
UNDERGRADUATE ACADEMIC POLICIES

Academic Advising of the Undergraduate

For a Rockhurst University student, nothing is more important than selecting the appropriate degree program and following an effective plan of study. Academic advising is the process by which students explore and learn about academic career options and university policies and procedures. This critical part of the college experience is often taken for granted by the entering student, as it is uncharted territory. Choosing the right program should be the result of critical evaluation of a student's talent, interest, and aspirations. An academic advisor is someone with whom a student can talk about making important decisions and getting through college successfully. At Rockhurst University, teaching faculty serve as academic advisors. That means each student will sit down with a faculty mentor to discuss life goals, academic and career goals, and how to go about reaching those goals.

It is the responsibility of every student to plan his or her own education with the assistance of an academic advisor. Students are expected to prepare for meetings with their advisor by reading appropriate sections of this catalog, looking through the course schedule, and bringing any helpful paperwork—transcripts, worksheets, etc. It is not an advisor's responsibility to simply make out a schedule for their advisees. Rather, advisors help students learn to take responsibility for their academic decisions by providing appropriate and accurate information regarding degree completion. The goal of the academic advisor is to help students make their own, good decisions. Students are encouraged to meet with their advisor on a regular basis to evaluate their progress and plan subsequent semesters. The following list illustrates some specific ways that advisors help their advisees:

- ◆ Explain degree requirements
- ◆ Select appropriate courses
- ◆ Point out important deadlines
- ◆ Explain how and when to declare a major
- ◆ Review grade reports
- ◆ Make referrals to other student services offered by Rockhurst University
- ◆ Suggest service and leadership opportunities

Many students underestimate the time and effort required of them to effectively learn the mechanics of completing a college degree. Sometimes called the “hidden curriculum,” the process of getting through college offers a valuable lesson. The students who shy away from the responsibility of planning their own education are less prepared to deal with “real world” experiences after college. By working with an academic advisor, each Rockhurst University student has the support to meet this new challenge.

Academic advising of students is under the general supervision of the respective dean's office. There are also designated supplementary advisors for students preparing for professions such as dentistry, engineering, law and medicine.

Advisor Assignment

Academic advisors are assigned by the Director of Advising as students enter the University. Generally, students change their advisor only when they declare or change a major, although there may be other circumstances that warrant a change. Department chairs assign major and minor advisors. Students pursuing more than one major or minor will be assigned an advisor from each department and should consult with each advisor to plan a program of study.

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 fifty 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.

Study Load

Although the minimum number of hours for undergraduate full-time status is 12, the normal class schedule for full-time students is 15 to 18 credit hours per semester varying with the student's curriculum and scholarship record. **In order to graduate in four years, a student must average 16 hours each fall and spring semester. (Study Load is different from Financial Aid Satisfactory Progress Standards. See the Financial Aid section of this catalog for more information.)** No student may register for more than 18 hours without permission of the appropriate dean. Permission to register for more than 18 hours normally will not be granted to a student whose quality point average is below B (3.0).

COURSE POLICIES

Course Numbering System

Courses are identified by a title and a designation. The title is usually self-explanatory. The first two letters of the designation indicate the discipline or program in which the course is offered. The first number approximates the course's level. Undergraduate courses are numbered from 0100 to 4999. Courses numbered from 0100 to 0999 are remedial in nature. These courses count toward graduation hours, but may or may not fulfill specific requirements. Courses numbered from 1000 to 1999 are lower-division courses intended primarily for students in their first year of post-secondary work and are generally basic or introductory. Courses numbered from 2000 to 2999 are lower-division courses but may indicate a somewhat greater degree of academic achievement as found at the sophomore level. They are intended primarily for sophomore students. Courses numbered from 3000 to 3999 are more advanced upper-division offerings and are intended primarily for junior students. Courses numbered from 4000 to 4999 are also more advanced upper-division offerings and are intended primarily for senior students. Courses numbered 5000 and above are graduate-level courses.

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.

Cross-listed courses are those courses taught at the same time in the same classroom and listed either by more than one department, for example Global Studies and Political Science GS 3300 (PS 3300). Students should enroll for courses with the designations for which they wish to earn credit. See below for additional information on courses co-listed for both graduate and undergraduate credit.

Note that in the undergraduate programs, course numbers ending in 940, 960, 970-979, and 990 have been assigned specific uses across all departments and programs. General descriptions for these course numbers are given here. Some specific applications are provided within individual department or program course listings.

Students wishing to enroll in courses with the designations indicated in the following listing should confer with their advisor at the time of pre-registration and initiate the required paperwork.

XX_940. Senior Capstone. Independent and collaborative research into major focus area; written/oral/artistic presentations required to demonstrate mastery of major area of study. Required to fulfill major.

XX_960 Seminar. A course for upper-level students in a department which involves significant individual study or research by each student leading to the presentation of the work. Various department restrictions may be applied (senior status, majors only, specific prerequisites, etc.) If the seminar has a common theme required of all participants, such theme may be reflected in the title, but is not required. Thus, a seminar in which all participants present a paper on a topic concerned with ecology may be listed on the transcript as: BL 3960 Seminar: Ecology. A seminar in which students may freely elect a topic would be listed simply as: BL 3960 Seminar.

XX_970-979. Practicum or Internship. Used to designate those courses with substantial experiential component, generally under the direct supervision of a member of the department faculty. Responsibility for assessment and grading rests with the supervising faculty member even though recommendation of any cooperating agency or company may be relied upon substantially in making the assessment. On the transcript the course may be titled to designate the nature of the practicum experience. Department and instructor approval required. An approved internship study form *must be on file in the Registrar's Office prior to (or concurrent with) enrollment in this course option.*

XX_990 Independent Study or Research. Guided study or research on some aspect of the field generally culminating in preparation of a major essay or report. Various department restrictions may be applied. Department, instructor, and Dean's approval required. The transcript will reflect the topic of the research or study. For example: SO 3990 Neighborhood Organizations. Students can request independent studies with the approval of the department chair. An approved independent study form *must be on file in the Registrar's Office prior to (or concurrent with) enrollment in this course option.*

XX_xxxxR Readings. "R" at the end of the course number designates enrollment for a standard course listed by a department, but taught on individual arrangement during an academic period when the course is not available in the regular schedule; the readings course follows the syllabus of the regular course. *Departmental approval and approval of the instructor is required and an approval form must be on file in the Registrar's Office prior to (or concurrent with) enrollment in this course option.* On the student permanent

record (transcript), the standard course number will be listed with an “R” at the end. The standard title will remain the same.

XX_xxxxS Special Topics. “S” at the end of the course number designates new or occasional courses which may or may not become part of the department’s permanent offerings; courses capitalizing on a timely topic, a faculty member’s particular interest, an experimental alternative to existing courses, etc. Prerequisites are established by the department as appropriate for the specific course. The course title will be shown on the student transcript.

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; graduate students pay graduate tuition rates for such 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, 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. This decision cannot be reversed at a later date. Undergraduate students enrolling in courses for graduate credit will pay undergraduate tuition rates for such courses.

Credit for Non-Traditional Work

Advanced Placement Tests

Rockhurst grants advanced placement and/or credit to high school graduates who have proved their competence by their scores on the Advanced Placement Tests administered by the College Entrance Examination board. Scores of 4 or 5 may result in the granting of college credit and a score of 3 will allow consideration of advanced placement in the subject. A student wishing to have Advanced Placement Test results evaluated for credit should submit official score reports to the Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

Dual Credit

Students who were jointly enrolled in college courses (from regionally accredited institutions) while attending high school may receive college credit provided the work falls within the Rockhurst curriculum guidelines. There is no limit on the number of dual credit hours which may be counted toward the 128-hour graduation requirement for the undergraduate degree. There is no limit on the number of dual credit hours which may be earned through the Rockhurst University Advanced College Credit Program (ACCP). However, a student may earn no more than 11 hours of ACCP credit in any given semester from Rockhurst University. Official college transcripts should be submitted with the application for admission for evaluation of this credit.

International Baccalaureate Credit

Rockhurst University recognizes the rigorous course of studies undertaken by high school students enrolled in approved International Baccalaureate programs. Therefore, high school students enrolled in higher-level International Baccalaureate courses are entitled to consideration for the granting of college credit for these courses. A score of 5 to 7 on the higher-level examinations will result in the granting of college credit equivalent to the lower division courses published in this catalog. A score of 4 will allow the student consideration for advanced placement in a given subject, but will not warrant the granting of college credit. A student wishing to have International Baccalaureate test results evaluated for credit should submit official score reports to the Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

College Level Examinations

Rockhurst University enables students who have had advanced courses in high school and have done well in them to proceed at a faster pace in college and to take advanced work more quickly. For this purpose, those who wish may take Subject Level Examinations in various areas of the College Level Examination Program (CLEP) administered at centers throughout the United States during the year. General CLEP Examinations are not accepted. A student wishing to have CLEP test results evaluated for credit should contact the Educational Testing Service for official score reports and submit them to the Rockhurst University Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

Note: Students who achieve acceptable scores may be granted exemption from requirements and/or credits up to a maximum of 32 semester hours from Advanced Placement, International Baccalaureate, or CLEP. There is no limit on the number of hours accepted toward the degree for college credits earned during high school if taken from regionally accredited institutions.

Transfer Credit Policies

Rockhurst University accepts transfer credit under the following guidelines:

1. Institutions must be accredited by a higher education regional accrediting association.
2. A maximum of 64 hours can be transferred from two-year junior or community colleges.
3. Coursework must have a minimum grade of “C-” achieved in order to be accepted. Coursework accepted with a minimum grade of “C-” may not be used to satisfy upper-division major or minor requirements.
4. Coursework with a grade of Pass, Credit, or Satisfactory will be accepted only with documented evidence that such grades are at least equivalent to a minimum “C-” grade.
5. Credit hours, not grade points, are counted toward Rockhurst degree programs.
6. Practicum, cooperative education, field experience, internship, etc., are not accepted.
7. Correspondence work is accepted only under special circumstances, and with prior approval of the academic dean.
8. Transfer coursework attempted after enrolling at Rockhurst must be pre-approved in order to count toward the student’s Rockhurst degree program. Pre-Approval of Transfer Credit forms are available from the Registrar’s Office.

Rockhurst University reserves the right to reject course work from institutions not accredited through North Central Association of Colleges and Schools or other accrediting associations as determined by the Registrar’s Office. Such course work is not accepted for transfer or satisfaction of degree requirements at Rockhurst 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.

If the student has fewer than 24 transfer credit hours, they must provide their official final high school transcript showing their graduation date or GED. If a student is seeking a certificate at Rockhurst, and they have received a degree from another university, they are required to provide only a transcript from that university. If they have not received a degree elsewhere, they must provide transcripts from all other colleges. If the certificate-seeking student has no college credit, they must provide their official final high school transcript showing their graduation date or GED.

GRADE POLICIES

Undergraduate Grading System

The University uses the following system of grading to designate a student’s scholarship rating as determined by the combined results of examinations and class work. The quality point value for each grade is also shown as follows:

A	4.00	Indicates high achievement and an unusual degree of intellectual initiative.
A-	3.67	
B+	3.33	
B	3.00	Denotes attainment well above the average.
B-	2.67	

C+	2.33	
C	2.00	Denotes work of average attainment.
C-	1.67	Denotes below average work. This grade does not satisfy any requirement which states that a C grade is a minimum, including the requirements for the completion of the major area.
D+	1.33	Denotes work of inferior quality, but passing.
D	1.00	
F	0.00	Denotes poor work, for which no credit will be given.
P		Pass. This grade will add credit but will not affect the grade-point average. (See Pass/No Pass Option.) Equivalent to a C grade or above.
NP		Not Passing. This grade will not add credit and will not affect the grade-point average. (See Pass/No Pass Option.)
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".
X		Means absence from final examination; may be assigned only when, for serious reasons and with the approval of the dean, an extension of time has been granted; must be removed within six weeks or automatically becomes an "F."
W		Means the student was allowed to withdraw without penalty. Instructors cannot issue grades of "W" (withdrawal).
WF		Means the student was failing at the time of withdrawal. Allowed to withdraw without penalty.
AU		Audit. Student enrolled on a non-credit basis. No grade or credit given.

Grade-Point Average

Grade-point averages at Rockhurst University are calculated on the basis of hours attempted and quality points earned. Courses taken on a pass/no pass basis are not computed in the grade point average. With the exception of graduation honors, the grade point average is calculated using Rockhurst University work only.

Grade Reports

Reports of scholarship are mailed to undergraduate students at their permanent home address at regular intervals during the regular academic year: one week to ten days after the close of the first eight-week sessions and 16-week sessions of the fall and spring semesters, and after 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.

Undergraduate students also receive midterm grade reports by mail. Midterm grades are progress reports only and do not affect the student's GPA. Undergraduate advisors are also sent a copy of their advisee's midterm grade reports. The reports provide an opportunity for students and advisors to discuss academic progress. Currently-enrolled students may also view their midterm and 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

A grade of “I” (Incomplete) may be assigned only for serious reasons by the course instructor. Failure to complete course work within six weeks after the close of the semester will result in a grade of “F”. Any exceptions to this policy require approval of the appropriate Dean. The initiative in arranging for the removal of the “I” rests with the student. Instructors cannot issue grades of “W” (Withdrawal).

Grade Requirements for Undergraduates

The standard denoting the minimum requirement for satisfactory academic progress is a grade-point average of 2.00.

Grade-point averages are computed on the basis of points earned and hours attempted. The quality point values assigned to each letter grade are shown in the section regarding the grading system.

A candidate for a degree must earn the required number of credit hours, attaining the minimum standard of a C (2.00) average. It should also be noted that a C grade (2.00) is required in EACH COURSE presented to satisfy the upper-division major, minor, and related area requirements. Grades of C- will not satisfy the requirement.

Failure in 40 percent of class work in any semester renders a student liable to dismissal for poor scholarship. Exception to this rule is made only for weighty reasons and with the approval of the Academic Board.

Academic Board

The Academic Board approves, for individual undergraduate students, exceptions to the curriculum which do not fall under the changes reserved for departments/programs. In addition, the Academic Board reviews the academic record of each student whose grade point average falls below 2.00 either cumulatively or for the most recent term.

Without special approval by the Academic Board, no student will be eligible for academic reinstatement to the University whose cumulative grade point average is below C (2.00).

Probation

An undergraduate student who falls below the published quality requirements of the University may be placed on academic probation by the Academic Board (see Grade Requirements for Undergraduates.) Probation normally indicates that the student is on trial for the period of one semester, and may be automatically dismissed if final grades for the semester are below C (2.00) average. In unusual cases a higher grade point average may be required, as specified by the dean or the Academic Board.

Repeated Course

A course may be repeated by a student, with the knowledge that *all* grades will be posted on the student’s transcript regardless of grade, and only the grade received in the most recent enrollment will be computed in a student’s quality points and grade point average and count toward their degree program. All grades will be recorded on the permanent record.

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.

Undergraduate Academic Honors and Awards

The University recognizes outstanding academic merit with a variety of awards and honors:

- ◆ **Dean's Honor Roll.** At the end of each semester those full-time students who have a grade point average of 3.5 or above for the semester's work are cited for academic achievement by being listed on the dean's honor roll.
- ◆ **Dean's List Honors.** Full-time students whose grade point average at Rockhurst through the end of the fall semester of the current academic year was B+ (3.5) or above are awarded Dean's List Honors. **Highest Honors** are awarded to those students in the Dean's List category who have earned the highest grade point average. In computing **Highest Honors** each year, the average of all college work or only Rockhurst work, whichever is lower, is used.
- ◆ **Graduating Senior Dean's List Honors.** Awarded to all graduating students whose cumulative grade point average at Rockhurst was 3.5 or above as of completion of the preceding spring semester for December commencement and fall semester for May commencement. Honors recipients are listed in the commencement program.
- ◆ **Graduation Honors.** A candidate for a degree who has a grade point average of 3.5 graduates Cum Laude; one who has an average of 3.7 graduates Magna Cum Laude; and one who has an average of 3.85 and above, graduates Summa Cum Laude. In computing undergraduate *graduation* honors, the average of all college work or only Rockhurst work, whichever is lower, is used. These honors are announced at commencement. Graduation honors announced at the December commencement ceremony are based on the cumulative grade point average at the end of the spring semester and may change based on graduation semester totals.
- ◆ **Senior Gold Medal.** This award is presented annually by the President of Rockhurst University to the highest ranking graduating senior. Rank is computed as explained under Graduation Honors above. To be eligible for the senior gold medal, a student must have completed at least half of his/her total 128 hours earned toward their degree at Rockhurst.

Special Awards

- ◆ The **American Institute of Chemists Medal**, presented annually by the Kansas City Section of the American Institute of Chemists to the outstanding graduate in the Department of Chemistry, selected by the faculty of the department.
- ◆ **Elizabeth Bonfils Tuition Grants for Essays on Child Labor**, an award for a Rockhurst University undergraduate who submits a winning original written essay addressing ethical and moral issues of public policy related to national and international laws addressing issues of child labor.
- ◆ The **T. S. Bourke Medal**, the gift of Dr. T. S. Bourke, awarded annually to the student who is judged best in extemporaneous speaking.
- ◆ The **Father Aloysius Breen Award**, given annually by the English faculty to the senior English major who has shown the greatest achievement throughout all four years.
- ◆ The **Ted Calfas Award**, established by his family, friends and co-workers at Armco Steel, in memory of Theodore N. Calfas, a graduate of the Evening Division and parent of a Rockhurst alumnus. Presented to an outstanding part-time student in industrial relations.
- ◆ The **Delta Sigma Pi Scholarship Key**. This award is presented annually by Delta Sigma Pi to the graduating student with the highest cumulative academic average for all coursework toward a degree in business administration or an economics major. Membership in Delta Sigma Pi is not a prerequisite for the award.
- ◆ The **Dowling Oratorical Medal**, founded by Mrs. Frank P. Walsh in memory of Rev. Michael P. Dowling, S.J., founder of Rockhurst University, awarded for the best oration in the annual oratorical contest.
- ◆ The **Financial Executive Institute Award** is presented to an outstanding accounting, finance/economics, or economics student.
- ◆ The **Charles M. Kovich Dramatist Prize**, an annual prize for excellence in dramatic writing awarded each spring to the Rockhurst University student who submits the best original script for stage or screen. The award is named in honor of Charles M. Kovich, Ph.D., Rockhurst professor of English, and administered by the Walter J. Ong Society for English Study (the Rockhurst University English Club).
- ◆ **Lampe-Loescher Award**, created by Gerald N. Lampe, PT, and Georgia Lou Loescher-Junge, PT, original members of the Physical Therapy Advisory Group, is given annually to a graduating physical therapy student. The award recognizes the student who exemplifies exceptional leadership and service while in the physical therapy program and who demonstrates the potential for exceptional leadership and service to the profession.
- ◆ The **William V. Longmoore Award**, given in honor and remembrance of Mr. William V. Longmoore, consistent friend and supporter of nursing education at Research College of Nursing, to the graduate of the nursing program selected by the College of Nursing faculty as best exemplifying the standards and aims of Research College of Nursing.
- ◆ The **William A. Luby Medal**, in honor of a prominent Kansas City mathematics scholar and author, is awarded by the department faculty to an outstanding student in mathematics, computer science or physics.
- ◆ The **Michael D. O'Connor Medal** in Psychology is presented to the senior student who is judged to have contributed most to the personal and intellectual growth of other students in the department. The award also recognizes in an important way a long-term friend and faculty member of the University, Professor Michael O'Connor.

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- ◆ The **Hugh M. Owens Prize**. Named in honor of Emeritus Professor Hugh M. Owens, this prize annually recognizes a student who excels in the study of history as determined by the History Department's essay contest.
 - ◆ The **Rossner Philosophy Medal**, a gift of Mrs. Blanche Rossner in memory of her husband, is offered annually to a student who excels in philosophy according to the judgment of members of the Philosophy Department.
 - ◆ The **Scriveners Medals**, awarded annually to members of the graduating class who have made outstanding contributions to Rockhurst University in the area of publications, particularly during their junior and senior years. Recipients of the award are selected by faculty moderators of student publications and by the appropriate dean.
 - ◆ **Dr. Reva R. Servoss Endowed Chemistry Prize**, established in 1996 by Dr. Servoss, who taught in the chemistry department for more than 30 years. This endowed fund is dedicated to young women who, like Dr. Servoss, seek to appreciate and master the study of chemistry through desire and hard work. Preference is given to female sophomores who have a declared major in chemistry.
 - ◆ The **Wall Street Journal Award** is presented to an outstanding graduating senior in the Helzberg School of Management.

Honor Societies

- ◆ **Alpha Sigma Nu Jesuit Honor Society**. Alpha Sigma Nu is a national honor society for men and women. The group was organized to honor students of Jesuit colleges and universities who have distinguished themselves in scholarship, loyalty and service to the University. A limited number of juniors and seniors are selected for membership each year. The society offers its services to the University, particularly in an effort to stimulate intellectual interest and accomplishment.
- ◆ **Beta Beta Beta**. TriBeta is a national honor society with more than 430 chapters throughout the world. The Pi Epsilon chapter is active at Rockhurst, and invites any students interested in biology to consider membership. Activities are designed to stimulate interest, scholarly attainment, investigation in the biological sciences, and to promote the dissemination of information and new interpretations among students of the life sciences. In addition to campus activities, students may attend regional and national conventions.
- ◆ **Kappa Delta Pi**. Kappa Delta Pi, International Honor Society in Education, was founded March 8, 1911, at the University of Illinois. Organized to recognize excellence in education, Kappa Delta Pi elects those to membership who exhibit the ideals of scholarship, high personal standards, and promise in teaching and allied professions. It encourages improvement, distinction in achievement, and contributions to education. Kappa Delta Pi is an honor society of, about, and for educators. Selection as a member of Kappa Delta Pi is based on high academic achievement, a commitment to education as a career, and a professional attitude that assures steady growth in the profession.
- ◆ **Phi Alpha Theta**. Phi Alpha Theta, the National History Honor Society, was organized at the University of Arkansas in 1921. Its purpose is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. Phi Alpha Theta seeks to bring students, teachers, and writers of history together both intellectually and socially. Students who achieve excellence in the study of history, have completed a minimum of 12 semester hours in history, and maintain a strong overall academic record are eligible to

join. National and regional Phi Alpha Theta conferences provide students with the opportunity to present papers they have written and to meet distinguished historians.

- ◆ **Phi Sigma Tau.** Phi Sigma Tau is an international philosophy honor society for undergraduate students. Founded in 1930, it fosters academic excellence as well as philosophical interest. In addition to providing a means of awarding distinction to students with scholarly achievement, the Society also promotes interest in philosophy among the general collegiate community. The National Society publishes an official journal twice yearly. The Missouri Beta Chapter here at Rockhurst hosts an annual dinner honoring initiates, and sponsors regular campus-wide discussion on timely philosophical subjects. The chapter selects those students who show advanced philosophical abilities and who can demonstrate the significance of philosophy in Jesuit education and its overall primacy in liberal education.
- ◆ **Pi Delta Phi.** Pi Delta Phi is the National French Honor Society, founded in 1925. The purpose of the Society is 1) to recognize outstanding scholarship in the French language and its literatures; 2) to increase the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world; 3) to stimulate and encourage French and francophone activities. Students are nominated in recognition of their academic achievement. Honorary members are faculty and community members recognized for their strong support of French cultures. Pi Delta Phi publishes a newsletter and offers study abroad awards.
- ◆ **Psi Chi.** Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. A selected number of Rockhurst men and women who are making the study of psychology one of their major interests and who meet the minimum national and chapter qualifications are invited for membership into Psi Chi each year.
- ◆ **Research College of Nursing Honor Society.** Research College of Nursing Honor Society was organized to honor a limited number of junior and senior nursing students, graduate nursing students, and community nursing leaders. Members who are selected exhibit superior achievement, leadership qualities, high professional standards, creative work and commitment to the ideal and purpose of the nursing profession.
- ◆ **Sigma Delta Pi.** Sigma Delta Pi is the National Collegiate Hispanic Honor Society. The purposes of this society are: to honor those who excel in the study of Spanish language and Hispanic literature and culture; to encourage college students to acquire a deeper understanding of Hispanic culture; to foster friendly relations and mutual respect between Spanish and English speaking nations; and to serve its membership in ways that will further the goals and ideals of the Society. Students are nominated in recognition of their academic achievement. Honorary members are faculty and community members recognized for their strong support of Spanish culture. Sigma Delta Pi publishes an official journal twice yearly and offers a total of 34 summer scholarships to study abroad in Spain, Mexico, Peru, Bolivia and Ecuador, and one semester scholarship in Cuernavaca, Mexico.
- ◆ **Theta Alpha Kappa.** Theta Alpha Kappa is a national honor society founded in 1976 for those involved in the academic pursuit of religious studies and/or theology. The society's primary purpose is to honor academic excellence in these fields. TAK grants awards to members who have achieved the high standards of their discipline. The society publishes a journal every year in which students may submit articles. Students who meet the membership qualifications are encouraged to become part of this national society.

DEGREE REQUIREMENTS

Catalog Requirements: Progress Toward a Degree

Although requirements are subject to change without notice, as a general rule, and whenever possible, students may elect (1) to comply with the new requirements or (2) to remain under the requirements set forth in the Catalog in effect when they began their studies (providing they have maintained continuous enrollment). Students who do not maintain continuous enrollment must satisfy the academic requirements of the Catalog under which they re-enroll. Students who change their major are bound by the regulations for the new major that are in effect the semester they officially begin studies in that program.

Declaring a Major

To provide organization, intensive work and a comprehensive grasp of a field of knowledge, each student must elect a field of concentration on which most of the work of the upper division (courses numbered 3000-4999) will center.

Before a student may be accepted as a major in a specific area, the student should be in the process of completing at least 60 hours of course work and have a grade-point average of at least 1.85. Some programs require a higher GPA for admission, therefore the student should consult the appropriate section of the catalog. The 60 hours of completed course work should include the lower division (courses numbered 1000-2999) requirements of the liberal core as well as the lower division prerequisites of the proposed major. Declaration of major forms are available in the Registrar's Office, Dean's offices, or from academic advisors.

Once a student declares a major, the Registrar's Office sends a degree audit to the student and their academic advisor. This record shows exactly where the courses taken fit into the academic program, and is used to track the student's progress toward degree completion.

Specific Degree Requirements

Rockhurst University offers baccalaureate degrees through the College of Arts & Sciences, the School of Graduate and Professional Studies, the Helzberg School of Management, and Research College of Nursing. See Degrees Offered section for a listing of all degrees offered by each college/school. Although each school may have additional degree requirements specific to particular programs, every undergraduate degree received at Rockhurst University must meet the following minimum institutional requirements:

1. Minimum of 128 semester hours, including the liberal core and academic major requirements, with at least 64 hours from a regionally-accredited four-year institution.
2. Minimum of 30 hours of upper-division coursework, of which at least 18 but no more than 42 hours are in the major discipline, and which includes at least 12 hours of related upper-division coursework. (The curriculum in interdisciplinary programs may include 30 credit hours of coursework from several disciplines in lieu of the minimum of 18 hours in one discipline and 12 hours in a related area.)
3. Minimum 2.00 (C) overall GPA; minimum grade of C or above in each of the minimum 30 hours of upper-division coursework. A C grade (2.00) is required in EACH UPPER-DIVISION COURSE counted toward fulfillment of the major; this includes the 12 hours of related upper-division coursework. (Grades of C- are not accepted to fulfill this requirement.)
4. The completion of the prescribed courses in the liberal core as described in the "Curriculum" section of the Catalog for degrees offered in the College of Arts and

Sciences, School of Graduate and Professional Studies, Helzberg School of Management, and Research College of Nursing.

5. Successful completion of major requirements (see individual programs).
6. Successful completion of senior comprehensive exam or equivalent if department requires such an exam.
7. Qualifications:
 - a. Maximum of 8 hours of activity credit, including transfer activity credits.
 - b. Maximum of 6 hours of practicum, cooperative education, field experience, internship, etc. (Student teaching hours may exceed this maximum.)
 - c. Maximum of 64 transfer hours from an accredited two-year college.
 - d. Maximum of 32 non-traditional hours earned by exam (CLEP, AP, IB, military training).
 - e. Maximum of 42 hours of upper-division coursework in the academic major.
 - f. At least 30 hours of coursework must be completed at Rockhurst.
 - g. Research College of Nursing requires that a minimum of 15 hours be completed at Rockhurst and a minimum of 15 hours be completed at Research.
 - h. Half of the upper-division hours required for the major, and half of the minimum 12 hours of upper-division related coursework, must be earned at Rockhurst.
 - i. The last 30 hours of coursework must be completed at Rockhurst.
8. Even after the requirements for a degree have been fulfilled, the University still reserves the right to deny the degree if, in its judgment, the objectives of the University have not been adequately realized in the candidate.

See individual departments for specific major, minor, and certificate requirements.

Requirements for Earning a Second Degree

1. The completion at Rockhurst of a minimum of 30 additional semester hours above the hours completed for the first degree. At least 18 of these 30 hours must be in the major. These additional 30 hours must be taken beyond *all* hours earned for the previous degree. If a student successfully completed courses required in the major for the second degree while pursuing the first degree, those classes may count toward the second degree with departmental approval. In that case, the student must take additional upper-division hours to equal the number of hours required for the major.
2. At least one-half of the major and one-half of the related courses must be completed at Rockhurst.
3. The completion of requirements as stated in numbers 2 through 8 in the previous section.
4. Students may not earn two of the same degree concurrently, for example, a B.A.; but they may earn more than two different degrees concurrently, for example, a B.A. and a B.S. or B.S.B.A.

Requirements for Earning More than One Major

1. The two majors may be in different degree programs. If the majors are in different degree programs the student shall designate one as a primary major and shall then receive the degree corresponding to the primary major.
2. All requirements for both majors must be met.
3. Each major may be accepted as fulfilling the related hours requirement of the other major, subject to approval.
4. The requirements for both majors must be fulfilled at or before the awarding of the degree.

Minors

A minor is a structured concentration of courses consisting of upper-level courses totaling between 12 and 20 semester hours. Rockhurst University offers minors in a number of different areas. These minors can be declared when the declaration of major is filed, but must be declared at the time of filing for degree candidacy. Advice on course selection should be sought early from a faculty member in the intended minor area. The specific requirements for minors are outlined in this publication immediately after the description of the major for those disciplines that offer them. Lower-division courses are required in addition to the minimum 12 upper-division hours. Students who elect to complete a minor must complete the requirements for both the major and the minor by the time that the degree is granted. Both the major and the minor will be indicated on the student's permanent academic record (transcript), but tracks within majors and minors are not recorded on the permanent record.

Students in the College of Arts and Sciences and School of Graduate and Professional Studies have the option to complete a minor or to complete the "related area" requirement, but they do not need to do both. Students earning their degrees in the Helzberg School of Management or Research College of Nursing must fulfill all degree requirements specific to those degrees, with the option of adding a minor area. Courses completed to fulfill core requirements may also fulfill minor requirements where appropriate. Students may complete more courses in the minor area than are specified for the minor.

Students who elect to complete a minor must satisfy certain requirements. Some academic areas allow students, in consultation with a faculty member in the appropriate discipline, to choose from a list of approved courses to fulfill minor requirements. Other minors are more prescribed in nature. Students should refer to the appropriate section of this Catalog and confer with an appropriate advisor.

In general, the requirements for minors are:

1. More than one-half of the upper division hours in the minor must be completed at Rockhurst University.
2. All of the upper-division courses required for the minor must be completed with grades of C or better. (A grade of C- will not satisfy this requirement.) Some minors may have higher GPA requirements.
3. Students cannot earn a major and a minor in the same area, nor can they apply specified upper-division courses required by the major toward the minor. Students may count core courses toward their minor.

Degree Candidacy

Application for Degree Candidacy forms are available from the Registrar's Office. 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 web site. 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 the deadline date may affect a student's participation in commencement and/or receipt of diploma.*

OTHER ACADEMIC POLICIES

Attendance Policy

Students are expected to attend classroom and laboratory sessions regularly. Tardiness may be recorded as an absence at the discretion of the professor. Classes missed as a result of delayed registration are also recorded as absences. A student may be assigned a grade of "F" in a course by a faculty member because of excessive absences when total hours of classes missed exceeds twice the number of credit hours assigned to the course, i.e., seven absences in a three-hour, Monday/Wednesday/Friday course, or five absences in a three-hour, Tuesday/Thursday course.

In evening classes, or other classes which meet in a concentrated format, allowable absences cannot exceed the class equivalency of the above policy. Thus, in a three-credit-hour evening class which meets only once a week for a three-hour period, students are permitted only two absences.

Absences incurred while engaged in authorized student activities are canceled, provided faculty members directing such activities request and secure approval from the dean. The student should make appropriate arrangements with instructors when these occasions arise.

Examinations

Major examinations in undergraduate *full-term* courses are held quarterly and are held at the close of the semester for all undergraduate programs. A student who has been absent from the regularly scheduled semester examination in any course, will receive a grade of "F" for the course unless the dean has been informed of illness or has granted an extension of time in advance of the examination and for serious reasons.

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 some one 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 ten 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 fairly according to the standards established.

Philosophy of 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 as stated in the course syllabus (for example, class attendance, level of performance on tests, number and length of papers, penalty for late work, and other academic criteria); *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 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 and 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 in writing 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 the 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/division chair, and to the appropriate 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.

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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 chair of the student's major and the director of financial aid at Rockhurst.

ENROLLMENT POLICIES

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.

Audit

Those students taking courses for interest or the development of their own skills and not with the intention 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 class 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 classes should follow the same application procedures as unclassified 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.

Changes in Registration

Changes in registration must be initiated in the office of the appropriate dean. Course additions will not be allowed after the first full week of the semester. Students who stop attending class(es) without processing the official Change of Registration Request form will receive a grade of “F.” No credit will be allowed for a course in which the student is not appropriately registered. See below for policies on withdrawing from courses and/or withdrawing from the University.

Exchange Programs

The Kansas City Area Student Exchange Program (KCASE) is a standing exchange agreement between Rockhurst University and other regional institutions. Participating institutions are Avila College, Kansas City Art Institute, Kansas City Metropolitan Community Colleges, University of Missouri-Kansas City, and Park University. Rockhurst also has an independent agreement with William Jewell College. Full-time students (enrolled in at least 12 semester hours) at one participating institution may take one additional course per semester at another participating institution without paying additional tuition. Students pay full-time tuition to their home institution and owe the other institution only such fees in addition to tuition as may be associated with the course itself (such as laboratory fees).

For Rockhurst University students, courses taken at another institution through the KCASE program must be applicable to their degree program. Taking courses through the KCASE program does not violate the final 30-hour residency rule. Rockhurst students must first obtain advisor approval in order to take courses at another KCASE institution. Grade requirements for courses taken through the KCASE program are the same as for transfer courses; the student must earn at least a “C-.” Students should have an official transcript sent to the Rockhurst University Registrar’s Office, where acceptable credit will be posted on the student’s permanent record as transfer credit. Only full-time undergraduate students may take courses under an exchange program. If an exchange course puts the student over the 18-hour full-time limit, there is no charge for the additional hours. To register for a course at another participating institution, students complete the Kansas City Area Student Exchange Program Approval form, and the Pre-Approval of Transfer Credit form, both of which are available from the Registrar’s Office. This program is not available in the summer.

Pass/No Pass Option

The Pass/No Pass registration/grading option is available to undergraduate students who are in good academic standing (a cumulative GPA of at least 2.0) and who have achieved junior status. Eligible students may exercise the option for strictly elective courses only; i.e., courses taken to fulfill core, major, or minor requirements cannot be taken for Pass/No Pass grading. After achieving junior status, students can complete one elective course per semester for Pass/No Pass credit, and one course during the summer for Pass/No Pass credit, not to exceed a total of 12 hours. Neither a Pass nor a No Pass affects the student’s GPA, but a Pass does add credit to the total hours completed.

A student must merit “C” work or better in order to receive a Pass in a Pass/No Pass course. Thus, a grade of “C-” would result in a No Pass and the student would not receive credit for the course. The letter grade assigned by the faculty member will be converted to a Pass (P) or a No Pass (NP) in the Registrar’s Office.

The Pass/No Pass registration/grading option can be requested in the appropriate dean’s office during the period of time between the first day of classes and the last day for delayed entrance into classes. These dates are published in the “Academic Calendar” on the Rockhurst University web site. It should be noted, however, that students will be allowed only one course for Pass/No Pass status during a summer, even though the University may offer courses in several different short terms. After the last date for delayed entrance into classes, the Pass/No Pass option cannot be granted. Students may change from Pass/No Pass registration status to a traditional status during the first 21 calendar days of the semester (or the first nine calendar days of an accelerated term). After this period, a request for a change from Pass/No Pass status to traditional grading status cannot be granted.

Registration Procedures

Complete information about registration procedures can be found online at the Rockhurst University website: *www.rockhurst.edu*.

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.

If a student is seeking a certificate at Rockhurst, and they have received a degree from another university, they are required to provide only a transcript from that university. If they have not received a degree elsewhere, they must provide transcripts from all other colleges. If the certificate-seeking student has no college credit, they must provide their official final high school transcript showing their graduation date or provide their GED.

Withdrawing from Courses

A 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 web site.

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.

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. The student must also meet with the Director of Retention. A total withdrawal fee will be assessed. It is the responsibility of the student to complete the total 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.

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 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. 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 should notify the Office of the Registrar immediately of any change in their addresses or those of their parents or guardians. 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. 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.

Classification of Undergraduates

Undergraduate degree-seeking students are classified as follows:

Freshmen	<i>0-29 earned semester hours</i>
Sophomore	<i>30-59 earned semester hours</i>
Junior	<i>60-89 earned semester hours</i>
Senior	<i>90 and above earned semester hours</i>

Enrollment Status

A full-time undergraduate student is one who enrolls in at least 12 semester hours of credit during a regular 16-week semester or 6 semester hours during the summer sessions. A part-time undergraduate student is one who enrolls in less than 12 semester hours during a regular 16-week semester or less than 6 semester hours during the summer sessions. Although the minimum number of hours for undergraduate full-time status is 12, the normal class schedule for full-time students is 15 to 18 hours per semester, varying with the student's curriculum and scholarship record. In order to graduate in four years, a student should take at least 16 hours each fall and spring semester. (Study Load is different from Financial Aid Satisfactory Progress Standards. See the Financial Aid section of this catalog for more information.)

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 current student on its official records on request but requires satisfactory evidence of a legal basis for the change.

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 or 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 servicing 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, D.C. 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, place 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.

Student Right-to-Know Act Information

In 1990 the U.S. Congress passed, and the President signed, legislation giving prospective students and their families access to graduation/persistence rate statistics for colleges and universities of interest to them.

Rockhurst University's "ask questions, question answers" philosophy inspires us to offer as much information as is needed to make the critical decision about where to attend college. The following statistics are provided in the format and for the topics established by the law.

Persistence Rate for the 1997 Cohort

A "cohort" is the group of students entering Rockhurst as full-time students for the first time during the same semester. The following statistics describe all students in the cohort.

Number of first-time, full-time, degree-seeking undergraduates entering Rockhurst University in the fall of 1997:	319
Number of allowable exclusions (students who entered the armed forces, church missions of U.S. "foreign aid service"):	0
Final number in cohort:	319
Persisters (number in cohort who have continued to re-enroll or have completed degrees by spring of 2003):	220
Persistence rate (percentage of cohort who have continued to re-enroll or have graduated by spring of 2003):	69%

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 that 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 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 that contributes to the growth and development of each member of our community.

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).
- **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; 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 voice mail 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 (Masman 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.