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# ENROLLMENT POLICIES

## Audit

Those 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 courses for audit. Auditing students are not required to do course work or to take examinations but are expected to attend classes regularly. Course fees for credit and audit are the same. Students may not change from audit to credit status after registration. Students may change from credit to audit status. The procedures and deadlines for withdrawal from individual classes also pertain to changes to audit status in any class. Students wishing only to audit courses should follow the same application procedures 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. Generally, students entering Rockhurst as auditors only are not eligible for institutional financial aid.

## Registration Procedures

Complete information about registration procedures can be found online at the Rockhurst University website: [www.rockhurst.edu](http://www.rockhurst.edu).



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## Registration and Graduation Holds

Students with financial, academic, 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.

## 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.

## Activation of Reserve or National Guard Units

Those students who are unable to complete academic work during the academic term in which they are called to active duty as part of a Reserve or National Guard unit call-up have three options:

1. The student may choose to totally withdraw from school and be given 100% refund of all academic tuition and fees as well as student activity fees which have been assessed. The permanent record (transcript) will not reflect the withdrawal with a “W”. Students choosing this option will be granted a Financial Aid Satisfactory Progress waiver for the term. In addition, an adjustment will be made on unused portions of room and board.
2. The student, in collaboration with and approval of the instructor, may choose the use of the “I” grade (Incomplete) under appropriate circumstances. The amount of time allowed for the incomplete work will not include the active duty time spent. However, once the student has returned from active duty, the incomplete work must be completed within a reasonable period of time, which will be determined by the Vice President of Academic Affairs. At that time the student may elect to withdraw from the class.
3. The student may elect to complete the work in collaboration with and approval of the instructor on a shortened time frame prior to the active duty reporting date. This arrangement should be chosen only if the student is activated in the final quarter of the term.

In order to select one of the above options, the student must present or fax a copy of the military orders selecting them for active duty to the Registrar’s Office. For further information, contact the Registrar’s Office.

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## **Withdrawing from Courses**

Any student who wishes to withdraw from a course during the semester drop/add period must obtain an official Change in Registration Request form from the appropriate dean's office or the Office of the Registrar and submit it to the Office of the Registrar for processing.

After the end of the drop/add period, any student who intends to withdraw from an individual class must obtain the signatures of their instructor, advisor, and the Director of Financial Aid before submitting the Change of Registration Request form to the Office of the Registrar for processing. The instructor must also indicate the student's last date of attendance on the form. Whether or not the instructor and advisor recommend withdrawal, the student's right to withdraw remains until the published deadline. It is the responsibility of the student to complete the course withdrawal process.

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 the Rockhurst University web site).

The dates for the drop/add period and the final date for withdrawing from classes are published each semester and summer session on the Rockhurst University website.

Courses dropped through the end of the drop/add period are not recorded on the student's permanent academic record (transcript). Courses dropped after the drop/add period are recorded with grade notations of "W" (Withdrawal) or "WF" (Withdrawal Failing). Failure to process course withdrawals correctly will result in a failing grade.

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.

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.

## **Withdrawing from the University**

A student who is totally withdrawing from Rockhurst must first obtain an official Change in Registration Request form from the appropriate dean's office or the Office of the Registrar, and, before submitting the form to the Office of the Registrar for processing, must obtain the signatures of their instructors, their advisor, the appropriate dean, and the Director of Financial Aid. The instructors must also indicate the student's last date of attendance on the form. A total withdrawal fee will be assessed. It is the responsibility of the student to complete the withdrawal process. 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.

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# ADMINISTRATIVE POLICIES

## 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.

### 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. Rockhurst University does not discriminate on the basis of race, color, gender, religion, national origin, age, disability or any other status protected by applicable law in the administration of its educational policies and other University-administered programs. It is the policy of Rockhurst University to provide reasonable accommodation 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. Students interested in a reasonable accommodation must identify themselves to the Access Office, request reasonable accommodation and provide documentation as the Access officer may direct. The Office then is able to facilitate reasonable accommodation for equal access to academic and other University-administered programs. The Access Office is located in Massman Hall, Room 7, (816) 501-4689.

### 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.

### Change of Address

All students must notify the Registrar immediately of any change in their address. If the correct address is not on file, students may not receive information regarding their enrollment, financial aid, student account, graduation, and other important matters. The University assumes no responsibility for materials sent through the mail not received by the student. Currently enrolled students may change their address on the Web in a secure environment if they have obtained a Personal Identification Number (PIN) from Computer Services.

### 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.

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## **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 hearing.

- (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**

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## 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 to individuals, institutions, agencies, and organizations authorized in the act.

## 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 backgrounds. 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.

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## University Communication with Students

Clear and timely communication allows students to receive information related to policies, programs, events, and other practical matters (i.e. billing, grades, etc.) affiliated with their education at Rockhurst. The University has established several key routes for communication with students including:

- **Rockhurst E-mail Account:** All Rockhurst students receive a University e-mail account. All e-mail communication from the University is directed exclusively to the Rockhurst electronic mailbox system. Students are expected to access their e-mail account on a regular basis (daily is recommended) in order to stay abreast of important and time-sensitive information. University departments, faculty, and staff will routinely use e-mail to communicate important campus, academic, and extra-curricular/co-curricular information. It is the responsibility of each student to clean their e-mail boxes to allow capacity for incoming messages (i.e. empty deleted items, keep a limited number of sent items, etc.). For further information on your Rockhurst e-mail account, please see Computer Services (Conway Hall 413; x4357; [www.rockhurst.edu](http://www.rockhurst.edu)).
- **Addresses and Phone Numbers:** Students are required to maintain accurate local, billing, permanent, and emergency contact information so that attempts to communicate by the U.S. Postal System as well as phone will not be impeded. To make changes to your addresses or phone numbers of record, please visit the Rockhurst website ([www.rockhurst.edu](http://www.rockhurst.edu); Oracleweb section under Registrar) or contact the University Registrar (Massman Hall 110).
- **Voicemail Boxes:** Students who live in Rockhurst's residence halls, Townhouse Village, or Theme Houses are required to set up and regularly check their voicemail boxes. For assistance please speak to a Residence Life staff member or the Switchboard Operator (Massman Hall, 1st Floor Entry).
- **Campus Mailboxes:** Students who live in Rockhurst's residence halls, Townhouse Village, or Theme Houses are assigned a campus mailbox located in Massman Hall where U.S. Postal Service mail and other University communications are delivered. For assignment inquiries please connect with Residence Life (Massman Hall 2) and for mailbox malfunctions please speak with the Mailroom staff (Massman Hall, Lower Level).

Students' failure to set-up, maintain, or update any of the above communication devices will not excuse them from being responsible for information and deadlines enclosed within the attempted communications by the University. Rockhurst strongly encourages students to communicate with relevant University offices regarding information needs, questions, and concerns, and welcomes new and innovative ideas for enhancing communication with the student body as a whole.