduate Admissions as part of all materials required for admission. 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.

When the student is already pursuing a graduate degree at Rockhurst, and wishes to take a graduate course at another institution and apply the credit toward their Rockhurst degree, the student must first request permission to transfer the credit. The student submits for approval a Pre-Approval of Transfer Credit form, course descriptions, and other supporting materials requested by the program to the Department Chair, Director of the Program, or Helzberg School of Management Director of Advising. 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 may take the course at the other institution. The program will forward documents considered in the approval process to the Registrar’s Office for filing and for appropriate confirmation of credit. Once the coursework has been completed, the student must request that a sealed official transcript from the other institution be sent to the Registrar’s Office at Rockhurst University so that the pre-approved credit will be applied to their Rockhurst degree.

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 nine credit hours, whichever is less. 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.

GRADE POLICIES

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 on a 4.0 scale. Each program may establish a higher quality point average for the successful completion of that program.

Graduate Grading System

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

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| 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. A grade of "I" (Incomplete) may be assigned only for serious reasons by the course instructor. A grade of "I" must be removed within six weeks or it automatically becomes an "F". |
| W | | Withdraw. Denotes that the student was allowed to withdraw without penalty. Instructors cannot issue grades of "W" (withdrawal). |
| 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 mailed to graduate students at their permanent home address at regular intervals during the regular academic year: one week to 10 days after the close of the first eight-week sessions and 16-week sessions of the fall and spring semesters, and at the close of each summer session. It is the responsibility of currently-enrolled 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 in a secure environment if they have obtained a Personal Identification Number (PIN) from Computer Services.

Incomplete Grade Policy

Students are encouraged to complete courses during the assigned semester. A grade of "I" (Incomplete) may be assigned only for serious reasons by the course instructor. 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. Instructors cannot issue grades of "W" (withdrawal).

Transcripts of Academic 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 must make their request in writing, either in person, by mail, or by fax. The request should include the student's current name and name used while attending, if different; the student's social security number, date of birth, dates of attendance, current address and daytime telephone number, the number of transcripts and address(es) where transcript(s) should be mailed, and student's signature. There is no charge for transcripts unless the request is made in person and an official transcript is needed immediately. The fee is \$5.00 for immediate assistance. Requests by mail should be addressed to: Office of the Registrar, 1100 Rockhurst Road, Kansas City, Mo., 64110. Requests by fax can be sent to: (816) 501-4677. Transcripts may not be requested by telephone.

No transcript, official or unofficial, will be issued to or for a student or former student who is delinquent in financial or other 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 unofficial Rockhurst transcript on the Web in a secure environment if they have obtained a Personal Identification Number (PIN) from Computer Services.

CERTIFICATES

Credit-Bearing Certificates of Graduate Study and Post-Baccalaureate Certificates

Post-Baccalaureate Certificates (PBC) are awarded for prescribed programs of study. Courses in the post-baccalaureate certificate programs include only upper-division undergraduate courses and may include some graduate course work (3000 to 8000-level courses).

Certificates of Graduate Study (COGS) are awarded for prescribed programs of study with all coursework taken at the graduate level (5000 to 8000-level courses). PBCs and COGS consist of a minimum 12 credit hours, and typically average between 12 and 18 credit hours, however some certificate programs may require substantially more credit hours. Labs, practica, internships, and capstone experiences may be part of the certificate program.

PBCs and COGS may be associated with an existing degree program at Rockhurst University or they may be freestanding entities. PBCs and COGS can be interdisciplinary programs of study or related to only one discipline. Each certificate program has its own admission criteria, but all require successful completion of a bachelor's degree. In those cases where a PBC or COGS is associated with an existing degree program, that program has primary academic oversight responsibility for the certificate program. For those PBCs and COGS not associated with an existing degree program, primary degree oversight resides with a committee.

A 3.0 GPA (on a 4.0 scale) is required for retention in a PBC or COGS, and the PBC or COGS must be completed within three years. Up to 25 percent of the credit hours for PBC or COGS may be transferred from another institution given that the credit meets existing graduate credit transfer policy criteria. Furthermore, only 25 percent of the credit hours for a PBC or COGS may be taken prior to formal admission into the certificate program at Rockhurst. PBCs and COGS are credit-bearing programs and are noted on the regular academic transcript. Certificates will be presented to participants of PBCs and COGS.

The University administration has the authority to establish different tuition rates for PBCs and COGS.

Non-Credit Certificates

A non-credit certificate is referred to as either a "Certificate of Attendance" or a "Certificate of Participation". There are no institutionally determined minimum admission requirements for non-credit certificate offerings, however there may be professional admission standards for certain non-credit certificate offerings.

Non-credit certificate offerings are not noted on the official academic transcript. The actual certificates are presented to participants in non-credit courses or programs.

At times, a credit-bearing course or certificate program may also be offered as a credit-bearing course. Students opting for the credit option enroll for credit prior to the onset of the non-credit course or certificate program and pay the regular tuition rate. Students taking a credit-bearing course as a non-credit course shall pay \$125 per semester hour. See Non-Credit Course Option in the Graduate Admission section of this catalog.

OTHER ACADEMIC POLICIES

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.

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 academic dishonesty or misconduct 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 an exam has been submitted.
- B. Plagiarism
 - 1. The appropriation of ideas, language, or work of another without sufficient attribution or 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 another student's academic work or of faculty material.
- D. The unauthorized removal, mutilation or deliberate concealment of library or other resource material or collections.
- E. Unauthorized use of University facilities, equipment or other property, including computer accounts and files.
- F. Any 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 academic honesty by citing sources in lecture and class material, thereby modeling for their students and advises the type of precautions to be taken to ensure 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 processes the University will take 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 violations of the Academic Dishonesty Policy. Level 1—Informal Disposition constitutes the initial level of action, including resolution. The University representative who suspects that such a violation has occurred will confer with the student, present support, listen to and evaluate the student's explanation, and then, if the student is found to have violated the Academic Honesty Policy, impose a penalty based upon the findings. Penalties relate to specific violations 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. compulsory school or community service;
5. other penalties as deemed appropriate.

The student will be provided with a written Level 1 decision by the University representative within three working days of conferring with the student, addressed to the student's last known local or permanent address on file with the University. A student who wishes to appeal the Level 1 decision must indicate her/his intent to appeal in writing within one working day of the written Level 1 decision delivered to the appropriate dean's office.

B. Level 2—Academic Disciplinary Board

The Academic Disciplinary Board:

1. may decide appeals of Level 1 decisions brought by students;
2. may decide Level 1 cases brought by the University representative if the University representative is of the opinion the allegations are serious or warrant stricter sanctions than those available under Level 1; and
3. on its own initiative, may review any Level 1 decision.

For cases involving academic departments, the Academic Disciplinary Board will be composed of the department chair, a faculty member to be appointed by the dean of the college or school within which the student is enrolled or the violation arose, and either the division chair or academic dean, or his/her designee (who serves as chair). Should the department chair be the faculty member bringing the charge(s) the appropriate academic

dean will appoint a faculty substitute. For cases involving units other than academic departments (i.e. Library, Registrar's Office, Computer Center, or other similar unit), the Academic Disciplinary Board will be composed of the director of that unit, a faculty member to be appointed by the Vice President for Academic Affairs and an appropriate member of the administration (generally a dean) who serves as chair and is also appointed by the Vice President for Academic Affairs. The composition of the Academic Disciplinary Board will avoid a conflict of interest. This may result in the Vice President for Academic Affairs appointing other University representatives in lieu of the aforementioned Board compositions. The Board may uphold, modify, or reverse Level 1 decisions.

In cases before it, the Academic Disciplinary Board will consider relevant supportive information presented by any side. Based on its evaluation of relevant supportive information before it, the Academic Disciplinary Board may impose any penalty thus far listed and in addition may recommend to the Vice President for Academic Affairs the suspension or expulsion of a student.

Procedures Before the Academic Disciplinary Board Hearing

1. Within three working days of the filing of the written intent to appeal the Level 1 decision, the student must deliver to the Academic Disciplinary board all supportive information relevant to the appeal, including any request for hearing.
2. Within three working days of receipt of the student's relevant supportive information, the Academic Disciplinary board will notify the University representative and for cases involving academic departments, the Dean of the college or school in which the student is enrolled or the violation arose and for cases involving units other than academic departments, the Vice President for Academic Affairs. Depending upon the type of case, the Dean or the Vice President for Academic Affairs shall choose the University representative for participation at Level 2 and shall notify the Academic Disciplinary Board of the choice within three working days. Within three working days of notice of the University Representative to the Academic Disciplinary Board, that University representative must deliver all relevant information in support of the Level 1 decision to the Academic Disciplinary Board, including any request for hearing.
3. The Academic Disciplinary Board may require a hearing and the decision to hear any case is in the discretion of the Academic Disciplinary Board.
4. At least five working days before the scheduled hearing, if any, the Chair of the Academic Disciplinary Board or designee will send to the student, addressed to the student's last known local or permanent address on file with the University, and the University representative written notice of:
 - a. the alleged violation(s) to be heard;
 - b. the time, date and place of the hearing;
 - c. a statement of the charge(s) and documents in support of and in opposition to the charge(s).
In cases where there are multiple charges, the Academic Disciplinary Board may consolidate all charges into one hearing.
5. The student may bring a faculty member of the University community with her/him as an advisor to any hearing and if so, the student must notify the Academic Disciplinary Board of the name of the advisor within one working day of the hearing. The student, however, is expected to present her/his own case in his/her own words.
6. The Academic Disciplinary Board will be responsible for maintaining a record, if any of the hearing.
7. The Level 2 decision of the Academic Disciplinary Board may be presented orally at the conclusion of the hearing or in writing to the student, addressed to the student's last

known local or permanent address on file with the University, and to the University representative within five working days of any hearing and if there is no hearing, within 10 working days of timely receipt of all relevant supportive information from the student and University representative.

8. Materials related to disposition of the charge(s) of the Academic Honesty Policy, including a summary record of any appeal process and decision(s), will be maintained in the office of the academic dean of the college or school in which the student is enrolled.

Grounds for Appeal

Below are listed the only bases upon which a student or University representative may appeal the Level 2 decision of the Academic Disciplinary Board:

1. The evidence against the student is insufficient to warrant the action taken by the Academic Disciplinary Board.
2. The decision of the Academic Disciplinary Board is arbitrary.
3. The decision of the Academic Disciplinary Board is inconsistent with existing University policy.

Appeal of the Decisions of the Academic Disciplinary Board

A student or the University representative may appeal the decision of the Academic Disciplinary Board by filing an “Intent to Appeal” with the Office of the Vice President for Academic Affairs within one working day of the decision of the Academic Disciplinary Board and the Vice President for Academic Affairs will notify the other within three working days of the filing of the Intent to Appeal. On notice of the filing of the Intent to Appeal from the Vice President, the Academic Disciplinary Board will forward all information related to the case to the Vice President for Academic Affairs. Absent extraordinary circumstances, neither the student nor University representative may present additional supportive information for consideration by the Vice President for Academic Affairs. Any request to present additional information must be made to the Vice President for Academic Affairs within three working days of filing of the Intent to Appeal and the request must include a substantive description of the additional supportive information. The Vice President may request additional information or a meeting with any individual regarding the charge(s). In general, the Vice President for Academic Affairs will present his/her decision to the student and University representative within five working days of receipt of information or meeting with the student or University representative. The decision of the Vice President for Academic Affairs may be presented orally or in writing addressed to the student at the student’s last known local or permanent address on file with the University and the University representative. The decision of the Vice President for Academic Affairs is final. Pending the decision of the Vice President for Academic Affairs, 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 or the good of the University.

Time

For purposes of counting time, the day of the act will not be counted and the final day of the time period will be counted. Working day means any day the administration of the University is open and conducting business and is not as provided in the University’s Academic Calendar. Three days are added to any time period where delivery is by mail.

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 procedure 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, (for courses taken in the Spring and Summer semesters, no later than September 1, and for courses taken in the Fall semester, no later than February 1) 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.*

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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 School of Graduate and Professional Studies) or the division chair (for the Helzberg 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 dean (or his/her designee) of the college or school in which the course is offered, 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.
2. Within 14 days of the student's written request, the dean (or his/her designee) 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 (or his/her designee) will appoint any vacancy on the panel.
4. As soon as panel membership is set, the dean (or his/her designee) 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 (or his/her designee). 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 (or his/her designee) 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 transcriptions, and to the department or division chair of the student's major and the director of financial aid at Rockhurst.

