2021-22

Parker University Academic Policy Manual

PARKER UNIVERSITY
POLICY LIBRARY

Course Substitution Policy

POLICY: Course Substitution
Volume: I, 2.1
Section: Academics
Responsible Office: Academics
Originally Issued: 11.04.20
Revised: 06/04/2021

I. Policy Statement

The course substitution policy is the approval process to transfer academic credits to satisfy specific degree requirements at Parker University. The course substitution policy is used to determine transfer credits from nationally and regionally accredited colleges and universities, when a student provides evidence that they have gained the course content through other course completions, and when circumstances prevent a student from completing one or more degree requirements published in the University Catalog.

II. Reason for Policy

The reason for the course substitution policy is to approve courses on a student's official transcript as substitutes to satisfy degree requirements and to provide considerations for approval. The Registrar's office, Academic Dean, or designee may utilize official transcripts and/or syllabi to substitute any required major courses. Students must complete a minimum of 25% of the total credits required through instruction at Parker University.

III. Policies that work in Unison

Transfer Credit Policy, Graduation Policy

IV. Policy

Course substitutions is the formal approval from an academic division to use one or more courses to satisfy degree requirements. Course substitutions can be used to transfer credits from another college or university, such as general education and core requirements. The registrar's office will determine transferability of credits and approve courses that meet the degree requirements per the University Catalog.

Student's may request to substitute courses previously completed at another university or if an extenuating circumstance prevents a student from taking a particular course at a particular time. A Program Director or Dean may approve a course substitution if a specific course is not being offered or if students must complete a degree within a specified timeframe.

V. Procedures

- The Registrar's office will determine transferability of general education and core courses based on official transcripts
- The Course Substitution Form must be completed if a student, Program Director, or Dean is requesting a course substitution for core required courses
- Credit total must be equal to or greater than the required course
- Two or more courses within the same subject (two or more like/similar courses) may be combined to substitute for a required course
- The course level must be no lower than one course level below the required course (i.e., a 300-level course may substitute for a required 400-level course)
- Course content must be consistent with those of the required course. In some instances, students must provide a syllabus from the completed course. Thecourse syllabus should include the required textbook(s), an outline of the course, and student learning outcomes (objectives).
- The completed form is submitted to the registrar's office for data entry.

VI. Contacts

Academic Dean, Program Director, Registrar

Course Substitution Form

Student's Name: Parker Student ID:

Original Course Requirement:

Substitution Course:

Supporting documentation, such as a syllabus, has been provided: ☐ Yes ☐ No

Please check the appropriate reason for substitution:

- ☐ Course has similar content
- ☐ Course is higher level course and exceeds requirements for the degree
- ☐ Course is a suitable substation to the student's long-term career goals
- ☐ Changes to the degree program occurred after the student began the program requiring substitutions

_____ _____
Student's Signature Date

_____ _____
Program Director's Signature Date

_____ _____
Dean/Vice Provost Signature Date

Registrar's office use only:

Date processed:_____

Processed By:_____

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Absence Policy

POLICY: Absence Policy
Volume: I, 2.2
Section: 2 Academics
Responsible Office: Academics
Originally Issued: 2015
Revised: 5/8/2021

I. Policy Statement

The Absence Policy defines various categories of student absences and important conditions regarding each.

II. Reason for Policy

This policy is designed to (1) provide clarity for students about what an absence constitutes while (2) providing guidelines for departments to enforce absence processes

III. Policies that work in Unison

Leave of Absence Policy and Attendance Policy

IV. Policy

Excused absences

If a student is absent due to extenuating circumstances, the absence may be considered an excused absence. Students must submit documentation of extenuating circumstances to their instructor(s) or program director within 3 days of an absence for excused absences to be recorded. Should a student be unsuccessful in addressing absences due to extenuating circumstances with the instructor(s), they may submit a written appeal to the appropriate Academic Dean.

Outside employment, personal appointments, vacations, etc. will not be considered as an extenuating circumstance for an excused absence.

Extenuating Circumstance Absences

If an extenuating circumstance will result in more than 3 consecutive school days of absence, the Academic Dean must be notified in writing, in advance (when possible). The following types of absences are examples for possible accommodations.

- Military duty
- Jury duty
- Pregnancy, childbirth, and related conditions
- Significant medical conditions
- Bereavement

The options for assistance or accommodation of these circumstances may include, but are not limited to, the following:

- Alternate arrangements for completing coursework. Parker University requires documentation to allow a student to make-up exams or assignments.
- Withdrawal from courses to reduce course load
- Incomplete grades in one or more courses
- Leave of absence from the university

Religious Holiday Absences

A religious holiday is defined as a day of observance by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Texas Tax Code (or would be exempt if located in Texas). A student who plans to miss an examination or assignment for the observance of a religious holy day, including travel for the occasion, should notify the course instructor of all courses affected prior to the absence. Notification should be provided in written form in advance of the absence. A student who is absent under this policy will be allowed to take examinations or complete any assignments missed due to the observance of the religious holy day (see missed exam policy). Failure to notify in accordance with the requirements above may result in denial of the request for a make-up examination or assignment.

Satisfactory Academic Progress (SAP) Warning or Probation Absence

A student on Warning or Probation is required to attend all lectures, laboratory sessions, clinicals and scheduled academic conferences. Students on Warning or Probation who do not attend in accordance with this requirement may be administratively withdrawn.

Licensing Considerations for Absence

Some state boards/licensing agencies require a specific number of classroom hours in order to grant appropriate credentials to practice. Students should familiarize themselves with the requirements for eligibility for the states in which they wish to practice.

For Chiropractic regulations, this can be done by visiting the applicable state board websites or the Federation of Chiropractic Licensing Boards' website at www.fclb.org. It is the student's responsibility to fulfill and document the requirements of the state(s) to which they plan to apply for licensure. Program Directors will assist students as necessary.

For other programs, consult the Program Director or appropriate Dean. Licensing Information is also located in the Parker University Academic Catalog.

Assessments Missed Due to Absence

Students should notify instructors in advance, as much as possible, if extenuating circumstances prevent a student from completing a scheduled assessment. Third-party, written documentation is required. Missed assessments without appropriate notification to the instructor may result in a grade of "0."

The instructor will evaluate the circumstances resulting in the missed assessment and determine whether a make-up assessment will be available. The student should coordinate with the instructor to arrange on the make-up assessment date, time, location and format.

Some degree programs may vary on make-up assessments. Please ask your program director or appropriate Dean for information regarding your program.

Assessments missed due to a Parker University sanctioned event may be eligible for make-up exams. Please gain approval from your program director or appropriate Dean prior to missing an exam and claiming a sanctioned event as the cause. University sanctioned events are defined by the appropriate Dean and not subject to appeal.

V. Procedures

This policy is to guide students, faculty and administration for procedures involving excused absences.

This policy is effective immediately. To obtain approval for an exception to this policy, please work with the appropriate Dean. The Dean will seek additional approval of the exception from the Vice Provost or Provost as necessary.

VI. Contacts

Vice Provost
Appropriate Dean
Program Directors
Faculty

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Accrediting Decisions of Other Agencies

POLICY: Accrediting Decisions of Other Agencies
Volume: I
Section: 2.7
Responsible Office: Provost
Originally Issued: 11.2021
Revised:

I. Policy Statement

SACSCOC will be notified that Parker University is the subject of the following:

1. A pending or final action brought by a State agency to suspend, revoke, withdraw, or terminate the institution's legal authority to provide postsecondary education in the State;
2. A decision by another United States Department of Education (USDOE)-recognized agency to deny accreditation or candidacy;
3. A pending or final action brought by another USDOE-recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's accreditation or candidacy; or
4. Probation or an equivalent status imposed by a USDOE-recognized accrediting agency.

II. Reason for Policy

To assure that procedure is in place to notify SACSCOC in a timely manner should Parker University be the subject of the above actions.

III. Policies that work in Unison

n/a

IV. Policy

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Parker University provides SACSCOC access to its operations and complete and accurate information about the university's affairs, including reports of other accrediting, licensing, and auditing agencies. The Executive Vice President/Provost serves as the SACSCOC Accreditation Liaison for the university and ensures that all information submitted to the Commission be timely, complete, accurate and current.

V. Procedures

1. If Parker University is a subject of any of the provisions outlined above, SACSCOC will be notified by Parker's Accreditation Liaison and will provide all reports from the agency referred to in any of the points 1-4 above and will consider whether the other agency's action resulted from a deficiency which calls into question the institution's compliance with the Principles of Accreditation.
2. If Parker University is granted programmatic accreditation by another USDE-recognized accrediting agency, the Parker University Accreditation Liaison will notify SACSCOC of the added programmatic accreditation.

3. Before submission to the accrediting agency, all documents must first be reviewed and approved by the EVP/Provost and the SACSCOC Liaison to ensure consistent representation of the institution across accreditors. Contact should be made with the EVP/Provost and the SACSCOC Liaison in order to determine the appropriate timeline for the reviewing process.
4. Academic Deans must immediately notify the EVP/Provost and the SACSCOC Liaison of any status changes in programmatic accreditation and provide the EVP/Provost and the SACSCOC Liaison with copies of any correspondence related to an accreditation status change.
5. The SACSCOC Liaison is responsible for notifying SACSCOC of changes in Parker University's accreditation status with other agencies.
6. For any change in accreditation status with SACSCOC, the EVP/Provost and the SACSCOC Liaison will then notify the Academic Deans, USDOE, President and the President will notify the Parker University Board of Trustees.
7. To ensure access to documentation, Academic Deans should provide the following to the EVP/Provost and the SACSCOC Liaison:
    a. copies of all submissions to accrediting agencies (USDOE and others) and
    b. official correspondence from accrediting agencies pertaining to accreditation status.

Current Parker University Accreditations that are USDOE Recognized Accreditors

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Council on Chiropractic Education (CCE)
- Accreditation Council for Occupational Therapy Education (ACOTE)
- Commission on Massage Therapy Accreditation (COMTA)

Current Parker University Program Accrediting Agencies not recognized by the USDOE

- Commission on Accreditation for Health Informatics and Information Management (CAHIIM)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

Responsibility

The Provost/Accreditation Liaison has the overall responsibility of ensuring this procedure is implemented.

VII. Contacts

Provost's Office
SACSCOC Accreditation Liaison

Drop/Add and Schedule Changes

POLICY: Drop/Add Date Policy
Volume: I, 1.2
Section: Admissions and Registration
Responsible Office: Registrar
Originally Issued: 3/2015
Revised: July 2021

I. Policy Statement

To provide a consistent timeframe in which a student is allowed to drop courses or make changes to their schedule without financial penalty across all terms and Subterms.

II. Reason for Policy

The current policy does not account for students who enter the university or enroll in only Subterm B of a trimester.

III. Policies that work in Unison

Schedule Change Policy
Cancellation/Deferment Policy
Withdrawal

IV. Policy

Parker University acknowledges the fifth business day of any term (four-month period of enrollment) as the official deadline to drop/add courses without financial penalty for all programs. Students who begin their enrollment in Subterm B will also be given up to the fifth business day of the Subterm to add/drop courses without financial penalty. After the drop/add deadline, students will incur charges for all enrolled courses for the term. Enrolled students are not allowed to add any courses after the drop/add deadline of the term, except for the following circumstances:

- Being accepted in a major program
- Graduating during that particular term
- Currently on a schedule gap with an opportunity to take a new course
- Failing a course
- Change of major

These exceptions must be approved by the Academic Dean. All other exceptions must come through an appeal committee comprised of senior representatives from academics, Financial Aid, and the Business Office.

Students wishing to make changes to their schedule must initiate the change by submitting a completed Schedule Change Request form to the Registrar's Office.

V. Procedures

A. New Students wishing to drop all courses within the drop/add period will be considered a Cancel/No Show.

1. The admissions counselor submits a Change In Status: New Student workflow on MyParker to cancel enrollment
2. Registrar's Office will drop courses and approve the Change In Status in the workflow
3. Admissions assigns a stage 63 code to the student's current candidacy row and finalizes the Change in Status
4. The Business Office will remove charges
5. Financial Aid will remove aid

B. New Students deferring their start date.

1. The admissions counselor submits a Change In Status: New Student workflow on MyParker to defer enrollment
2. Registrar's Office will drop courses if applicable and approve the Change In Status in the workflow
3. Admissions assigns a stage of 65 to defer the start
4. Admissions sets the MVAC requirement in maintain candidacy to complete the status
5. Admissions collects the updated enrollment agreement, tuition deposit and other requirements
6. Admissions sends the student file to academics for advising as necessary

C. Continuing students (ONLY students who are in the first class of the trimester or four-month term)

1. Complete Drop/Add form located in the forms section of MyParker
2. Obtain clearance from Academics, Financial Aid, and the Business Office
3. The Registrar's Office processes the form, files it in the student's academic file
4. Email notification is sent to the student to confirm processing via daily procedures in EX

VI. Contacts

Vice Provost
Director of Financial Aid
Registrar
Bursar

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Concurrent Program Enrollment Policy

POLICY: Concurrent Program Enrollment
Volume: I, 1.5
Section: Admissions and Registration
Responsible Office: Registrar
Originally Issued: January 2019
Revised: 06/04/2021

I. Policy Statement

To provide currently enrolled students with the opportunity to earn a secondary degree or additional courses while remaining in good academic standing. Only Parker University programs of study and courses are eligible.

II. Reason for Policy

Students that are enrolled in a program with full-time status are offered the opportunity to earn a secondary degree or additional courses while remaining in good academic standing.

III. Policies that work in Unison

SAP
Tuition/Fees

IV. Policy

Students who wish to enroll in more than one program may do so provided they meet the following standards:

- The student is enrolled in an Associate level program or higher as their primary program.
- The student been continuously enrolled in their primary program for at least two full terms.
- The student is maintaining Satisfactory Academic Progress standards and holds a minimum of 3.00 cGPA in their primary program.
- The student meets all admission requirements for the secondary program.
- The student is enrolled full time in their primary program. Students may not enroll in more than the following maximum number of credits per term:
    - Undergraduate – 18 semester hours
    - Graduate – 12 semester hours
    - Doctor of Chiropractic – 30 semester hours

Students must be approved by the Academic Dean(s) of both programs to enroll in concurrent program. Students will be held to the institutional Satisfactory Academic Progress Policy for each enrolled program. The student must maintain good academic standing in each program to remain enrolled in that program and must remain full time in their primary program. The additional program may be declared by submitting a Declaration of Secondary Program form to the Registrar's Office prior to the start of the term in which they wish to pursue a secondary program.

V. Procedures

1) Student indicates the desire to enroll in a secondary program or courses within the University
2) Program director ensures they meet qualifications
3) Student submits Declaration of Secondary Program form
4) Billing and institutional aid applied to student accounts
5) Students enrolled in concurrent programs are reviewed at the end of each term to ensure they meet SAP for both programs and are maintaining a 3.0 cGPA in the primary program.

VI. Contacts

Registrar

PARKER UNIVERSITY

RESEARCH CENTER REQUEST FOR FACULTY RELEASE-TIME APPLICATION

FACULTY INFORMATION

Name:_____ Dept/Program:_____

Rank: _____ E-mail: _____

COURSE RELEASE INFORMATION

Trimester/s: ☐ Winter ☐ Summer ☐ Fall ☐ Other: _____

Year/s:_____

State nature of course/s to be released (e.g., course name and number), including any special conditions (e.g., for lab but NOT lecture):_____

_____

Number of Credit Hours to be Released (not to exceed contracted hours): ___ ___

State nature of research to be conducted during release-time:_____

_____

Faculty Signature:_____ Date _____

RESEARCH CENTER INFORMATION

Faculty has demonstrated independent scientific investigation/s with accepted publication/s:

_____

Peer review of research protocol / research study obtained and merit approved from:

_____

Account number for replacement costs associated with course release:

_____

Any additional notes:

_____

Director of Research Signature:_____ Date _____

APPROVALS / ACKNOWLEDGEMENT

_____ Date _____

FACULTY DEPT CHAIR / PROGRAM DIRECTOR

_____ Date _____

ASSOCIATE PROVOST OF EDCUATION & RESEARCH

_____ Date _____

PROVOST

_____ Date _____

HUMAN RESOURCE REPRESENTATIVE

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Grading Policy

POLICY: Grading Policy
Volume: I, 1.6
Section: Admissions and Registration
Responsible Office: Registrar
Originally Issued: 11.04.20
Revised: June 2021

I. Policy Statement

Evaluation is an integral part of the educational process and is used as an educational tool to help students identify problem areas, to recognize and reward achievement, and to identify students who are unable to meet the rigors of the curriculum.

II. Reason for Policy

To develop and publish a consistent grading policy. To ensure that the University's grade codes are clearly defined, fair and consistent, and do not contradict policies that work in unison.

III. Policies that work in Unison

Satisfactory Academic Progress - Academic Progress Calculations Grade Appeals
Incomplete Grade
LOA/Military Leave
Withdrawal

IV. Policy

Course grading will measure the students' knowledge and skill outcomes. The percentage of the course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus. These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student. Refer to the Academic Catalog for specific programmatic grade appeals policy and procedure.

Grade Codes

Grade	Description	Quality Points
A	Excellent Performance. Computed in completion rate and GPA calculations.	4
B	Good Performance. Computed in completion rate and GPA calculations.	3
C	Average Performance. Computed in completion rate and GPA calculations.	2
D	Poor Performance. Computed in completion rate and GPA calculations.	1
F	Failing Performance. Computed in completion rate and GPA calculations.	0
I	Incomplete grade. Not computed in completion rate or GPA calculations.	N/A
W	Withdrawal. Grade received as a result of withdrawing from a course(s) or the university. * "W" is not computed in GPA calculations; however, it is computed in completion rate.	N/A
P	Passing. Grade received in a Pass/Fail course, if successfully passed. "P" is not computed in GPA calculations; however, it is computed in completion rate.	N/A
NG	Non-Grade. Indication that a course does not receive grades. "NG" is not computed in GPA calculations or completion rate.	N/A
NA	Non-Attendance. Grade received as a result of a withdrawn course a student did not post attendance. Not computed in GPA calculations or completion rate.	N/A
WL	Withdrawn-Leave of Absence. Grade received as a result of withdrawing due to an approved Leave of Absence. Not computed in GPA calculations or completion rate.	N/A

WM	Withdrawn-Military. Grade received as a result of a withdrawn course due to military deployment. Not computed in GPA calculation or completion rate.	N/A
AU	Audit. Grade received when auditing a course. Not computed in GPA calculations or completion rate.	N/A
WIP	Work In Progress. The course is currently in progress and the student is currently enrolled in the course.	N/A

Deadline to withdraw from a course:	
Doctor of Chiropractic	End of Week 11
Subterm A and B Courses	End of Week 6
8 Week Courses	End of Week 6
4 Week Courses	End of Week 3

Grade Scale:
Undergraduate & Certificate Programs

Grade	Numerical Value	Grade Point Value
A	**90 – 100**	**4.0**
B	**80 – 89.99**	**3.0**
C	**70 – 79.99**	**2.0**
D	**60 – 69.99**	**1.0**
F	**Below 60**	**0.0**

Grade Scale:
Doctoral & Graduate Programs

Grade	Numerical Value	Grade Point Value
A	**90 – 100**	**4.0**
B	**80 – 89.99**	**3.0**
C	**70 – 79.99**	**2.0**
F	**Below 70**	**0.0**

V. Procedures

Final course grades are due by 12pm of the next business day following the course end date. Incomplete grades may be assigned according to the Incomplete Grade Policy.

VI. Contacts

Registrar's Office

PARKER UNIVERSITY
POLICY LIBRARY

Graduation Policy

POLICY: Graduation
Volume: I, 1.8
Section: Admission and Registration
Responsible Office: Registrar
Originally Issued: Jan 2019
Revised: 06.04.2021

I. Policy Statement

To earn a degree or certificate at Parker University, a student must satisfy all graduation requirements. To be eligible to participate in Commencement, a student must meet certain criteria.

II. Reason for Policy

To ensure students nearing the end of their program are ready for graduation, degree conferral and eligible to participate in Commencement.

III. Policies that work in Unison

Student Code of Conduct
SAP
Tuition/Fees

IV. Policy

Graduation Requirements

Students should discuss graduation requirements with their Academic Advisor, Program Director, or Dean during their last period of enrollment. Students who apply for graduation but fail to meet graduation requirements must submit a new graduation application and pay any applicable fees. The Registrar's Office will certify the completion of graduation requirements.

To earn a degree from Parker University, students must meet the following criteria*:

- Complete all course requirements with the minimum cumulative GPA required by the program of study as defined in the Satisfactory Academic Progress Policy. A student will not be eligible to earn the degree unless the minimum SAP standards are met.
- Students in a Master's program must complete the degree requirements by earning no more than two courses with a final course grade of C.

**Individual programs may have additional criteria.*

Students should file a Graduation Application during the last term of enrollment and pay applicable fees. A student's diploma and final transcripts may be released once the following criteria have been met:

- Graduation Application is on file for the degree being earned.
- Graduation Application fee has been paid.
- Resolve any outstanding holds on student accounts (financial obligations, student affairs, etc.).
- Complete all exit paperwork required by the Financial Aid office.

Degree Conferral

For a degree to be conferred from Parker University, the student must meet all graduation requirements for the degree. Should a student receive an Incomplete grade in their final course following guidelines in the Incomplete Policy, the degree will be conferred at the next conferral date for the program.

Degree	Date Utilized	Conferral Periods per Academic Year
Doctor of Chiropractic	End of Term	December, April, August
Master's	End of Final Course	Bi-Monthly
Bachelor	End of Final Course	Monthly
Associate	End of Final Course	Monthly
Certificate – MT	End of Term	December, April, August
Certificate - CT/CIS	End of Final Course	Monthly

Commencement Participation Eligibility

Commencement ceremonies are held three times per year for students graduating in all programs – April, August and December. To be eligible for commencement participation, a student will be required to meet the following criteria:

- Complete all courses required for the degree unless approved by the Academic Dean.
- File a Graduation Application by the published deadline on MyParker.
- Must be in good standing with the university in accordance with the Satisfactory Academic Progress Policy. A student will not be eligible to earn the degree unless the minimum SAP standards are met, therefore would not be eligible for commencement participation.
- Must not be subject to any disciplinary sanctions.

V. Procedures

1) Regular advising sessions between student and Program Director
    A) Student is on track and progressing toward program completion
    B) Student is meeting SAP Standards for the program
2) Student submits graduation application in their last term of enrollment and pays application graduation application fees
3) Students should be notified of any remaining balance in their last term
    - Holds are generated based on balance existing
4) List of anticipated graduates is sent to Student Affairs for Commencement materials and information
5) Student is sent Financial Aid Exit documents to complete

VI. Contacts

Registrar, Dean of Student Affairs, Bursar, Director of Financial Aid, Academic Dean

PARKER UNIVERSITY
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Incomplete Grade Policy

POLICY: INCOMPLETE GRADES
Volume: 1, 2.2
Section: Academics
Responsible Office: Registrar
Originally Issued: February 2021
Revised: July 2021

I. Policy Statement

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, military service, necessary absence, or other reasons beyond the control of the student have prevented completion of course requirements by the end of the course. The student and instructor must complete the associated Incomplete Grade Contract, obtain the necessary signatures, and file it with the Office of the Registrar.

II. Reason for Policy

Parker University is committed to supporting our student body throughout their time with us. This entails supporting them through challenges of life that may be beyond their control and which keep them from completing coursework. Parker also supports students' academic progress toward their graduation, so this policy allows for incomplete grades with defined guidelines on how to ensure the student continues their coursework progression.

III. Policies that work in Unison

Related Policies:

- Satisfactory Academic Progress (SAP)
- Attendance

Relevant Forms:

- Incomplete Grade Contract
- Grade Change

IV. Policy

Incomplete grades may be given **only** in the following circumstances:

- The student's work to date is sufficient to complete the course with a passing grade;
- Attendance has been satisfactory through at least 70% of the term or course, whichever is shorter;
- When warranted and at the discretion of the faculty member, the student must provide third-party documentation demonstrating that an illness, military service, or other extenuating circumstance legitimately prevents completion of required work by the end of the course;
- Required work may reasonably be completed in an agreed-upon time frame that is within 14 calendar days from the last date of the course in which the Incomplete is earned and does not require the student to re-take any portion of the course; this is exclusive of school holidays and scheduled laboratory time.
- The incomplete is not given as a substitute for a failing grade;
- An incomplete grade cannot be granted in the final course with the exception of clinicals;
- And the incomplete is not based solely on a student's failure to complete work or as a means of raising their grade by doing additional work after the grade reporting time.

Appropriate grades must be assigned in all other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider withdrawing from the course with the understanding that this may impact their eligibility for Financial Aid under the Satisfactory Academic Progress policy.

V. Procedures

Process:

1. The student initiates the request for an incomplete grade with their instructor before the end of the course by completing Sections I and II of the Incomplete Grade Contract and emailing it to their instructor.
2. The student's request to the instructor must document the reason for the incomplete request that demonstrates that the student's inability to complete their work is beyond their control. Examples include, but are not limited to, illness, family emergency, a hospitalization admittance and release, or a letter of military deployment. The requirement to have third-party documentation can be waived based on extenuating circumstances as defined in the catalog.
3. The instructor and student must discuss the terms of the Incomplete Grade Contract. The discussion:
    a. should be in person, Teams, or on the phone;
    b. must include the details of the coursework to be completed;
    c. must include the date by which coursework must be completed (Incomplete Grade Deadline);
    d. must review the grade that will be submitted if the student does not complete the assigned work within the timeframe.

    NOTE: Incomplete coursework must be made up and final grades submitted within 14 calendar days from the last date of the course in which the Incomplete is earned.
4. The Instructor will enter a grade of "I" for the student during the grade submission process on MyParker at the conclusion of the course.
5. The Instructor will also send the Incomplete Grade Contract and documentation of reason to the Office of the Registrar (askregistrar@parker.edu).
6. The Office of the Registrar will attach the Incomplete Grade Contract and documentation of reason to the student's record in Jenzabar (Notepad).
7. Instructors, their Program Directors or Chairs, and the Deans will receive an automated report reminder each Tuesday and Friday of outstanding Incomplete grades via email.
8. The instructor is responsible for completing the Grade Change form with the final grade and submitting it to the Office of the Registrar (askregistrar@parker.edu) upon completion of the coursework, which can be no later than the Incomplete Grade Deadline. Any grades not entered by the deadline will receive an automated incomplete/failing "I/F" grade.
9. The Department of Online and Instructional Technology will use the Incomplete report to manage opening and closing the courses within Blackboard.

Conditions:

- It is in the student's best interest that incomplete grades be made up by the beginning of the following academic course/term. Incomplete grades must be made up and final grades submitted to the Office of the Registrar, via a Grade Change form, within 14 calendar days from the last date of the course in which the Incomplete is earned.
- The course work may be completed while the student is not enrolled.
- The instructor may identify a default grade on the Incomplete Contract form which will appear on the transcript should the Incomplete Grade Deadline lapse without further action on the part of the student. If no grade is identified by the instructor by the

Incomplete Grade Deadline, an automated incomplete/failing "I/F" grade will be assigned.

- This policy affects Incomplete Grades given in the Fall of the 2020-2021 academic year and thereafter. For outstanding Incomplete Grades prior to the Fall of 2020, the instructor or Program Director will need to meet with the student and file the Incomplete Grade Contract and documentation of reason with the Office of the Registrar (askregistrar@parker.edu).
- No incomplete grade extensions will be granted for the final course before graduation, except for clinical coursework.
- An Incomplete grade may not be considered passing for purposes of determining academic standing and progression in Satisfactory Academic Progress. This may impact disbursements of federal financial aid.
- Notation of the original Incomplete status of the grade remains on the student's transcript along with the final grade.
- Only in the most extenuating circumstances will extensions be granted beyond the original Incomplete Grade deadline. The instructor must:
    - Meet with the student;
    - Complete a new Incomplete Grade Contract
        - Add reason for the extension to the Additional Information section
        - Extensions must be signed by the student, instructor, Department Chair/Program Director, and the supervising Dean;
    - And, file Incomplete Grade Contract and documentation of reason with the Office of the Registrar (askregistrar@parker.edu).
    - With an extension, a final grade must be assigned within 60 calendar days of the course end date in which the Incomplete was earned. No additional extensions beyond 60 calendar days will be given unless approved by the Provost.
- Students who receive an incomplete grade in a course must not reregister for the course to remove the "I".

Incomplete Grade Contract: attached

VI. Contacts

Office of the Registrar askregistrar@parker.edu

Incomplete Grade Contract

See Incomplete Grade policy in the Academic Catalog. Student is to complete Sections I and II for submission to their instructor. Instructor and student should meet to discuss and agree upon the stipulations of Section III.

SECTION I – STUDENT PERSONAL INFORMATION			
ID#:		**Name:**	
Advising Session Date:		**Major:**	
Reason for Request:			

SECTION II – COURSE INFORMATION			
Course#:		**Title:**	
End Date:		**Instructor:**	

% of Coursework to Date		**Final Grade if Work Not Completed:**		**Deadline for Completion:**	
Additional Work to Complete Course					
Additional Information:					

SECTION IV – SIGNATURES			
Student:		**Date:**	
By signing this Incomplete Grade Contract, I certify that I have read the Incomplete Grade Policy and agree to the terms of the contract including the required assignments, due date, and my final grade if I do not meet these terms.			
Instructor:		**Date:**	
Program Director (if applicable)		**Date:**	
Dean (if applicable)		**Date:**	
Registrar:		**Date:**	

PARKER UNIVERSITY
POLICY LIBRARY

Leave of Absence Policy

POLICY: LOA
Volume: I, 1.7
Section: Admissions and Registration
Responsible Office: Registrar
Originally Issued: 11.04.20
Revised: 07/15/2021

I. Policy Statement

Unforeseen circumstances may arise prompting the need for a student to take a temporary leave of absence from their studies. As defined in the Leave of Absence policy, students may take a leave in order to address these situations.

II. Reason for Policy

Parker University is committed to supporting our student body throughout their time with us. This entails supporting them through challenges of life that may be beyond their control and which cause them to take a temporary leave of absence from their studies.

III. Policies that work in Unison

Readmission Policy Withdrawal Policy

IV. Policy

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study and cannot exceed 120 days in any twelve-month period. A leave of absence can be voluntary, due to a medical condition, or related to military deployment. Students may apply for a personal leave of absence for any reason; however, the request for a personal leave of absence must be submitted prior to the start of a new semester. A student may request a medical leave of absence if temporarily unable to continue their program due to an illness or injury and students can apply at any point during an existing semester. A leave of absence can impact a student's financial aid therefore the student must promptly consult with their Academic Dean and the Financial Aid office to determine how their financial aid may be affected. Students who do not qualify for an approved leave of absence should submit an institutional withdrawal request as outlined in the Withdrawal Policy.

Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted if the total number of days does not exceed 120 days in any twelve-month period. A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. To be eligible to apply for a leave of absence, a student must have completed one full term at Parker University. The student must submit a leave of absence request form to their Academic Dean prior to the start of a semester. An exception to this policy may be made for a student with a medical emergency or military deployment.

When a student returns from an approved leave of absence, the student must resume training at the same point in the academic program that they began the leave unless directed to do otherwise by the Program Director or Academic Dean. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave beginning with the next full class following an attempted course.

If a student does not return to school on their intended return date of an approved leave of absence, the student will be withdrawn from the university. The student's last day of attendance will be used to calculate charges, refunds and/or return to Title IV funding. A consequence of failing to return from a leave for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately. In the event the student wishes to return after being withdrawn from Parker University, the student must apply for re-admission.

Request a Leave of Absence (LOA) (for students):

- The student is responsible to submit a personal or medical leave of absence request to the Academic Dean prior to the start of the semester. A personal leave of absence should be requested and approved prior to the start of a new semester. Exceptions can be made by the Dean on a case by case basis.
- The student will document intent to return on a specified date to complete the course of study.
- The leave of absence shall not exceed 120 days in any 12-month period

Reasons for a leave of absence:

- Illness of self or a family member
- Death in family
- Birth of a baby or situations covered under the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances approved by the Academic Dean, Director of Financial Aid, and Registrar
- All other absences will be considered an unapproved leave of absence and will result in the student being withdrawn from Parker University per the attendance policy. Students must apply for re-admission if they wish to return to Parker.

Approval Process (for administration):

- After the student submits the LOA request the academic, bursar, and financial aid departments will approve the request. The registrar will process the request for LOA.
- The academic department is required to provide academic counseling with the student via phone or email. Special attention should be focused on the ability of the student to complete the course of study upon returning to the university.
- The financial aid and business departments will counsel the student with an emphasis on Title IV regulations for failure to return from LOA.

Failure to return:

- Failure to return from an approved leave of absence shall be considered a withdrawal. The withdrawal date will be effective on the last date of attendance to determine return of Title IV funding.

<u>Military Deployment Policy</u>

Military students must provide a copy of orders to request a withdrawal or leave of absence for Military Duty. No academic penalty will be given for deployment. Parker University offers several options for students who are deployed and are unable to complete their course work.

Accommodations for Short-Term Absence (up to 10 days):

Enrolled students who are members of the U.S. Armed Forces, National Guard, and Reserves who are unable to attend a class for **10 days or less** are encouraged to consult with their instructor about finishing the course early or to make up assignments if the student can return to the class before the end date. If the student is not able to complete the course, they may be eligible to receive an Incomplete (I) grade.

- The student is responsible for notifying their instructor and Program Director/Academic Dean within two days of receipt of orders and before missing scheduled classes, exams, and assignments.
- The instructor will provide reasonable accommodations for coursework such as, but not limited to

- Rescheduled or alternative assignments, quizzes, and exams
- Alternative dates and times for presentations
- Opportunities to make up missed participation/discussion board points
- Offering online alternatives for in-person content

Military Short-Term Leave of Absence (11 days or more):
Enrolled students who are members of the U.S. Armed Forces, National Guard, and Reserves who are unable to attend a class for **11 consecutive calendar days** within a term will have the opportunity to complete the course requirements.

- The student is responsible for notifying their instructor and Program Director/Academic Dean within five days of receipt of orders and before missing scheduled classes, exams, and assignments.
- The instructor will provide the student with an opportunity to complete the course requirements with reasonable due dates to accommodate the excused absence.
- The instructor may grant an Incomplete (I) grade if the dates of military orders are near the end of the course.
- Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis with approval from the Academic Dean.

Military Leave of Absence (MLOA):
An undergraduate or graduate student who is a member of the U.S. Military, National Guard, or other armed forces reserves may be granted an MLOA when ordered to report for duty. Students may apply for an MLOA if they are called for active-duty deployment, mandatory training or drills, reassignment to a different military base, natural disaster responses, and travel days for **30 days or more.**

- The student must notify the Program Director/Academic Dean within five days of receiving military orders for deployment.
- Placed on leave for up to 180 days or withdrawn with the opportunity to return according to the Readmission Policy.
- If a student does not qualify for an Incomplete grade, a grade of WM will be assigned.

NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses. Students should speak with the School Certifying Official of the Financial Aid office for further details.

V. Procedures

1) Student discusses with their Academic Advisor/Program director of their desire to request a Leave of Absence. Academic Advisor/Program Director determines eligibility and instructs the student to submit the LOA Request form.
2) After the student submits the LOA request, the academic, bursar, and financial aid departments will approve the request.
   - The academic department is required to provide academic counseling with the student via phone or email. Special attention should be focused on the ability of the student to complete the course of study upon returning to the university.
   - The financial aid and business departments will counsel the student with an emphasis on Title IV regulations for failure to return from LOA.
3) Once approved, the Registrar will process the request for LOA.
   - LOA tables are updated in Jenzabar and Exit Information is entered. The student is notified of approval and confirmation of anticipated date of return.
4) When the student is ready to reenroll at the end of the approved leave, they must submit a readmission application. If the student does not return by their anticipated date of return, they will be fully withdrawn from the university and will be responsible for any balance that may be owed.

VI. Contacts

Registrar, Director of Financial Aid

PARKER UNIVERSITY
POLICY LIBRARY

Policy on Development of Academic Policy

POLICY: Development of Academic Policy
Volume: I, 2.3
Section: Academics
Responsible Office: Provost
Originally Issued: 11.04.20
Revised: July 2021

I. Policy Statement

The University process by which academic policies are developed, reviewed, and revised ensures that policy accurately represents the programs. Policy may be proposed by members of the various constituent groups that meet regularly and are affected by the policies: Academic Administrative Leadership, Faculty Senate, and Student Affairs. A proposal for new academic policy is submitted to the Provost's Office.

II. Reason for Policy

This policy assures a process for the development and review of academic policies that is consistent with the University's mission, includes appropriate constituent participation, and accurately portrays the University's programs and services.

III. Policies that work in Unison

n/a

IV. Policy

The academic policies, consistent with the University's mission, are developed with appropriate constituent participation, accurately portray the University's programs and services, and are circulated to the people who benefit from and participate with policy practices. The University process for academic policies includes constituent collaboration during the assessment of a new academic policy proposal, an annual review of established academic policies, an annual call for new academic proposal ideas to constituent groups, and description of the way in which an established academic policy may be revised.

V. Procedures

A proposal for new academic policy is submitted to the Provost's Office. Once received, the proposal is formalized for review by the previously mentioned constituent groups for any feedback and modification. After amendments have been made according to this feedback, the proposal is reviewed during Student Success Meetings, which are organized by the Provost. The Student Success Meetings, which include the Provost, Vice Provost, department leads for all student support offices including research, and the college Deans, determines if:

- The proposal can be approved and finalized by members of the Student Success Meeting
- The proposal is not appropriate and is denied
- The proposal is returned to the constituent groups for further review or comment
- The proposal proceeds to the President's Cabinet for final approval, as appropriate
- If a proposal is not valid as a standalone new addition, commentary may be returned to the constituent groups, explaining how current academic policy may revised to adopt the operations of the new proposal.
- If an academic policy proposal is not accepted, an explanation is sent to the constituent groups.

The President's Cabinet may need to review some academic policy proposals. In such cases, the Cabinet will provide final approval unless the proposal needs approval from the Board of Trustees. The Board approves academic policy proposals when the operating budget is substantially involved, or a significant portion of the curriculum would be changed as a result of implementing the proposal.

The President's Cabinet approves academic policy proposals that require submission to the Board.

Annually a call goes out from the Provost's Office to program leadership teams, Faculty Senate, and Student Affairs announcing the period for submitting academic policy revision proposals based on policy review and experiences with policy operations. The process for which an academic policy revision proposal is managed is the same as the process described previously for a new academic policy proposal.

VI. Contacts EVP and Provost Vice-Provost

PARKER UNIVERSITY
POLICY LIBRARY

Readmission Policy

POLICY: Readmission Policy
Volume: I, 1.9
Section: Admission and Registration
Responsible Office: Registrar's Office
Originally Issued: 11.04.20
Revised: April, 2021

I. Policy Statement

A student must apply for readmission to the university after voluntary withdrawal or being administratively withdrawn. This policy also applies to students who have been on an approved leave of absence.

II. Reason for Policy

The purpose of the Readmission Policy is to provide a pathway for students who wish to re- enroll at Parker University. Throughout this process, the student will be approved by multiple departments to prepare the student for a curricular plan, funding plan, and ensure they are in good academic and conduct standing.

III. Policies that work in Unison

Leave of Absence Student Withdrawal
Administrative Withdrawal Satisfactory Academic Progress Admission to the University

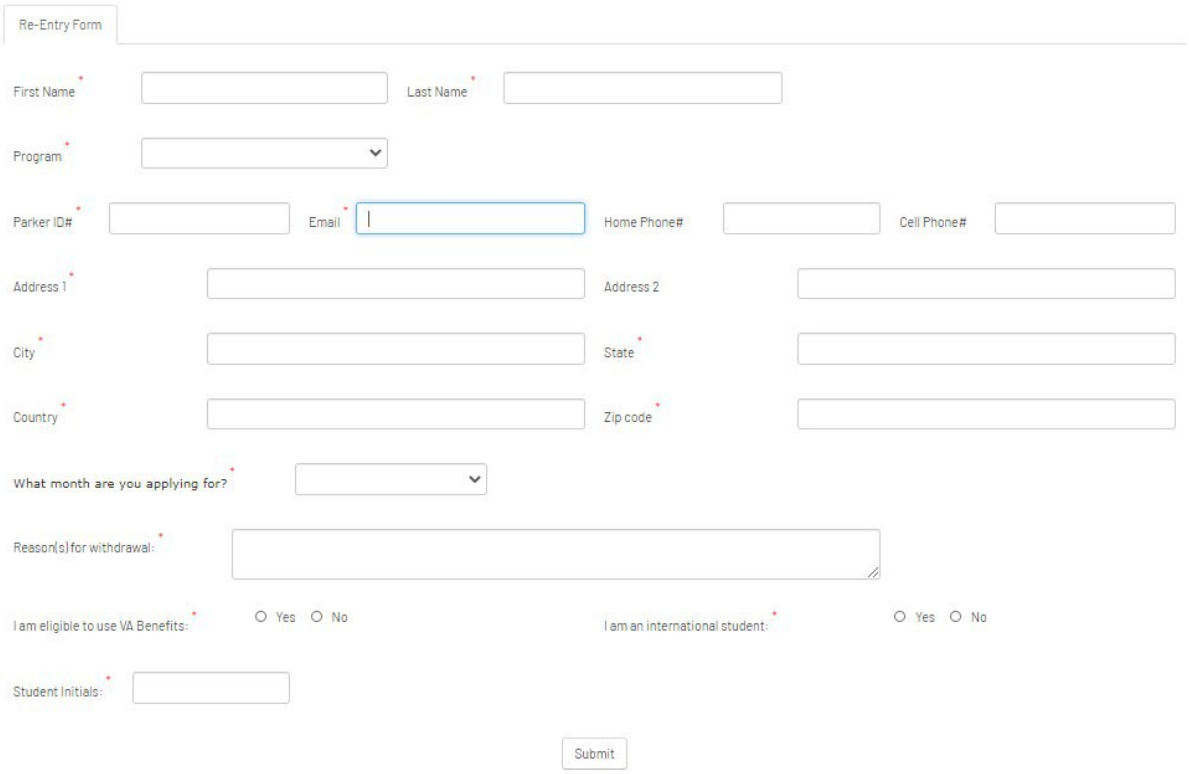
IV. Policy

A student must apply for readmission to the university after voluntary withdrawal or being administratively withdrawn. This policy also applies to students who have been on an approved leave of absence. The readmission policy is as follows:

- Students who wish to return must submit a Readmission Request on MyParker.
  - Before returning, students must verify with the Business Office that all previous financial obligations to the university have been met. Students are charged tuition in effect at the time of re-enrollment according to the current University Catalog.
  - Students returning in good academic standing must contact the Financial Aid Office to re-apply for financial aid.
  - Students withdrawn for disciplinary reasons who:
    - are eligible to return to the university may be placed on one term of disciplinary probation upon readmission as determined by the Dean of Student Affairs. Students will be removed from disciplinary probation at the conclusion of the probationary term if there are no further violations.
    - Were permanently dismissed are not eligible to re-enroll at Parker University.
- Students who have been absent from the university for more than one calendar year will be assigned an admissions advisor and will be evaluated for eligibility of readmission based on the admission requirements published in the current University Catalog. The admissions advisor will assist the student through the readmission process.
- Any student who was academically dismissed must submit an appeal to the Satisfactory Academic Progress (SAP) Appeals Committee to determine whether readmission will be granted. Please refer to the SAP Policy for additional information on the appeals process and effects on financial aid eligibility.
- Students may be required to establish proficiency prior to being approved for readmission. Depending on the program, academic record, and the amount of time away from the program, the Program Director or College Dean may require students to demonstrate competency through examination, to audit or repeat courses. Fees may be associated with establishing proficiency.
- Students being approved for readmission to Parker must meet the requirements established in the catalog for the term in which they return.

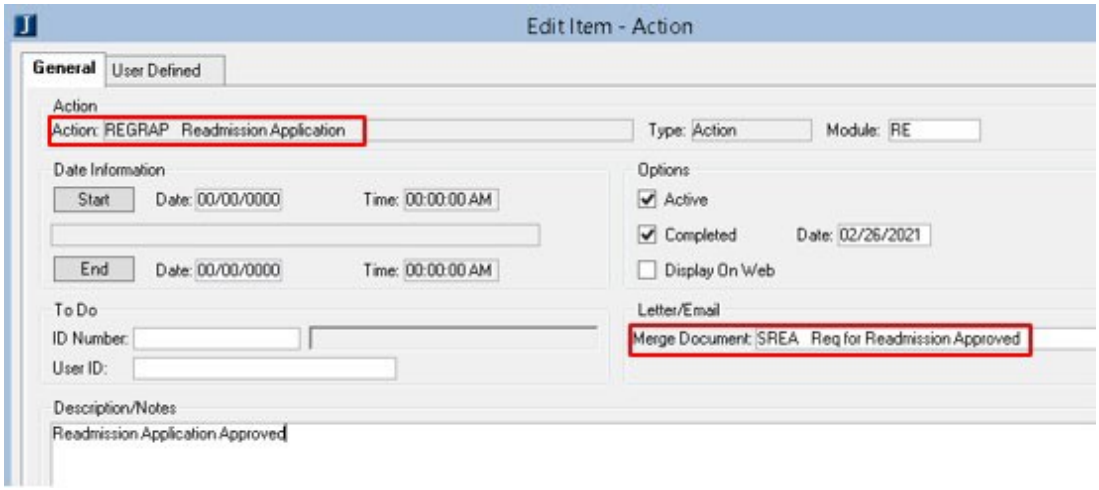
V. Procedures

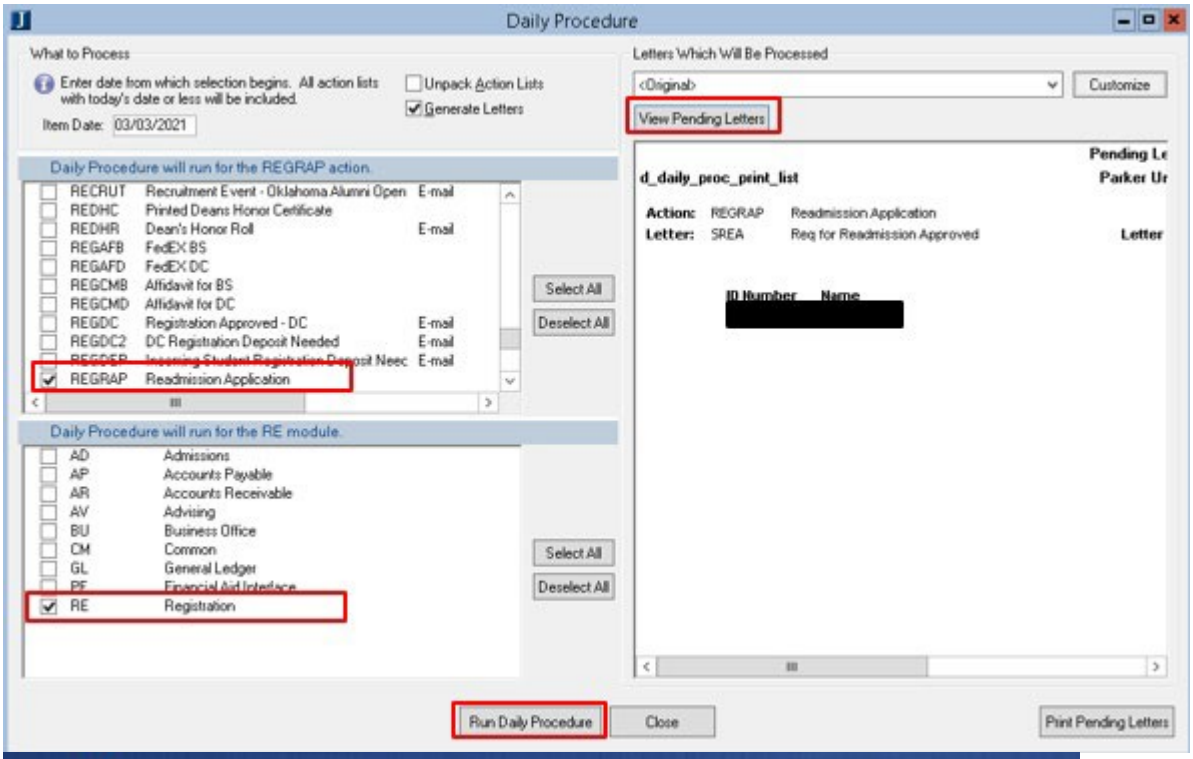
1) Student submits Readmission Request form online.



2) Readmission Request submissions will go through a series of approvals. At each stage, the approver is to perform an advising session (financial, academic, etc.) to inform the student of their current standing with the university and discuss plans for moving forward with re-enrollment. Notes of these sessions should be entered on the student's Notepad in Jenzabar.

3) Once the submission has been approved at all stages, the Registrar's Office will execute the request and re-enroll the student in the university. An email confirmation is then sent to the student via Daily Procedures in Jenzabar.





[redacted]

Hello [redacted],

Your request for readmission to the university has been approved - Welcome back! You will be notified via email when you have been registered for courses. Please let us know if you have any questions, or you may contact your program director.

Thank you,
Parker University - Registrar's Office

Email: AskRegistrar@parker.edu
Phone: 214.902.2412
Fax: 214.902.2458

VI. Contacts

Registrar's Office

PARKER UNIVERSITY
POLICY LIBRARY

Substantive Change Policy

POLICY: Substantive Change
Volume: I, 2.4
Section: Academics
Responsible Office: Provost
Originally Issued: 11.04.20
Revised: 02.19.2021

I. Policy Statement

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Parker University adheres to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements for notification of changes and seeks approval prior to the initiation of changes.

II. Reason for Policy

As a member institution of the Southern Association of Colleges and Schools Commission on Colleges, Parker University is required to have policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

III. Policies that work in Unison

Curriculum Council Bylaws, New Program Checklist

IV. Policy

Under federal regulations, substantive change includes:

• Any change in the established mission or objectives of the institution
• Any change in legal status, form of control, or ownership of the institution
• The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
• The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
• A change from clock hours to credit hours
• A substantial increase in the number of clock or credit hours awarded for successful completion of a program
• The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
• The establishment of a branch campus
• Closing a program, off-campus site, branch campus or institution
• Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
• Acquiring another institution or a program or location of another institution
• Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

V. Procedures

If a substantive change arises due to any of the items included in the SACSCOC Substantive Change Policy Statement, the following procedures will be implemented:

A. Development of a new program

SACSCOC has specific requirements for modifications to existing programs and the launching of new programs. The university will follow the guidelines contained in the most current SACSCOC Substantive Change Policy and Procedures.

- The development of a new program will involve the faculty in one of the three colleges and will follow the procedures of the Curriculum Council Bylaws. Once approved by the Curriculum Council, all new programs must be approved by the Provost before recommendation to the President's Cabinet and Board of Trustees for approval.
- The institution follows its New Program application process, and after approval, its implementation procedures through the New Program Checklist Committee.
- The Director of Institutional Effectiveness and Planning (IE) or designee will contact the SACSCOC Substantive Change representative for guidance on the need to submit a formal prospectus to SACSCOC.
- When a prospectus is needed, the Director of IE or designee will complete in collaboration with applicable Program Directors and Accreditation personnel.
- The prospectus will be approved by the Provost before submission to SACSCOC and then submitted by the Director of IE.
- New Program Checklist Committee will then start implementation of the new program.

B. Institutional Changes

SACSCOC has specific requirements based on the type of substantive institutional change, which the university will follow. Refer to the most current SACSCOC Substantive Change Policy and Procedures for guidance on the following types of changes:

- Changes in measure of student progress to completion
- Distance Education
- Governance change
- Institution closure or relocation
- Institution, program, or location acquisition
- Institutional contingency teach-out plan
- Level change
- Merger/consolidation
- Mission change
- Ownership, means of control, or legal status change

C. Off Campus Instructional Site/Additional Location Changes

SACSCOC has specific requirements for changes to the location of instruction. Refer to the most current SACSCOC Substantive Change Policy and Procedures for the following:

- Off-campus instructional site is a location that is geographically apart from the university's main campus where instruction is delivered.
- Branch campus is a special form of off-campus instructional site that is geographically apart from the university's main campus where instruction is delivered and is independent of the main campus of the university.
- The university will follow the definitions and procedures outlined in the SACSCOC Substantive Change Policy and Procedures (rev. 2020) as guidelines to notify SACSCOC of the substantive change.

VI. Contacts

Executive Vice-President/Provost
Director of Institutional Effectiveness & Planning Accreditation Manager

PARKER UNIVERSITY
POLICY LIBRARY

Policy to Assure Compliance with SACSCOC Updates

POLICY: Compliance with SACSCOC Updates
Volume: I,
Section: Academics
Responsible Office: Provost
Originally Issued:
Revised: 07/2021

I. Policy Statement

Parker University complies with SACSCOC's policy statements that pertain to new or additional institutional obligations that may arise, which are not part of the standards in the current Principles of Accreditation.

II. Reason for Policy

Parker University is committed to remaining in compliance with all Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation as well as current and evolving policies and statements. SACSCOC often has updates to its policies and regularly disseminates this information to member institutions. It is the responsibility of member institutions to remain current with all updates, so it is important to have policy and procedure in place to assure this happens.

III. Policies that work in Unison

N/A

IV. Policy

A. Parker University has created an Academic Compliance Committee with the following membership:
    1. EVP/Provost/SACSCOC Liaison
    2. Director of Institutional Effectiveness and Planning
    3. Vice-Provost, Associate Provost
    4. Accreditation Manager
B. The Committee will hold regular meetings 3 times per year to
    1. Review any new communiques, policy updates, guideline changes, etc. from SACSCOC
    2. Create and Implement Plans of Action as needed to address updates and assure the University remains in compliance at all times
    3. Communicate to all academic and administrative officers of the University the changes in SACSCOC policy and the Plan(s) of Action needed to remain in compliance

V. Procedures

The Parker University SACSCOC liaison monitors updates to SACSCOC policies, guidelines, position statements, and communiques from the president of SACSCOC to keep abreast of evolving Commission requirements and standards.

This information will be regularly reviewed by the Compliance Committee and disseminated to academic and other administrative officers of the University, including the Provost, Vice-Provost, Director of Institutional Effectiveness and Planning, and Accreditation Manager. The Institution will determine a timeline for implementation, completion, and review of new academic policies. The university expects mandatory compliance with all policy.

VI. Contacts

SACSCOC Institutional Liaison
Director of IEP
Provost's Office