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Introduction to the University

Message from the President

As President of Parker University, I’m thrilled to welcome you to the Parker family.

Since our inception, the foundation of Parker University has been built upon principles established by our founder, Dr. James W. Parker. For more than 30 years, our University has been recognized as an international leader in health care education. Our founding principles continue to drive our success and sharpen our view of the future in regard to both education and the ever-changing health care landscape. As we move forward together, Parker University’s commitment to provide an exceptional educational experience will be evident in every aspect of our institution, from our dedicated faculty and staff to our relationship with the communities we serve. Through our varied degree programs, strong support network, and advanced resources on the forefront of health care technology, we’re committed to helping you exceed your professional expectations.

Service to others has always been our institution’s underlying theme, and I’m a strong believer this focus begins, first and foremost, with the students we serve. Our faculty, alumni, and the entire health and wellness community intend for you to become the best you can be, so you may always serve humanity at the highest possible level going forward. Albert Einstein said, “We cannot solve our problems by the same level of thinking that created them.” We’re seeking a new approach to health and wellness, and with it a proactive mindset that is equal parts preventative, holistic, and compassionate. We hope you join us in this ongoing effort to bring about and inspire a healthier society.

Thank you for taking time to learn more about Parker University, our philosophy, and our commitment to you.

Respectfully,

BJ McAulay

Dr. Brian J. McAulay

President of Parker University
Vision and Mission

Vision
Parker University, rich in its chiropractic tradition, strives to be the leading health and wellness education resource in the world.

Mission
Parker University, built upon the legacy of its flagship Doctor of Chiropractic program, has established itself as a leading comprehensive institution. Parker University provides students, patients, and wellness professionals with the knowledge and healthcare experiences to realize their full potential through a dedicated focus on education, research, and service.

Empowering Education
Parker University equips its graduates in health sciences, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, masters, and doctoral degrees. Parker University provides an innovative, learning centered experience for students through a comprehensive curriculum, highly respected faculty, and family-oriented campus environment.

Research
Parker University seeks to build a culture of research aimed at generating new information and knowledge, enhancing student learning experiences, and improving institutional effectiveness. The institution supports campus and external research initiatives, promotes collaborative efforts, and communicates the results of discovery to those we serve.

Leadership Through Service
For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking, affording industry professionals’ exposure to renowned leaders in their fields and the latest developments and advancements in our professions. These opportunities provide our graduates with the knowledge, skills, and attitudes to serve their communities and flourish in their respective careers.

Parker University Background and History

History of Parker University
Parker University is named for its late founder Dr. James William Parker. For five decades, Dr. Parker’s professional passion, skills, and love were directed totally toward chiropractic – from the day he began recuperating from childhood illnesses following chiropractic adjustments until his death in 1997.

While a senior in Chiropractic College, Dr. Parker opened two successful practices in Illinois and published a book on chiropractic. After graduating from Palmer School of Chiropractic in 1946, he developed, in Fort Worth, Texas, one of the fastest growing chiropractic practices in the history of the profession. In 18 months,
he established 18 clinics, one in almost every major city in Texas. From his experience operating these offices, Dr. Parker improved chiropractic care and developed methods for establishing and maintaining successful chiropractic practices—.

A foundation was created in 1951 to conduct postgraduate chiropractic seminars. Over the last half century, the seminars have evolved into Parker Seminars. Nearly 40,000 chiropractors, or approximately two-thirds of the Doctors of Chiropractic in the world, have attended these seminars.

At the urging of his colleagues, Dr. Jim Parker helped establish and fund Parker College of Chiropractic with the goal of benefiting students with Dr. Parker’s principles and teachings to become successful healers and practitioners. In founding the college Dr. Parker wrote, “The principles of a chiropractic education at Parker College of Chiropractic are to instill in our students the science, philosophy and art of chiropractic so that they fulfill a lifetime of service to the sick, with a drugless, non-surgical, natural, holistic system of healing.”

Dr. Parker believed that Parker College of Chiropractic has a duty to teach students the necessary knowledge to not only become good doctors of chiropractic, but also healers. “We seek students from every country on earth whose primary intent, motives and principles are to relieve pain, restore health and prolong lives through chiropractic, the leading profession in natural healing,” Dr. Parker said when founding the college.

Parker College of Chiropractic was chartered by the State of Texas on March 8, 1978, and received its nonprofit IRS status in October 1978. The original campus, located in Irving, Texas, a suburb of Dallas, officially opened on September 12, 1982, which was Dr. Parker’s 62nd birthday. The first class of 27 students graduated in September 1985.

After the opening of the Irving campus, enrollment increased dramatically and the college moved to the larger main campus in Dallas in September 1989. In September 1993, enrollment had reached 1,000 students, making it the third largest chiropractic college in the world. The original Irving campus was converted to a chiropractic wellness clinic where patients continue to receive chiropractic care.

In 2011, Parker College of Chiropractic became Parker University to enter an age grounded in a vision that sees Parker becoming an even larger part of the health care revolution in the local community. This change is the realization of a dream for many working at Parker, and lays the foundation to take Parker and the chiropractic profession into the next 50 years. With its enhanced status and stronger university partnerships, more resources, and advanced degree offerings, Parker University will pave the way for students to reach their full potential in the healthcare environment.

With students, graduates, and applicants from every state, all Canadian Provinces, and approximately 100 foreign countries, Parker University is a truly diversified, international institution of higher learning. The University continually seeks qualified men and women of all ages, races, religions, creeds, and national origins who aspire to the high honor of becoming health care providers.
With its modern learning facilities, outstanding faculty, and beautifully constructed and maintained campus, Parker University offers excellent educational opportunities. Preparing professionals in health sciences and for success in business makes Parker University an exceptional institution of higher learning.

**Parker Philosophy**

Parker’s philosophy is rooted in the principles and beliefs established by our founder Dr. James W. Parker. Dr. Parker created a set of principles, later known as the Parker Principles, that still serve as the foundation of our university and the relationships our graduates establish with patients and clients around the world. Service to others is the underlying theme for the Parker Principles and our institution believes that this focus begins with the students we serve.

This attitude of service can be seen in every interaction with Parker University. Our admissions department strives to answer any and all prospective student questions. Faculty members work one-on-one with students to ensure key concepts are learned. The alumni association works to support our alumni by providing patient referrals, while Student Affairs provides on-campus support and activities for students.

At Parker, students quickly learn the true meaning of one key Parker Principle: Loving service is my first technique. Parker students don’t learn about this principle in a textbook; they experience it every day as a Parker student and, subsequently, as a Parker alumnus.

**Parker Principles**

- Loving service is my first technique.
- Develop a compassion to serve that is greater than the compulsion to survive.
- “It if is to be, it is up to me”
- Do not let the negative few overrule the positive many.
- To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God’s will.
- My ultimate purpose is to live in harmony with the universe, I can do so only when my Mission is accomplished, my Talents are developed and my Destination is fulfilled.
- Thought plus action equals feeling.
- My feelings attract my life to me.
- Seeing is not believing...believing is seeing.
- What I see in the universe sees me.
- Success is predetermined by my Faith, Confidence and Belief (FCB) in my Products, Services and Ideas (PSI).
- To eliminate fear, worry, and anxiety, I must live in the present and let go and let God.
- Love is the magic bullet of healing.
- I cannot communicate successfully what I do not own. Develop certainty in who I am and what I do.
• To attract my Success, Health and Happiness, I will eliminate fear of the future, worry over the past, and anxiety for the present.
• We see things as we are, not necessarily as they are.
• There is no philosophy by which I can do a thing if I think I cannot.
• To heal remove “doubt” in both doctor and patient and instill “belief” in both doctor and patient.
• Nature will give me what I act like I already have.

“Our uppermost consideration:

Never allow the quantity of students to endanger the quality of their education.

We are not the oldest college, and do not look to be the largest.
We only want to be the best.”
– Dr. James W. Parker

Academic Programs
Parker University offers five undergraduate majors, one master’s program, and one first-professional degree program.

Faculty
Parker University employs 55 full-time faculty members. Eighty percent of the faculty hold doctorate or terminal degrees. The student/faculty ratio is 15:1.

Campus
Parker University is located in the mainstream of the Dallas/Fort Worth (DFW) metroplex, a community of about five million people. The University’s convenient location in North Dallas and near Irving/Las Colinas makes it accessible from all of the city’s major highways. It is close to the finest living, shopping, entertainment, recreational, cultural and business areas for which the Dallas/Fort Worth area is famous. Dallas offers a pleasant climate year round. The cost of living is moderate to low and housing is inexpensive when compared to other metropolitan areas. The University address is 2540 Walnut Hill Lane, Dallas, Texas 75229.

Urban DFW is one of the fastest growing areas in the nation, attracting major corporate, government, research, health care, and educational interests that keep the unemployment rate one of the lowest in America. For students at Parker University, this means a wide range of job opportunities, part-time or fulltime, for spouses who wish to relocate.
Nearby Dallas/Fort Worth International Airport is one of the largest and busiest in the world, making the metroplex accessible to any other city or country on the globe.

The Parker University campus is centrally located close to every conceivable convenience. Several major restaurants are within walking distance of the campus. Service stations, bus stops, hotels, a church, a bank, and a post office substation are close to campus. Shopping areas are located within blocks.

Numerous apartment complexes and thousands of suburban homes are spread throughout North Dallas. Within 15 to 20 minutes driving time, the suburbs of Carrollton, Farmer’s Branch, Addison, Richardson, Plano, Irving, and Las Colinas provide ample student and faculty housing. The University web site, www.parker.edu, has Internet links to apartment locator web sites.

**Directions to Campus**

Parker University is located north and slightly west of downtown Dallas and is just 3 blocks east of the Walnut Hill Lane exit off I-35E North (with ramp signs). The I-35E thoroughfare connects with all other major highways linking Dallas to the surrounding communities, as well as DFW Airport, making the college easy to reach from anywhere in the metroplex.

**A Safe, Well-Lit Campus**

Parker University provides security for its students, faculty and staff. Uniformed security guards, on patrol 24 hours a day, seven days a week, carefully monitor all areas of the campus. Most of the campus is also monitored by a number of interior and exterior video cameras to discourage inappropriate activities, to alert the security guards, and to help identify the persons involved.

Floodlights illuminate parking areas on campus, while footpath lights surround buildings and walkways. All lights along the walkways, gardens, canals, buildings, and parking areas turn on automatically at dusk. Motion detectors turn lights on inside buildings so that hallways are always safely lit.

The University has augmented these safety measures with a six-foot-high ornamental fence around the main campus. All entrances, except the front and back gates, are locked from dusk to dawn. The front and back gates are locked after the campus officially closes each day. All buildings on campus were constructed with exterior reflective floor-to-ceiling glass windows on both floors. These mirrored windows are also an added safety feature since they reflect motion and light.

Parker utilizes an electronic campus alert system to contact students, faculty, and staff in the event of weather related school closings or other emergency related communications. The campus alert system will send information on school closures or emergency’s to all provided contact devices including text messages, emails, and phone numbers. Current emergency contact information is requested of all students on the Registrar’s webpage:

https://my.parker.edu/ICS/Student_Services/Registrar/Student_Contact_Information.jnz.
Code Blue Emergency phones are blue towers that flash blue strobe lights when activated and are to be used for emergency purposes only. Examples include: if a crime in is progress or witnessed; if emergency assistance is needed; if you are being harassed or feel threatened; or if you need medical attention. The Code Blue Phones are activated by pressing the red button, which will call the security phone. Upon receiving a call from any of the units, the Security Officer will immediately proceed to the caller’s location.

**CODE BLUE PHONE LOCATIONS**

There are (6) emergency phone located on the main campus.

- CB North
- CB Northwest
- CB West
- CB Southwest
- CB Southeast
- CB South

**Non-Smoking Campus**

Parker University implemented an important policy change to protect faculty, staff, students, and patient’s safety and enhance our image. To make our campus a place where anyone may come without being exposed to cigarette smoke, all indoor and outdoor areas of the Parker University campus and grounds were designated as smoke-free effective January 1, 2007. Employees and others who work at or visit Parker University must comply with the new policy by not smoking on the Parker University property.
**Campus Landmark**
The 40-foot high Parker Tower was a distinctive addition to the campus in 1991. The tower was designed as a decorative insignia to reinforce the Parker name along the main entrance at Walnut Hill Lane in North Dallas.

**Bookstore**
The Campus Bookstore welcomes students and visitors during regular business hours Monday through Friday. It is located on the first floor of the South Building.

The Parker University Bookstore carries all textbooks and manuals required for classes as well as laboratory instruments, lab coats and clinic jackets. The bookstore carries the latest in scientific and chiropractic reference materials. Office supplies, physical diagnosis instruments and equipment, replicas of the spine and other anatomical models, charts, posters, and many types of study aids are also available. Apparel displaying the Parker University logo may also be purchased, including sweaters, jackets, T-shirts and caps. Snack items and personal grooming aids are also available.

**North Building**
The North Building houses Parker’s Library and Learning Resource Center, as well as the Anatomical Gift Program. The many study spaces throughout this building provide Parker students a quiet place to relax and review their material. This building also houses classrooms and Anatomy labs. The Anatomy Lab has three separate osteologic study areas. The lab contains a preparation area where newly received cadavers are examined by the staff of the willed body program for suitability. A separate refrigeration area allows for storage of an additional 60 cadavers.

Plans are underway to bring dissection demonstrations on-line in the Gross Anatomy gallery using digitized curriculum capabilities. Students can then view procedures on multiple screens, close at hand, for more detailed observation.

**East Building**
The East Building houses the academic faculty offices for the College of Chiropractic, as well as the administrative offices that directly relate to Academic Services, including Information Technology (IT) and the Center for Teaching and Learning. This building also houses student classroom and labs, including the Cells and Tissues lab, Neuroscience lab, Anatomy lab, Palpation lab, Microbiology and Physiology lab, Radiology lab, X-Ray Physics lab, Diagnostic and Physiotherapy lab, Emergency Care lab, and chiropractic core techniques labs.

**South Building**
The South Building houses the main administrative services that support the ongoing success of our students. These include: Office of the President, Office of the Provost, Enrollment, Student Affairs, Registrar’s Office, Financial Aid, Business Office, Human Resources, Institutional Advancement, Strategic Marketing.
Communication, External Affairs, and Institutional Effectiveness & Planning. These offices work to promote student success through direct methods (financial aid, tutoring, scheduling, etc.) or indirect methods (university planning, alumni relations, continuing improvement of services, etc.).

The South building also houses the main administrative offices for our academic programs, including: the College of Chiropractic, Radiology Technologist (RT) program, Human Information Management (HIM) program, Master’s in Business Administration (MBA) program, and Computer Information System (CIS) program. Academic administrators work to establish academic policies that directly ensure that the needs of students in their programs are met.

The South Building also houses student classrooms, and direct student services, such as the Donovan Lounge, Sage Café and Marketplace, Campus Bookstore, and Parker Museum. The Donovan Lounge provides students a convenient open location to eat lunch and/or study. The Sage Café and Marketplace provides hot meals and drinks for breakfast and lunch. The Campus Bookstore is discussed above. The Parker Museum commemorates the life and legacy of our late founder Dr. James Parker. Students learn about his life and the founding of the University through a hands-on experience that allows students to read through Dr. Parker’s personal library.

**Parker Wellness Clinics**
The Dallas Chiropractic Wellness Clinic is a 32,000-square-foot complex outpatient facility located on the campus of Parker University. The Dallas Chiropractic Wellness Center has 52 treatment/adjustment and physical modality rooms, two open adjusting and low tech rehab areas, six (6) report-of-findings rooms, six examination rooms with a sink and dressing room in each, and one-way mirrored walls for doctor observation of patient examinations. The Parker Chiropractic Wellness Center is an excellent teaching and learning facility. The facility also houses a laboratory for blood tests and urinalysis, as well as digital X-ray facilities.

The second Chiropractic Wellness Center is located at the original campus in Irving. The Irving Chiropractic Wellness Center houses 13 treatment/adjusting rooms, three individual physical modality bays, four private examination rooms, a report-of-findings room, a fully equipped laboratory, a digital x-ray room, as well as an intern lounge/working space.

**Research Institute**
Parker University has been very prolific in its production of research and the quality has been exceptionally high as well. In an effort to gain greater public exposure and establish a positive rapport with the community, researchers at the Research Institute devote a significant portion of their time to community health events/projects and organizations. Patients are presented with the opportunity to participate in research that may be of importance to them and at the same time become educated about the benefits of chiropractic care to their overall health and well-being.

Research Institute faculty members are very involved in collaborative research with other health organizations, Universities and institutions. This includes several joint publications with other medical and
chiropractic school research programs. The collaboration extends to institutions in Canada, Mexico, Australia, and countries in Europe and Asia.

Students play a major role in the Parker research program. The curriculum includes a core course in research. Students have opportunities to earn income and develop research skills while attending classes. Several students have aided research faculty or have produced meaningful research on their own. Student research has been accepted for presentation at major research conferences and for publication in scientific journals. Students who make an outstanding contribution to research may receive recognition and awards.

Wellness and prevention are also key interests of the Parker research program. This includes nutrition research, exploring the basis for good nutrition as a part of maintaining health and as possible treatment for disease. Research includes clinical trials involving diet, nutritional supplements and dietary aids, and basic science research to explore the mechanisms involving the efficacy of these treatments in health and disease.

**Standard Process Student Activity Center**
The 30,000-square-foot, two-story Standard Process Student Activity Center is not only considered the “social hub” of the campus, but is equipped for a wide range of sports, recreational, exercise and social activities. When converted to an auditorium, the facility accommodates over 1,300 people for assemblies and special programs.

The facility’s first level includes a regulation hardwood floor for basketball and volleyball; a newly-designed, state-of-the-art weight room offering strength and conditioning options for every age, gender and body shape; and a fully-equipped aerobics area with treadmills, rowing machines, elliptical trainers and exercise bicycles. The Activity Center’s main floor also includes a student computer center, a lounge and five strategically placed flat-screen televisions.

The second level of the Activity Center is designed for the best in socializing as well as exercise. A huge game room with four ping-pong tables, two foosball tables and a trio of pool tables is placed between two wide-screen televisions and a lounge area. In addition, the second floor includes a computer-generated game room with X-Box 360 and Nintendo Wii units. Those interested in participating in group or individual exercise sessions can take advantage of an exercise room that includes an overhead projector for a wide variety of available videos, including P90X and Insanity. Finally, the second level features complete locker room facilities for both men and women, with showers, lockers, sauna and towel service.

The Activity Center is open from 5 a.m. until 9 p.m. weekdays; 10 a.m. until 5 p.m. on Saturday and noon until 5 p.m. each Sunday. Students, faculty, staff, alumni and immediate family members are encouraged to utilize the center.

**Chapel/Meditation Room**
The Parker University Chapel serves the interdenominational needs of students, staff and faculty from the diverse backgrounds represented at Parker University. Designated the Douglas White Memorial Chapel, it
commemorates the memory of a devoted member of the Parker staff and provides an area set apart for
spiritual reflection and meditation.
The Chapel is located on the second floor of the Standard Process Student Activity Center. The Chapel is
available, upon request, for weddings and other special occasions.

**Accreditation**

Parker University is a coeducational institution chartered by the State of Texas. It holds non-profit 501(c) (3)
status with the Internal Revenue Service, so donations to Parker may be tax deductible.

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges
to award the Certificate, Associate of Applied Science, Bachelor of Science, Master degrees, and the Doctor
of Chiropractic degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Parker University.

The Doctor of Chiropractic degree program of Parker University is accredited by the Commission on
Accreditation of the Council on Chiropractic Education. The Commission on Accreditation of the Council on
Chiropractic Education is located at 8049 North 85th Way, Scottsdale, AZ 85258-4321 and can be reached by
phone at 480.443.8877.

Accreditation agencies are listed with the United States Department of Education and the Council for Higher
Education Accreditation (CHEA). Parker University is also recognized by the National Board of Chiropractic
Examiners, the Veterans Administration, and the Texas Higher Education Coordinating Board.

The Parker University School of Massage Therapy is accredited by the Commission on Massage Therapy
Accreditation (COMTA) to award the Certificate of Massage Therapy. The Commission on Massage Therapy
Accreditation is located at 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015 and can be
reached by phone at 202.895.1518.

The Massage Therapy program is recognized by the Texas Department of State Health Services.

Massage Therapy Licensing Program
Texas Department of State Health Services MC-1982
1100 West 49th Street
Austin, Texas 78756-3183, USA
E-mail: massage@dshs.state.tx.us
Telephone: (512) 834-6616
Fax: (512) 834-6677
Website: [http://www.dshs.state.tx.us/massage/](http://www.dshs.state.tx.us/massage/)
Problems not resolved by internal mechanisms of Parker University may be expressed to the above entities. Inquiries or general questions about Parker University should be directed to the University main operator at the following phone number 972.438.6932.

**Graduate Admission Information**

Parker University welcomes all students. Admission decisions will be made in a manner consistent with state and federal non-discrimination laws. Applications for admission are considered holistically without regard to age, sex, disability, race, color, or national origin.

The applicant’s academic record should show evidence of academic preparation and the ability to succeed in graduate studies. Numerous factors are considered including GPA, Admission examinations such as the Miller Analogies Test (MAT), Graduate Record Examinations (GRE), or the Graduate Management Test (GMAT), resume which includes administrative, managerial, professional and military experience.

In certain cases, a student may be required to enroll in foundational courses to make up any deficiencies in the major field of study.

Students must apply and complete appropriate paperwork for entrance into the graduate program. While former Parker students are encouraged to apply, previously receiving a degree from Parker does not guarantee admission.

**Graduate Admission Requirements**

**Master of Business Administration Admission Requirements**

The Master of Business Administration with a concentration in Health Care Management has two tracks:

1. **36 credit hour program:**
   Applicants may be admitted into this program with a four-year baccalaureate degree in business (or equivalent) from an accredited institution*

2. **42 credit hour program including 6 credit hours MBA Pre-requisite courses:**
   Applicants may be admitted with a baccalaureate degree (or equivalent) from an accredited institution*. 
   
   Pre-requisite Courses:
   - BUSI 5000 Concepts in Management (3 credits)
   - ACCT 5000 Concepts of Financial Management (3 credits)

Pre-requisite courses must be completed with a “B” or above.

*Applicants who choose either track must have a minimum GMAT score of 450, GRE composite score of 1350, or MAT score at the 40th percentile.
The GMAT, GRE, or MAT may be waived if the applicant meets one criterion of the following requirements:

a. Graduate degree from an accredited institution.

b. Undergraduate degree from an accredited college or university with a grade-point average of 3.0 or above.

c. Undergraduate degree from an accredited college or university with a grade-point average of 2.7 or above with a minimum of two years of administrative, managerial, or professional work experience documented on applicant’s resume.

d. Provisional Admission: At the discretion of the Dean or Vice President, a candidate demonstrating academic potential may be admitted. The student must maintain a “B” or above for the first six hours to gain full admission into the MBA program

**Incomplete Admission**

Should a student not be able to provide all the required documentation for entrance into the program, at the discretion of the Dean or Program Vice President, the student may be allowed to register for one semester. Should the student not provide the remaining documentation for admission, during the semester, the student may not register for additional classes. Failure to provide documentation or test scores or to achieve the grade-point average required by the end of the first semester may lead to suspension or dismissal from the university.

**Non Matriculated Student Transfer of Credit Admission**

Students attending another university, who are in good standing, may take up to six (6) hours as a transient student to transfer back to the primary university. Student must do the following: provide a current official transcript from the primary university, complete an application for Admissions to Parker University, pay all appropriate fees, and receive approval from the appropriate Dean or Program Vice President.
**International Student Admission**

International students must meet the standard admissions requirements for the graduate program and provide the following documentation:

1. Submission of an unofficial transcript or copy of a foreign evaluation such as Education Credential Evaluators, Inc., or World Education Services, Inc., showing successful completion of a bachelor’s degree with a completed Graduate School Application.
2. Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor’s degree from an accredited college or university must be received within the first semester of enrollment. Transcripts that accompany the student’s application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to the student on the transcript.

**Veteran Student Admission**

Veterans must meet the standard admissions requirements for the graduate program and provide the following documentation:

1. Veterans receiving education benefits from the U.S. Department of Veterans Affairs may submit all postsecondary education transcripts for Parker University to evaluate if transfer credit should be granted.
2. Veterans of the United States Armed Forces should provide the University with a copy of their DD 214 and a letter of eligibility from the U.S. Department of Veterans Affairs.

**Re-Admission of Former Students**

Former students who are currently not enrolled in Parker University may submit a “Request for Readmission.” The Request for Readmission Form is available in the Registrar’s Office or online at: https://myparker.edu.ICS/Student_Services/Registrar/Request_for_Readmission.jnz

Students, who have not attended Parker University, within the last five (5) years, will need complete the Graduate School Application form. Credit for prior graduate level courses will be determined by the Dean or Vice President.

Your readmission application must be submitted to the Office of the Registrar by close of business day on the stipulated deadline date listed below:

- Fall – the deadline date is the last Friday of June
- Spring – the deadline date is the last Friday of October
- Summer – the deadline date is the last Friday of February
Any applications for re-admission received past the stipulated deadline will be considered at the discretion of the Program Dean or Program Vice President. The Program Dean or Program Vice President will meet shortly after the stipulated deadline date and will notify each candidate of the decision by letter and email using the contact information provided on your application. If you have any questions regarding the readmissions process, please contact the Office of the Registrar at 972/438-6932, Ext. 7120.

**Application Procedures:**
1. Submission of a completed Graduate School Application, official transcript, and formal resume. Applications can be requested from the Admissions Office or located on the Parker Website at: [https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/)

**Deadlines for Applications**
Applications for admissions must be received by the deadlines for the desired semester of enrollment.

- January Semester January 1 prior to start
- May Semester May 1 prior to start
- September Semester September 1 prior to start

All admissions documents and reservation deposits must be received prior to registration, with the exception of the final official transcript. All final transcripts must be received within a student’s first semester. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.

**Rules for Processing Applications through Final Enrollment**
To accurately and promptly process each application, Parker University has established certain limitations on enrollment and other rules that each applicant must follow to hold his/her place in a class. If any of these time limits or deadlines pass, the place originally reserved becomes available to other applicants.

**Acceptance and Reservation Deposit**
After the Admissions Office processes the required materials, candidates are notified in writing regarding decisions of the Registrar’s Office. An applicant who is accepted must remit a non-refundable, nontransferable reservation deposit of $50. This fee is applied toward the first semester’s tuition.
Transfer of Credit for Graduate Programs

Degree Specification:

*MBA degree*

Parker will accept up to six (6) credit hours of graduate level course work that is equivalent in credit hours, content, duration, and course objectives to that of Parker University courses. Students must complete 30 hours of the degree at Parker University.

Transfer of Credit Policies and Procedures

For students enrolling at Parker University, credit for courses or degrees completed at another institution is subject to approval by the Registrar. Each course will be evaluated by the Registrar’s office and subsequently matched to specific courses outlined in the student’s desired program. If the naming conventions of the courses completed at the prior institutions do not match the course at Parker University, further investigation is conducted. In this case, course descriptions are retrieved from the prior institution’s academic catalog. Based on the description of the course content, the course where credit was earned will be accepted as transferrable credit if it meets the course content at Parker University. Parker recognizes transfer credit from institutions that have approved articulation agreements with the University.

Official Transcripts

The Registrar makes a temporary evaluation from unofficial transcripts. However, only courses listed on official transcripts receive permanent official transfer credit. Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted.

It is the students’ responsibility to request that official transcripts be sent from all prior institutions where credits were earned and mailed from that institution directly to the Registrar’s Office at Parker University. Students also have the option to fill out a transcript authorization/release form available from the Registrar’s office to allow Parker to request transcripts on a student’s behalf. Transcript fees will be added to a student’s first semester of enrollment costs. A transcript stamped “Issued to Student” or hand-carried into the Registrar’s Office is not considered to be an official transcript.

Students are informed in writing of any credits accepted as transferable. In most cases, preliminary notification is presented prior to enrollment, but in no case later than the end of a transfer student's first semester.

Parker University makes no guarantees or promises of acceptance of credits from any other institution. Credit value accepted by Parker University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits. It may be necessary for students to forfeit previously earned credit in the transfer process since college philosophies, objectives, and programs may vary and change from year to year. Decisions are made so that a student's academic program provides the most professional training.
Guidelines for Acceptance of Credit
The following guidelines are used in evaluating transcripts for transfer credit received from other accredited institutions:

Transfer from Regionally Accredited Institutions
Parker University accepts transfer credits applicable to an applicant's program of study from regionally accredited institutions. Transfer credit is granted only for courses in which a letter grade of "B" or higher was earned (3.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

Transfer from Non-Regionally Accredited Institutions
Credit for courses from non-regionally accredited institutions which are substantially equivalent in content to Parker University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Transfer credits are granted only for courses in which a grade of "B" or higher was earned (3.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

Transfer from International Institutions
Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. It is the students’ responsibility to contact an approved educational evaluator organization to request that a foreign transcript review be prepared and mailed directly to the Parker University Registrar’s Office attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of "B" or higher was earned (3.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

Veteran Transfer of Credits
A Veterans Administration benefit recipient has the responsibility to report all previous education and training to Parker University. The University evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Definition of a Credit Hour
Parker University’s credit hour definition policy is consistent with the Carnegie unit and The Council for Higher Education Accreditation. Credit hour values are based on the amount of time spent in scheduled activities in the course.
Minimum requirements:

- One lecture semester credit hour is equal to 15 contact hours in the course.
- One laboratory semester credit hour is equal to 30 contact hours in the course.
- One clinical education semester credit hour is equal to 45 contact hours in the course.

Parker University requires all semester credit hours courses meet or exceed the minimum contact hours as stated in the policy.
Academic Standards
The University has established certain policies as the context through which the academic endeavor will be completed. These policies seek to aid students in their progress toward an academic experience that is both effective and efficient. Students should seek full understanding of, and are responsible for, adherence to the policies outlined in the catalog. It is the student’s responsibility to inform himself/herself of degree requirements.

Degree Requirements
Degree requirements existing at the time of initial admission will remain in effect for a student only if the student is enrolled during at least one of the terms during the academic year and each successive academic year. Students who have not enrolled for courses during at least two calendar years must file a petition for readmission with the Office of Graduate Programs and must fulfill all degree requirements in effect at the time of readmission.

Master of Business Administration
The Master of Business Administration degree with a concentration in Health Care Management requires graduates to complete a total of 36.0 graduate semester credit hours of course work. It includes MBA core courses (24 graduate semester credit hours) and Health Care Management concentration courses (12 semester credit hours). No elective courses are offered in this program.

To earn a Master of Business Administration degree with a concentration in Health Care Management from Parker University, students must accomplish the following:

1. Earn a minimum of 36 graduate semester credit hours
2. Earn a minimum grade average of 3.0
3. Have no more than two courses with a grade of "C"
4. Complete the 30 credits of the MBA program through Parker University
5. Complete all MBA degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of Business or Program Vice President.

Audit Policy for Graduate Programs
Current students, and/or non-students may want to audit a course(s). To audit a course(s) one must show documentation of completion of an undergraduate degree, meet prerequisite course requirements, complete an application for audit, pay all required fees, and receive approval from the appropriate Program Dean or Program Vice President. The Program Dean or Program Vice President will have received prior consent from the instructor.
The course audit should be clearly indicated in the student’s file in the Registrar’s Office. The student will not receive evaluation from the instructor and interaction between the instructor and student will be determined by the instructor and Dean. Student(s) must attend at least 80% of the course for the Registrar’s Office to show that the student has audited the course. In some instances, the student will determine they want to change audit to credit, or credit to audit. This change must take place during late registration.

**Continuous Progress (CP)**
Students who are currently enrolled at the University may need to take a course through continuous progress (CP) if the student cannot take a course as offered because of a special circumstance. The CP form and syllabus must be completed by the instructor, signed by the student, and approved by the appropriate Vice President or Dean. CP courses will mirror all course requirements of online delivery. Student may not begin CP until the registration process is completed.

**Independent Study (IS)/Research Courses (RC)**
Independent Study (IS)/Research Courses (RC) are offered by instructor(s) to allow students to explore material not offered in regularly scheduled courses or guided research in a specific field of study. These courses/guided research are “specialized coursework” and are given course credit dependent on the level of learning required (i.e., 1, 2, or 3 hour course credit). The IS/RC form must be completed by the instructor, signed by the student, and approved by the appropriate Vice President or Dean. Student may not begin IS/RC until the registration process is completed.

**Incomplete**
An “I” (Incomplete) may be awarded at the approval of the instructor. The student must remove the Incomplete prior to the end of the next full semester. Should the student not complete the work to remove the “I” prior to the end of the next full semester, the incomplete will roll to an F. The instructor may award the incomplete based on special circumstances; such as, extended illness, death in the family, or work assignment. Documentation is required. All incompletes and/or grade changes must be reviewed and approved by the appropriate Vice President or Program Dean.

**Official Withdrawal**
A student may withdraw from a single course or from the university and receive a Withdrawal “W.” The “W” indicates that the student will not receive credit for the course(s).

**Grading and Retention for Graduate Programs**
Program and course grading policies measure student knowledge and skill outcomes as outlined for the core courses of all graduate programs. These policies follow Parker University’s grading policy.
The grade for any course examination, quiz, homework, research paper, case analysis, discussion board, and final grade will follow the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0 – 100.0%</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 79.9%</td>
</tr>
<tr>
<td>F</td>
<td>69.99% or below</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Grade Report
Students may access their grades through Blackboard. Grades are available one week after the end of the course. Grade cards are available on the Parker intranet. Grades will not be given through email or phone.

Probation and Suspension for Graduate Programs
A student with a cumulative grade point average below the required program grade point average will be placed on Academic Probation. The student must raise his or her grade point average prior to the end of the next semester. If a student fails to obtain the required program grade point average by the end of that semester, the student on Academic Probation will be dismissed. Each student’s progress will be reviewed on a case by case basis.

ACADEMIC PROBATION AND DISMISSAL FLOWCHART
Undergraduate/Graduate Degree Programs
Application for Graduation

Application for graduation must be made through the Registrar’s Office by the published deadline, but preferably at least one semester prior to graduation. Students who apply for graduation, but fail to meet graduation requirements must reapply and pay appropriate fees. The Registrar’s Office will certify the completion of graduation requirements.

Transcript of Credits

The transcript of college credits is an official document of the student’s performance and bears the University’s permanent seal and the signature of the Registrar.

Official transcripts will not be released unless the student has met all degree requirements and has paid all monies owned to the university. Any exceptions will be decided on a case by case basis.

Attendance Policy

Attendance and engagement in class is an important part of learning. At Parker University satisfactory attendance is considered to be a vital part of each student’s performance. Absences should not exceed more than 20 percent of the total class time. Students are responsible for their performance regardless of the absences. Should there be extenuating circumstances, the instructor should be notified immediately and
proper documentation should be provided. The instructor decides if a student should be permitted to make up missed work. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in online by the prior to the end of the first week meeting or they are not permitted to begin a course.

Financial Services

Financial Aid for Undergraduate and Graduate Programs

The Financial Aid Department at Parker University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Parker University believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Parker University examines the total cost associated with attending the University including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Parker University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department.

Parker University maintains an Office of Financial Aid with a full-time Director responsible to assist and advise students in meeting their financial obligations in securing their education. Students are encouraged to make appointments to speak with a Financial Aid Administrator to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Parker University is an institution eligible to participate in Federal Title IV financial aid programs.

The University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Parker University is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

Grants, Loans, and Scholarships

Grants

Students who are in graduate programs are not eligible for Federal Grant dollars.
Loans
Parker University offers a variety of low interest loans that enable students to meet their educational costs. Educational loans MUST BE PAID BACK. Interest charges vary with the type of loan, and a minimum monthly payment may be required. Students must enroll in at least six (6) credit hours and will only be eligible for unsubsidized loans.

The William D. Ford Federal Direct Loan Program
Parker University was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Parker University processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Subsidized and Unsubsidized Direct Loans
Federal Direct Loan Subsidized Program repayment begins six (6) months after a student drops below halftime status. The loan has a variable interest rate that is determined each year by the federal government. Based on student eligibility for the subsidized loan, the Unsubsidized Loan amount may be increased based on unmet need if eligible. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan. The following chart provides maximum annual and total loan limits for subsidized and unsubsidized loans as of July 1, 2012.

<table>
<thead>
<tr>
<th>Year</th>
<th>Dependent Students (except students whose parents are unable to obtain PLUS Loans)</th>
<th>Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Undergraduate</td>
<td>$5,500—No more than $3,500 of this amount may be in subsidized loans.</td>
<td>$9,500—No more than $3,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Second-Year Undergraduate</td>
<td>$6,500—No more than $4,500 of this amount may be in subsidized loans.</td>
<td>$10,500—No more than $4,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Third-Year and Beyond</td>
<td>$7,500 per year—No more than $5,500 of this amount may be in subsidized loans.</td>
<td>$12,500 per year—No more than $5,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate or Professional</td>
<td>Not Applicable</td>
<td>$20,500</td>
</tr>
<tr>
<td>Degree Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maximum Total Debt from Subsidized and Unsubsidized Loans

$31,000—No more than $23,000 of this amount may be in subsidized loans.

$57,500 for undergraduates—No more than $23,000 of this amount may be in subsidized loans.

$138,500 for graduate or professional students—No more than $65,500 of this amount may be in subsidized loans. The graduate debt limit includes all federal loans received for undergraduate study.

Federal Direct PLUS Loan
The Federal PLUS Loan (PLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within sixty days (60) after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

Federal Graduate/Professional PLUS Loan
Graduate and professional degree students are eligible to apply for the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to the Graduate/Professional PLUS loans. The requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent in the Direct Loan Program. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.

Federal Perkins Loan
The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student’s last date of attendance.

Scholarships
Parker University Scholarship Programs
Parker University offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the University. Recipients must be enrolled in an associate or bachelor degree program.
Private Scholarships

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities. The Financial Aid department can provide a listing of web sites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information. Additional information on financial aid programs offered at Parker University is available by contacting the Financial Aid Department.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) program gives part-time employment to students who need income to help meet the costs of postsecondary education. When available, Parker University provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The federal government has required that part of this program is for students to provide community service but the university is exempt from this requirement at this time.

Student Eligibility Requirements

To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for their
education is to provide the website information needed to complete the Free Application for Federal Student Aid at the time of enrollment.

**Financial Aid Procedures**

Prospective Parker University students who seek financial assistance must complete a Free Application for Federal Student Aid (FASFA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Instructions are available in the Financial Aid Department on each campus as to how to enter the FAFSA on the web. Students must complete a FASFA and an appointment must be made with a Financial Aid Administrator.

The Financial Aid Office will provide an analysis which indicates the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. After the Free Application for Federal Student Aid is processed, the University receives an electronic Institutional Student Information Record (ISIR) and a student receives a Student Aid Report (SAR) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and students. The Director of Financial Aid ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork, and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each award period.

**NOTE**: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the University while a student is in school, the student is responsible for all tuition and fees due to the University.


**Student Rights**

All Parker University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Parker University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know their academic advisor.
- Information concerning the University's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.
Costs

Parker University wishes to eliminate possible areas of misunderstanding before students begin class. This allows the University to devote future efforts to support our students’ education. At Parker University tuition and fees are charged to the student by the semester. Each semester is 16 weeks. Parker University students are not charged by the course, but by credit hours. University student tuition and fees are subject to annual review and modification. *Tuition is payable on the first day of the class in the semester except for those remaining funds to be utilized by federal aid sources designated by the Parker Financial Aid Department.*

Effective Fall Term 2014

**Initial Fees**

Application Fee (one-time charge) $50.00  
Tuition Deposit (one-time charge applied toward tuition) $100.00

Graduate Degree – On-Line MBA in Health Care Management  
*Tuition & Fees:*

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<table>
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<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$675</td>
</tr>
<tr>
<td>Late Registration Fee (per day)</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$45</td>
</tr>
</tbody>
</table>

**Other Fees**

Degree programs with Majors that require a special laboratory fee will be assessed a fee accordingly or if it requires the purchase of a student kit, it may be purchased at the university bookstore.

Degree program Majors with certification testing will be assessed a fee accordingly. Textbook prices are available on the student portal by course.

Students taking online courses who have the textbooks shipped will make direct payment online and textbook will be immediately shipped to them.

Students making direct payments or utilizing the university installment plan must be current in payments or a registration hold will be placed on the student account. Students that have a payment hold should make arrangements to speak with a representative in the Business Office to resolve the outstanding debt.

Parker University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester term as stated above. Registration holds on the commencement of a new semester term and/or an academic transcript will not be
released if the student has a balance with the institution for any reason. Tuition and fees are due the first day of the billing semester, unless other arrangements have been made. Payment Installment Programs are available through Tuition Management Services.

**Uniforms, Tests, Supplies, and Special Fees**

Some health care related programs may require students to wear appropriate apparel to class or during their clinical experience while in their major courses. This apparel is available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries, as well as tape recorders (if permitted). Special courses, workshops and seminars may be held throughout the year for various interest groups, including business and industry. The fee for this type of course is published as far in advance as practical and is nonrefundable.

**University Interruption**

In the event the operation of the University is suspended at any time due to any "Act of God", strike, riot, disruption, or any other reason beyond the control of the University, there will be no refund of tuition, fees, charges, or any other payment made to the University.

**Student Withdrawals**

It is the responsibility of all students, upon withdrawal from Parker University, to return library books and pay all fines, fees and monies that are owed to the University.

**Tuition and Fee Disclosure**

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student’s control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks consists of four (4) consecutive four (4) week terms of instruction.

**Arbitration Clause for Parker University**

As stated on the Parker University Application for Admissions, it is agreed that, in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to the agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may
appoint one or more arbitrators or an umpire pursuant to section 682.04, F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Parker University prevails in the arbitration proceeding, Parker University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. The venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified, except in writing by the parties.

Cancellation and Refund Policy

Return of Title IV Funds (R2T4)
A pro-rata portion of any Federal Title IV funds received are returned to the appropriate program for a student who withdraws prior to the completion of a term in the semester that is prior to reaching the 60% point of a semester. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to financial aid programs. Order of refund is: 1) Unsubsidized Loan; 2) Subsidized Loan; 3) Perkins Loan; 4) PLUS/Grad Loan; 5) PLUS; 6) Pell Grant; 7) and FSEOG.

Cancellation/Withdrawal Calculation
Cancellation at any time from the date of a student’s registration to the day before the third scheduled day of a commencement period of a semester – 100% refund of tuition and any refundable fees. (The University retains the application fee and enrollment confirmation fee.) A 75% of tuition and fees will be refunded if withdrawal is made on or before the last day of the first week of the start of each semester. A 50% of tuition and fees will be refunded if withdrawal is made on or before the last day of the second week of the semester. A 25% of tuition and fees will be refunded if withdrawal is made on or before the last day of the third week of the semester. No refunds will be made if withdrawal occurs after the third week of the semester.

If a student withdraws or is dismissed from Parker University, then the University or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for readmission.

All refund calculations are based on the current total tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Registrar’s Office to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.
For students receiving federal financial assistance and have completed 60% or less of class registration, the refund shall be based upon the percentage completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Financial Aid office uses the Department of Education’s Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Financial Aid Office. Students and or parents will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the students’ withdrawal within 30 days. All students completing more than 60% of the term enrolled has earned all of their financial aid dollars and not subject to a return of funds calculation.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University’s Application for Admission and making an initial payment.

If cancellation occurs after three business days from the signing of the University’s Application for Admissions, all application and registration fees in excess of $100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student’s withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or balances due at time of graduation are billed to the student. No official academic transcript is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript may be issued.

**Registration and Student Schedules**

All students will register for classes based upon a rolling admission schedule whereby an academic year is floating by commencement date but defined by two terms which extend over a 32 week period. Students may enter into the undergraduate program on a monthly basis and entry will commence their academic term. Each term will be sixteen weeks in duration and for undergraduates, general course time is four weeks. Graduate students may be admitted in a maximum of 6 academic hours and commence within a program in September, January, or May of a given semester and each term will be sixteen weeks in duration with course times of 8 weeks per course. An example of a floating semester within the term can be illustrated by the following:
Graduate Programs
Fall 2014
14FA- September 2, 2014- October 24, 2014- 1st course
14FC- October 27, 2014- December 19, 2014- 2nd course

Winter 2015
15WA- January 5, 2015- February 27, 2015—1st course
15WC- March 2, 2015- April 24, 2015- 2nd course

Summer 2015
15SA- May 4, 2015- June 26, 2015- 1st course
15SC- June 29, 2015- August 21, 2015- 2nd course

Schedule Changes
Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Program Director. Dates and times for schedule changes are posted as far in advance as possible.

Course Waiver/Substitution
A prerequisite or course may be waived or substituted upon written recommendation of the appropriate Dean or Vice President. The documentation must be filed with the Registrar and is maintained in a student’s academic file.

Repeat of Course Calculations of Grade
When a student takes the same course more than once, all grades received remain on the student’s transcript but only the last grade is used in calculating cumulative grade point average. However, all courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses and will need to meet with his/her representative in Financial Aid for pricing details.

Attendance
Regular class attendance is essential to proper academic progress and is expected. At Parker University, satisfactory attendance is considered to be a vital part of each student's performance. Absences could result in a lowered achievement rating and an undesirable record. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and performance. Such determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third class meeting or they are not permitted to begin a course.
In an emergency which causes a student to be absent, it is the student’s responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be referred to the Administration for more severe action. Faculty members may establish more rigorous attendance standards for their individual courses.

**Leave of Absence Policy**

To be eligible to apply for a leave of absence, a student must have completed one full semester at Parker University. The student must submit a written request for the leave (with required documentation) to the Program Director. Students must have approval from the Program Director prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident). This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

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. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Parker University and will be charged a reentry fee when he/she re-enrolls. Except in a clock hour program a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.

If a student does not return to school at the expiration of an approved leave of absence, the student’s last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student’s last day of attendance. A major consequence of this 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.
University Withdrawal

General Withdrawal Policy
When a student withdraws from Parker University, written notice should be submitted to the Registrar by the student, parent or guardian. Such notice should contain the reason for the withdrawal.

Military Deployment Policy
Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for deployment; if a student attended class, they will receive a grade of —W. The student has the option to complete class if 75% or more coursework has been completed. Student can request an —Incomplete grade. Students will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis. If the withdrawal is during the semester, no withdrawal fee will be charged. Upon re-entry, admissions re-entry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

Academic Re-admittance Policy
A student must apply for re-admittance to the University after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Program Director to re-enroll, and the Program Director will provide a re-entry form.
2. Students must obtain the Business Office signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, the withdrawal fee must be paid.
3. Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director. The Program Director may grant approval for re-admittance if a student has been out of school for more than one (1) semester.
5. Students are re-enrolled under current tuition charges.
6. If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
7. After obtaining required signatures on a re-entry form, a reentering student must return the form to the Program Director to be scheduled for classes.
Disciplinary Re-Admittance Policy
A student must apply for re-admittance to the University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students re-entering are placed on one semester of disciplinary probation.
2. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

Add-Drop/Census Period
Parker University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the first eight class days of a Term, after which enrollment locks and no additional classes can be added. Students withdrawing from a course, but not replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.

Academic Load
To be considered full-time, students must carry a minimum load of 9 credit hours per semester which is a normal academic load. Exceptions to this policy must be approved by the Academic Program Director.

Repeating Courses
A course in which a letter grade of “F” has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Parker University. No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of “F” must notify the Registrar’s Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status. NOTE: Veterans’ Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a —D grade. Students should speak with the Financial Aid Department for further details.

Satisfactory Academic Progress (SAP)
To be eligible for federal student aid (FSA) funds, a student must make satisfactory academic progress (SAP), and Parker University must have a reasonable policy for monitoring that progress. Academic progress is evaluated at the end of each trimester/semester for students.

The qualitative standard (i.e. cumulative grade point average or CGPA) that a student must have at each evaluation is 2.25 for Doctor of Chiropractic students beginning fall 2012 as Trimester 1, 3.0 for Radiologic Tech and Master in Business Administration core students beginning fall 2013, 2.5 for Health Information Management students beginning spring 2014, and a 2.0 for all other programs.
The quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe is 67%. For students enrolled in the Clock Hour Massage Therapy Program it is imperative to complete 201 of 300 clock hours per term in order to meet the 67% requirement. Pace is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. This includes course incomPLEtes (I), withdrawals (W, WP, or WF), repetitions, and transfer hours from other schools.

- Any grade counts as attempted hours on the transcript.
- If a course is dropped within the designated add/drop period, it is not counted toward attempted hours.
- Hours attempted include transfer credit courses accepted toward the Parker degree program.

All periods of a student’s enrollment count when assessing progress, even periods in which the student did not receive FSA funds.

A SAP review is not complete until both the qualitative and quantitative measures have been reviewed. If a satisfactory progress check shows that a student does not have the required CGPA or is not maintaining the required pace, the student becomes ineligible for FSA funds unless s/he is placed on financial aid warning or probation (after a successful appeal). Notification is sent to students of the results of any evaluation that affects their eligibility for FSA funds.

**Maximum Timeframe**

Period no longer than 150% of the published length of the program

**Graduate Programs**

The maximum timeframe for a student to receive FSA funds to complete the Master of Business Administration in Health Administration is 54 hours.

**Undergraduate Bachelor of Science Programs**

The maximum timeframe for a student to receive FSA funds to complete a Bachelor of Science degree will vary per program, including all transfer credits accepted from other schools. The BS in Anatomy and Physiology is 190 hours. The BS in Health and Wellness is 195 hours and the BS in Health Information Management is 186 hours.
**Undergraduate Associate of Applied Science Program**

The maximum timeframe for a student to receive FSA funds to complete the Associate of Applied Science degree is 108 hours including all transfer credits accepted from other schools.

**Massage Therapy Program**

The maximum timeframe for a student to complete this clock hour certificate program is 900 clock hours and 12 calendar months. This is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

**Satisfactory Progress Definitions**

**Financial Aid Warning**

Status assigned to a student who is failing to make satisfactory academic progress at the end of a semester. Parker University reinstates eligibility for aid for one semester only and does so without a student appeal. This status may only be used for students who were making SAP in the prior semester.

**Financial Aid Probation**

Status assigned to a student who failed to make satisfactory academic progress at the end of the warning period. Students are no longer eligible for Federal financial aid after the probation period unless they successfully appeal. After a successful appeal eligibility for aid is reinstated for only one semester.

**Appeal**

Parker University permits appeals for students who are not meeting SAP standards to petition the school for reconsideration of their eligibility for FSA funds. Students will appeal to an Appeals Committee. Only one (1) appeal may be submitted or approved throughout a student’s Parker certificate, undergraduate and/or graduate program. Students will be notified in writing regarding the status of their appeal.
**Financial Aid Appeals**

When a student loses FSA eligibility because s/he failed to make satisfactory progress, s/he may appeal that result on the basis of: his/her injury or illness, the death of a relative, or other special circumstances. The appeal must explain in writing why the student failed to make satisfactory progress and what has changed in his/her situation that will allow the student to make satisfactory progress at the next evaluation.

If the Financial Aid Appeals Committee determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent semester, the student will be placed on probation without an academic plan. Parker reviews the student’s progress at the end of that one semester. However, if the Financial Aid Appeals Committee determines, based on the appeal, that the student will require more than one semester to meet progress standards, the student may be placed on probation and an academic plan will be developed for the student. The student’s progress will be reviewed at the end of one semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. However if a student fails to meet those requirements he/she will be deemed ineligible to continue receiving Federal financial aid.

**Re-establishing Aid Eligibility**

Students who are not making satisfactory academic progress (SAP) can re-establish their eligibility for FSA funds by achieving a CGPA of 2.0 or for these specific majors (2.25 for Doctor of Chiropractic students beginning fall 2012 as Trimester 1)(3.0 for Radiologic Tech and MBA; and 2.5 for Health Information Management students) and completing at least 67% of their courses at Parker. Students can regain eligibility only by taking action that brings them into compliance with Parker’s financial aid satisfactory progress standards. If a student decides to fund his/her education or chooses to no longer attend Parker University until a later date, he/she must again meet SAP to restore eligibility for FSA funds.

**Disbursement Dates & Schedules**

Student that receives federal student financial aid are eligible based upon a variety of factors and funding from the government is disbursed in compliance with federal guidelines. Loan funds will first be applied to any current tuition and fee charges and the remaining funding will be disbursed to the student. Federal guidelines require that the university disburse any funds due to the student within 14 days once funds are received from Lender at the commencement of each term noted as the loan period. For new students, the university will request student aid disbursements from the government upon confirmation of student attendance in their registered course and distribute refund checks to the student within 10 business days from the commencement of the start of the term. For continuing students, the university will request student aid disbursements from the government prior to the start of each term and will disburse electronically into a student’s bank account within five business days of the start of the term. Returning students that have not
provided banking information will receive refund checks within 10 business days of the start of the term. Students that will be making direct payments to the university may wish to utilize the university’s payment plan option for additional assistance. For a list of disbursement dates, please contact the Financial Aid Office.

Financial Aid Processing Policy For Accelerated Acceptance

The financial aid office will process all accelerated starts per student enrollment and registration. Students who may know when they plan to start in Parker University academic programs are requested to apply for financial aid by completing the FAFSA (Free Application for Student Assistance) at www.fafsa.ed.gov and submit the Parker University Financial Aid documentation including a printed copy of the FAFSA completion acknowledgement with their application for admission at least one month prior to their start of class. This time frame will give the financial aid office ample time to receive ISIRS (Institutional Student Information Reports) from the federal government which is the initial document needed to begin to process students for financial aid. Based on an ISIR’s information the financial aid office will know what documents to request from students in order to complete the packaging process. Once all requested documents are received by the University’s Financial Aid Office, financial aid packaging will begin and eligible students will be sent their award letters indicating what funds they could receive. After students accept their awards and begin attending class the disbursement process will begin. Those students that desire an accelerated acceptance so they may immediately commence in the program with less than one month prior to an approved acceptance may proceed under an accelerated acceptance into the program under the following guidelines:

1. Student accelerated acceptance will be allowed and students may work with the Admission staff to enroll, register and start class up to the last working day prior to the commencement of the registered class. Students who have no initial Financial Aid at the start of classes will be required to finalize specific requirements as outlined in the bulleted format prior to the start of classes. Additionally, students must complete the Financial Aid application and submit the FAFSA completion acknowledgment to the Admissions Office prior to the start of class. All students under accelerated acceptance will be required to pay all confirmation and enrollment fees prior to attending any classes.

2. Students who neglect to complete or forward the required documents will be considered cash paying student and must pay for the enrolled classes or make financial arrangements with the University’s business office before the end of the month.

3. Students who do not make payment by the end of the month will be placed upon an administrative hold and not be allowed to progress to the following month’s course. Additionally any transcripts will be withheld until payment has been satisfied.

4. Likewise students who fail to complete their financial aid paperwork within two weeks after turning in the FAFSA confirmation page may have a financial aid hold put on their records until they complete the requirement.
After about two weeks in class with no payment students may be subject to receive a “nonadmit form” and be pulled out of class for non-payment.

Financial Aid Accelerated Process
Accelerated Financial Aid Students—Students, who have less than 30 days to prepare and start classes, will be governed by the following processes:

- Students will have up to the Friday or day before classes start to finalize the following FA/BO processes. (items with a **) 
- Students must have their $50.00 Parker University application fee, and enrollment confirmation fee of $350.00 **
- Students must have a FAFSA confirmation page showing that they have already applied for Federal financial aid. (This does not guarantee a student’s eligibility for federal aid)**
- If needed a student will be able to obtain a very general estimation of their aid.
- Students are registered for classes at least 2 months before the start, pending any transcripts coming in
- After registration the student will receive a bill for those classes registered for 10 days prior to starting the classes.
- Students start classes on the 1st Monday or designated day of the new month
- Students should receive their ISIR (Institutional Student Information Report) generated from the FAFSA at least 3-7 days after completion of the FAFSA. This should happen during the 1st week of attending classes
- As the Financial aid office receive the ISIR from the Department of Education; the aid office will email each student a request of the necessary documents to complete. This should happen at the front end of the 2nd week of classes.
- When the FA office receive the documents requested the packaging process will begin and students will receive an award letter- front end of 2nd week of classes
- As students accept their awards; the FA team will validate attendance of each student and disburse dollars – by the end of the 2nd week or front end of the 3rd week of classes
- Student accounts not completely covered by FA will be required to either pay the difference or sign a payment plan at the time of disbursement
- Students with no FA commitment must complete a Payment Plan for the full balance due by the disbursement date.
- Students not paid with be coded NP(nonpayment) and notified of their balance by the 2nd week
- Students may be subject to receive a “non-admit” form and pulled out of class, if no financial aid activity has taken place in two weeks of enrollment, and assessed a financial aid hold.
- NP students will receive certified letters by the 3rd week and future classes put on hold.
Returning Financial Aid Students
These are students who should have already been awarded pending the receipt of all required documents.
Students in this category will adhere to the following processes:

- Student should have been registered for classes two months prior to the start
- Student would have received an award letter the previous semester; FA SAP done
- Student will have the bill for the current semester 10 days prior to the beginning of class
- Students will start classes the 1st Monday of the month in the new semester
- The Financial aid office will validate attendance at the beginning of the 2nd week of class.
- The Financial aid office will then disburse funds during the 2nd week of class or approximately 7 days after the start of classes.
- Students whose financial aid does not completely cover their charges will be required to either pay or sign a payment plan for any difference.
- Students will be notified of their balance due the 2nd week of class

Students who have not paid by the 3rd week will receive a certified letter, be coded as a NP (nonpayment) and their classes put on hold for any future starts.
General Information

Library

The Parker University Library Resource Center is located in the North building. The facility creates a comfortable and pleasant environment conducive for study. The Library contains several casual seating areas, 17 study rooms, two computer rooms, media projection room, copy room, fax service, iPads, anatomical model room, 17,000 books and publications, and an extensive periodical section.

The Library provides the online student assistance to access appropriate online resources. Librarians are available for instruction, requests, and interlibrary loan for the online student. Access to library information through online forms, tutorials, or staff is available to the distance learning student through email, phone, fax, or in person. Online students can request library services 24/7 by clicking on the "Ask a Librarian" icon on the library website [screenshot]. A librarian will respond within 24 hours of the request.

Ebsco Discovery, a comprehensive search engine, was added to the Library website for student’s easy access to the library databases and holdings. EBSCO Discovery Service (EDS) takes research to the next level through a perfect combination of content and technology, taking into account all of the critical elements in the research process, and changing the expectations of how a discovery solution can and should address the needs of its users, whether it's:

1. A simple search by an online student.
2. A sophisticated search by a post-graduate researcher.
3. A library administrator looking to quickly and conveniently streamline resources.

Parker Library resources may be searched through the SirsiDynix online catalog. The Library webpage offers links to resources and access to full-text online publications including eBooks through A to Z electronic resources.

Database Access

- **Mango Languages** – offers instructional classes in over 60 languages.
- **TexShare databases** – Allows access to numerous databases and individual user membership.

**TexShare and Research Capability**

The Parker University Library Resource Center has nation-wide borrowing and computer research capabilities. The Library is a member of the TexShare Consortium that allows members to borrow and access
resources from other participating institutions. The Library also participates in cooperative agreements through the Online Computer Library Center (OCLC), and Healthline. Interlibrary loan is available to faculty and students.

The Library maintains memberships in the American Library Association, Medical Library Association (MLA), Southern Chapter of MLA, Texas Library Association, and Association of Chiropractic Colleges Educational Conference and Research Agenda Conference.

**Library Hours—On Campus**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>6:30 a.m. to 10:00 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>6:30 a.m. to 10:00 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>6:30 a.m. to 9:00 p.m.</td>
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<tr>
<td>Thursday</td>
<td>6:30 a.m. to 10:00 p.m.</td>
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<td>Friday</td>
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<td>Saturday</td>
<td>Noon to 4:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>Noon to 4:00 p.m.</td>
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*Library Hours are abbreviated during academic breaks and holidays.*

**Student Services**

The Student Affairs Office provides information, programs, services and activities to assist students in achieving their academic goals and enhance student learning, student development, and leadership. Students are encouraged to participate in and contribute to the total university program.

Student Affairs includes administration, athletics and recreation, counseling, student activities, student development, student organizations, student services, and student conduct. Please direct all questions to the Student Affairs Office located in South 201.

**New Student Orientation**

Prior to the beginning of their first class, all new students are automatically enrolled by the Registrar’s Office into an online new student video orientation which is available on Blackboard. Parker University provides a series of orientation videos that includes: Welcome from the President and Parker History, Library, Financial Aid, Bookstore, Information Technology, Registrar, Student Affairs, and Welcome from the Dean of the Business Program. The new student video orientation is available 24/7 to all online students.

**Counseling Services**

Counseling Services are provided to students concerning personal, social, marriage and family and academic problems. There is no fee for students and their spouses to utilize the counseling services. In addition, information regarding referrals and other counseling options is available. Counseling is scheduled by appointment only. To schedule an appointment, contact the Student Affairs Office at 214-902-2422.
Counseling and guidance is also available 24 hours a day seven days a week via a toll-free phone number, email, or internet. ComPsych employees work with Parker students in crisis, assess behavioral and emotional health, and make referrals to providers for a limited number of free telephonic or in-person counseling sessions. Through ComPsych, Parker University also offers legal assistance and financial planning sessions.

The confidentiality of counseling matters will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits disclosure of such records to third parties under circumstances prescribed by law.

**Workshops**
The Student Affairs office sponsors workshops designed with student success and wellness in mind. Following is a list of workshops that are available online for students:

- Study Skills
- Test-Taking Anxiety
- Maintaining Key Relationships With a Hectic
- Sleep Better

**Career Services**
Career Services are provided to all current students and alumni concerning placement assistance including career options, and career and employer opportunities. Parker’s Career Services utilizes online career management tools to manage student and employer databases, services, communication and activity tracking. Programs and services include:

- job listings
- career preparation workshops
- career fairs
- mock interviews
- student/alumni resume critiques
- on campus interviews

Career Services include assistance in resume preparation, developing interviewing skills, and reviewing job seeking strategies. Presentations are regularly scheduled for both incoming and graduating classes. Online resources are available to students at the Career Services section of MyParker. This site includes online information on:

- Résumé and cover letter critiques
- Job listings
- Mock Interviews
- Career Opportunities
• Career-Related Handouts
• Advising
• Business Plan Development

Student Assistance/Disability Services
The Association on Higher Education and Disability (AHEAD), in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, has published guidelines to provide institutions with uniformity in determining standards of proof in documenting the veracity of a student’s disability status and the need for specified accommodations. These guidelines are followed by Parker University.

Parker University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students who are in need of accommodations must notify the Student Affairs Office. The burden of this proof lies with the student to show why a disability requires accommodation. The supporting documents must clearly show that the individual (1) has a disability, (2) is substantially limited by the disability, and (3) a need exists for accommodation. Documentation requirements may include psychoeducational testing, history of prior disability services identifying specifically when, where, type, and for what disability the services were provided, official SAT/ACT results indicating that testing accommodations were provided, medical reports, audiology results, optometry results, and/or other documentary evidence as deemed relevant by the Student Affairs Office.

Lawfully, accommodations may be granted if sufficient documentary evidence of disability is provided and if the circumstances imposed by the disability can be alleviated with the provision of reasonable accommodations. It is the responsibility of the Coordinator of Student Assistance to make a final determination of eligibility status and prescribed accommodations or services.

Student Development
The Student Development Office provides assistance to students to improve learning strategies and study skills. Information is available on learning strategies and study skills, and individualized assistance is given in identifying areas which need improvement and workshops are scheduled as needed to provide information on learning strategies, study skills, stress and test anxiety. Contact the Counselor in the Office of Student Affairs for more information.

Tutoring
Tutoring is coordinated through the Center for Teaching and Learning which offers assistance to students who need additional support in their courses. These services are available through individual, small group, and large group sessions as well teleconference or Skype. Students may also schedule an appointment with their instructor for additional assistance outside of normal instruction. All students enrolled at Parker University are eligible for these services. Students interested in receiving tutoring should submit a Request for Tutoring located online at MyParker/Campus Life/Student Affairs/Tutoring.
Health Insurance
A health insurance plan is made available to Parker students by an independent insurance company. Students may enroll for each semester or may enroll for a year’s coverage in September. Rates are provided for each semester or on an annual basis for student only coverage.

The health insurance plan is also available for international students. International students are required to have health insurance in force during their time as a student at Parker.

International Student Office
The International Student Advisor assists international students and maintains files of required documents. The International Student Office is located in the Enrollment Office, South Building.

Student Discounts
The Student Affairs Office has obtained discounts to assist students in reducing living and entertainment costs. Discounts may be available for: baby-sitting, banks, beauty/barber, car repair, clothing, entertainment, such as movie tickets, Six Flags, Hurricane Harbor, Scarborough Faire, Scream, the State Fair of Texas, health services, restaurants, sports, travel, and other businesses.

Graduation Activities
Graduation ceremonies are held at the end of each semester. This uplifting occasion is made even more moving by the regal atmosphere and impressive surroundings. Graduation ceremonies at Parker University are memorable events.

Student Activities
The Office of Student Affairs offers programs to facilitate the academic, physical and social development of students. Students are encouraged to participate in the various student activities and events planned throughout the year.

Parker University encourages students, faculty and staff to maintain a healthy lifestyle; one that includes plenty of exercise and a healthy diet. Many opportunities are available for exercise and physical development through sports and recreation programs. Contact the Student Activities Coordinator in the South Building, Suite 201, for more information.

Student Records
Privacy of Student Records
Parker University is in compliance with the Family Educational Rights and Privacy Act of 1974 and does not maintain publishable information on its students. A student of Parker University has the right to inspect and review all records which meet the definition of “educational records”. These consist of all records maintained by the Registrar’s Office about students, with three exceptions:
1. Personal notes of University faculty and staff;
2. Employment records;
3. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in the student’s records.

All academic records are maintained in the Registrar’s Office. Requests to review records must be made in writing on a form provided by the Registrar.

The student’s prior written consent must be obtained before information may be disclosed to third parties, unless they are exempted from the provision. The exemptions include:

1. Releases to University faculty and staff with a legitimate educational “need to know”;
2. Releases in accordance with a lawful subpoena or court order;
3. Releases to others specifically exempted from the prior consent requirement (certain federal and state officials, organizations conducting studies on behalf of the University, accrediting organizations);
4. Releases in an emergency where the information is necessary to protect health or safety of the student or others.

Parker University reserves the right to disclose the following directory information for any student, unless the eligible student refuses to permit such information to be disclosed by giving the University notice in writing within thirty (30) days after enrollment of the student: the student’s name, address, telephone number; email address; date and place of birth; field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student, or other similar information.

**Student Conduct Policies**

Parker University is a self-governing, private, nonprofit institution of higher education. The University attempts to provide for all students an environment that is conducive to academic endeavor, personal and social growth and individual discipline. Acceptance to attend is a privilege extended to a selected group. Enrollment is considered an implicit acceptance of rules, regulations, procedures and guidelines governing student behavior at this institution.

Each student is responsible for full knowledge of all published policies, rules, regulations, and guidelines of the University as well as any subsequent changes or updates. The University holds each student responsible for compliance with all policies, rules, regulations, and guidelines and obtaining any printed revisions. Students are also expected to comply with all federal state and local laws and to conduct themselves on campus in a manner that is ethical and professional. Parker also reserves the right to adjudicate conduct and behavior violations of students, student organizations, and clubs which has taken place off campus or is
associated with an event sponsored by the University. A student is not entitled to any greater immunities or privileges before the law than those enjoyed by other citizens generally.

Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy will be determined and regulated by the University in such a manner as to ensure orderly conduct, noninterference with University functions or activities and the safety of students, faculty, and staff. Any action that interrupts the scheduled activities or processes of education is classified as disruptive; thus anyone who initiates any gathering leading to disruptive activity will be violating University regulations.

The basic standard of conduct and behavior requires a student to:

1. Adhere to all University policies, rules, regulations, and guidelines;
2. Not violate any municipal, state, or federal laws;
3. Not exhibit any conduct or behavior on or off campus which might have an adverse effect on the University, its faculty, staff and students or on the educational process;
4. Not interfere with or disrupt the orderly educational processes of the University; and
5. Report any known violation of University policies and/or procedures.

**Disciplinary Actions**

Any student who violates the standard of conduct and behavior policies, regulations or procedures is subject to any of the following disciplinary actions, notwithstanding any action taken by civil or criminal authorities.

<table>
<thead>
<tr>
<th>Written reprimand</th>
<th>A letter of reprimand is delivered to the student and placed in the student's official file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation</td>
<td>The student is placed on notice that any future violation of policy or procedure could result in dismissal from the University</td>
</tr>
<tr>
<td>Discretionary Sanctions</td>
<td>Work assignments, written apologies, written papers, service to the University or other related assignments.</td>
</tr>
<tr>
<td>Suspension</td>
<td>Prohibits a student from attending a class or classes and/or clinic duties or from being on campus, online or attending any school activities or events, for a specified period of time.</td>
</tr>
<tr>
<td>Dismissal</td>
<td>Permanent removal from Parker University.</td>
</tr>
</tbody>
</table>

Examples of disciplinary violations include, but are not limited to, the following: A.

Acts of dishonesty, such as:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work;
2. Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one’s work, copying from one’s research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism – appropriation of another’s work and the unacknowledged incorporation of that work in written form for credit;
6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting for another student or permitting another student to complete an academic exercise or take a test or exam in your place;
8. Bribing another person to obtain confidential test material or information about confidential test material;
9. Signing in or logging in for another student or asking another student to sign University forms for another student;
10. Furnishing false information to any University office, staff or faculty member; and
11. Forgery, alteration, destruction or misuse of any University document, record or identification form.
12. Sabotage – stealing, destroying or altering another’s academic work.

B. Obstruction or disruption of teaching, whether in the classroom, online, in laboratories, clinics or other University facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; or throwing paper or other items.

C. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the University premises;

D. Damaging, defacing or destroying University property or the property of a student, faculty or staff member or a campus visitor;

E. Attempted or actual theft and/or damage to the property of the University or property of any student, faculty, or staff member.

F. Misconduct which adversely affects the University community or which constitutes a violation of criminal laws of the federal, state or city governments.
G. Misconduct relating to student obligations with the University or University employees, including but not limited to:
   1. Issuance of a check without sufficient funds;
   2. Failure to fulfill financial obligations to Parker University;
   3. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
   4. Failure to heed an official notice or summons by faculty, staff or administrators.
   5. Failure to maintain a current mailing address and phone number in the Registrar's Office, or giving a false or fictitious address to the University.

H. Violation of federal copyright laws, including, but not limited to, copying textbooks, lab manuals or unauthorized computer programs.

I. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

J. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, or online, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Parker University. Under the Texas Education Code, criminal penalties may be imposed against persons who engage in hazing, or fail to report hazing to the Dean or Vice President.

K. Use or possession of ammunition, firearms, guns or other objects which are dangerous or flammable or which could cause damage by fire or explosion.

L. Use or possession of a knife with a blade longer than 5 ½ inches, which is also prohibited by the State of Texas (Penal Code 46.016A).

M. Unlawfully manufacturing, distributing, dispensing, possessing, selling, purchasing drugs, narcotics, or hallucinogens.

N. Smoking and use of tobacco on campus.

O. Unauthorized consumption of alcohol on the Parker University campus or at any University event or activity on campus or being under the influence or intoxicated at any on or off-campus University event or activity.

P. Using the telephone or online communication in an annoying, obscene, mischievous, harassing, or malicious manner or the wearing of inappropriate or offensive clothing.
Q. Tampering with or vandalizing fire alarms or other safety devices or equipment.

R. Unauthorized solicitation, advertising or selling merchandise on campus or online.

S. Students acting as an agent for businesses or organizations or for faculty/staff who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes.

T. Abuse of computers, technology or computer time, including but not limited to:
   1. Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person’s E-mail.
   2. Unauthorized transfer of a file.
   3. Unauthorized use of another individual’s identification and password.
   4. Unauthorized access into network files.
   5. Use of computer facilities to interfere with the work of another student, faculty or staff member.
   6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.
   7. Use of computing facilities to interfere with the normal operation of the University computing system.

U. Abuse of the judicial system, including but not limited to:
   1. Failure to comply with a directive or summons of a judicial committee or University official.
   2. Falsification, distortion or misrepresentation of information before a judicial committee.
   3. Disruption or interference with the conduct of a judicial committee.
   4. Attempting to discourage an individual’s participation in or use of the judicial procedures.

Minor incidents of misconduct may be handled by a faculty member, staff, administrator or department head. If the student does not wish to accept the disciplinary action given, he/she will be reported to the Dean of Student Affairs for a hearing and decision.

**Charges of Misconduct**

Faculty upon becoming aware of possible misconduct:

1. Notify the student of the charge against him/her.
2. Determine whether in the faculty member’s view the student is guilty of the infraction; if so report the infraction to the appropriate Program Director or Program Dean at which time one or more of the following courses of action may be taken:
   a. The case may be decided and dealt with on the instructor level in cases of minor infractions.
b. Cases of more severe infractions will be referred to the Program Dean or Program Vice President and a determination will be made whether the case warrants being brought before the Academic and Professional Standards Committee.

One or more of the following penalties may be imposed once academic dishonesty has been substantiated:
1. A written record of the infraction will be included in the student’s permanent file.
2. A failing grade on the exam, lab practical, paper or project.
3. A failing grade in the course.
4. Suspension from the Institution.
5. Permanent dismissal from the Institution.
6. Exclusion from participation in any extracurricular activities of the Institution

Minor incidents of misconduct may be handled by a faculty member, staff, administrator or department head. If the student does not wish to accept the disciplinary action given, he/she will be reported to the Chair of the Academic and Professional Standards Committee for a hearing and decision.

**Conduct Violations Hearing and Appeal Procedures**

**Academic and Professional Standards Committee**

Pursuant to the University’s Code of Conduct, any member of the university community may report a student for misconduct, unprofessional behavior or violation of university policies and/or procedures. The report will be submitted in writing to the Dean of Student Affairs.

The Dean of Student Affairs conducts an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. Such disposition will be final and there will be no subsequent proceedings or appeals. If there is no mutual consent, a hearing will be scheduled before the Academic and Professional Standards Committee within seven business days. If a report is filed during the last two weeks of the semester, it may be necessary to postpone the hearing until no later than the third class day of the following semester.

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

1. The Academic and Professional Standards Committee consists of seven members. Four faculty members will be appointed by the Dean of Student Affairs. Two programmatic student representatives will be appointed by the Student Body President. The Dean of Student Affairs, the Program Dean or the Program Vice President will chair the committee.
2. The student(s) will be notified in writing of the charges and directed to appear before the committee. Failure to appear before the committee is a violation of university policy and will subject the student(s) to further charges.

3. Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.

4. The committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the committee will determine by a majority vote, what disciplinary action, if any, is warranted. The Committee Chair will inform the student in writing of the committee’s decision.

The disciplinary action decided by the committee becomes effective upon receipt of the written letter. If the disciplinary action is suspension for any period of time, the student is prohibited from attending any activities or events specified in the suspension, whether on campus or off campus. If the disciplinary action is dismissal, the student is dismissed from the university and is prohibited from being on campus, attending any classes, clinic duties, events or activities of the university, whether on campus or off campus. Permission may be given by the Dean of Student Affairs, the Program Dean, or the Program Vice President for the student to come on campus for a special purpose.

**Appeal Procedure**

If the decision of the committee is an adverse decision, the student may appeal the decision. The appeal will be submitted in writing within five working days of the receipt of the committee’s decision to the Committee Chair. The student is permitted to return to classes and activities and events of the university until the appeal has been decided, unless one of the following circumstances is determined by the Dean of Student Affairs, the Program Dean, or the Program Vice President to exist:

1. The appeal has not been made according to the conditions in the decision letter;
2. The presence of the student in university activities constitutes a disruptive influence on the educational process or to patient care activities;
3. The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.

The Academic and Professional Standards Appeal Committee may uphold the appeal of the student, may affirm the committee’s decision, or may modify the disciplinary action, either by reducing the action or
increasing the severity of the disciplinary action. The Dean of Student Affairs, the Program Dean or the Program Vice President will notify the student of the decision within five working days. If the appeal is upheld, the student is immediately reinstated. If the appeal is denied, the disciplinary action becomes effective upon the student’s receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final.

**Problem Resolution Chain of Communication**

In the event that issues arise, students should address through the following chain of communication:

*Issues with an Exam, Exam Questions, Exam Scheduling, etc.*
Student → Course Instructor → Program Director → Program Dean or Program Vice President

*Grade Disputes*
Student → Course Instructor → Grade Appeals Form → Program Director → Program Dean or Program Vice President

*Issue(s) with a Faculty Member*
Student → Course Instructor (if possible) → Program Director → Program Dean or Program Vice President

*Issue(s) with another Student*
Student → Student (if possible) → Course Instructor → Program Director → Program Dean or Program Vice President

*Online Procedures*
Student → Course Instructor → Program Director → Program Dean or Program Vice President

*Academic Policy*
Student → Course Instructor → Program Director → Program Dean or Program Vice President

*Academic Lab*
Student → Lab/Course Instructor → Program Director → Program Dean or Program Vice President

In the event a student cannot resolve the academic appeal issue, the student should follow the formal student complaint procedures as outlined in the following section.

**Student Complaint Policy**
It is the policy of Parker University to provide appropriate services to our students and treat each student fairly and respectfully in the application of University policies and procedures.
**Complaint Procedures**

It is the desire of the University to provide an education and services of high quality to its students and to treat them fairly and respectfully in the application of policies and procedures. Should a student have a perceived violation of a policy or procedure, she/he are encouraged to resolve her/his concern through the University’s Student Complaint process. This process involves an informal resolution process and a formal resolution process.

**Informal Resolution Procedure**

When a student has a complaint, resolution should be sought through informal communication with the appropriate individual or direct supervisor. The student should arrange a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. The parties involved should meet and determine if the complaint can be resolved through mutual consent. Such disposition will be final, and there will be no subsequent proceedings or appeals. If there is no mutual consent, the students should begin the formal resolution process.

**Formal Complaint Procedures**

A student that wishes to file a formal complaint must complete the Formal Complaint Questionnaire which is available in the Student Affairs Office and on MyParker within ten (10) business days of the occurrence. The Formal Complaint Questionnaire consists of the following elements:

1. **Complaint** – separately list your complaint(s), with the relevant date(s), and identify the person(s) about whom you are complaining
2. **Evidence** – identify and attach copies of all letters, notes, memos, diaries, calendars, reports, or other documents or items that support your complaint(s)
3. **Witnesses** – identify all individuals who know about the incident(s)
4. **Describe Attempt to Solve as Informal Complaint** – identify steps taken in an attempt to resolve issue with the appropriate individual or direct supervisor
5. **Desired Outcome** – state what actions you feel are appropriate to address the concerns you identified

Once complete, the student must submit the form to the Office of Student Affairs. If the complaint involves the Office of Student Affairs, the form may be submitted to the Program Dean or Program Vice President. The Program Dean or Program Vice President will conduct an interview with the student to review the complaint and permit the student to provide additional relevant communication. The Program Dean or Program Vice President will conduct an investigation to determine if the complaint has merit and/or can now be resolved administratively by mutual consent. If the complaint has merit, a written recommendation will be made to all the involved parties within five (5) business days.

If either the student or other involved party does not feel that the recommendation is appropriate, they may appeal in writing to the Provost within five (5) business days of receiving the recommendation.
The Provost will conduct an investigation and have a final decision within 10 business days. Should the original complaint involve the Provost, the President will render a final decision.

**Involuntary Withdrawal**

A student’s continuing enrollment at Parker University is a privilege based on satisfactory academic progress and professional conduct and behavior. In the event that a student demonstrates evidence of an emotional problem as reported by two or more members of the faculty, staff or student body, the Dean of Student Affairs, the Program Dean or Program Vice President will investigate the allegation and refer to the Academic and Professional Standards Committee to investigate the allegation as appropriate.

The Dean of Student Affairs, the Program Dean or Program Vice President will notify the student to appear before the Academic and Professional Standards Committee. The student will be advised of the inappropriate or unprofessional behavior and will have the opportunity to respond to the allegations and may provide evidence or witnesses in responding to the allegations. After consideration of all information presented, the Academic and Professional Standards Committee will determine if a psychological/psychiatric evaluation or leave of absence is warranted. The Committee Chair will notify the Dean of Student Affairs, the Program Dean or the Program Vice President in writing of the Academic and Professional Standards Committee’s decision. The Dean of Student Affairs, the Program Dean or the Program Vice President will notify the student in writing of the Academic and Professional Standards Committee’s decision. The student may appeal the decision in writing to the Dean of Student Affairs, the Program Dean or the Program Vice President within three working days who will forward this appeal to the Office of the Provost. The Provost may affirm, modify or reject the decision of the Academic and Professional Standards Committee and will notify the student of his/her decision in writing within three working days. If the decision is for a psychological or psychiatric evaluation, the student is responsible for the expense of the evaluation.

At any time during this process, if the Dean of Student Affairs, the Program Dean, Program Vice President, or Provost believes that the student poses a threat to his or her health or safety, or the health and safety of others, the student may be immediately suspended from Parker University pending a psychological or psychiatric evaluation by a licensed psychologist or psychiatrist.

If the student is required to obtain an evaluation and refuses to do so, or if the results of the evaluation indicate that withdrawal from the school would be in the best interest of the student and Parker University, the student will be withdrawn from Parker University.

Involuntary withdrawal will normally incur no academic penalty for the semester in which the student is enrolled and any tuition refund will be based on the Tuition Refund Policy.
A student seeking readmission, at his/her own expense, must submit a written report from a licensed practitioner acceptable to the Program Dean, Program Vice President or Provost. Approval from the Program Dean, Program Vice President or Provost is required for readmission.

Resolution of Non-Academic Problems
To ensure the proper resolution of non-academic problems, the following channel of communication should be followed.

1. If a student has a problem with another student, he/she should discuss it with the student involved. If the problem is not resolved, submit a written statement of the problem to the Program Dean or Program Vice President. The Program Dean or Program Vice President will meet with the parties involved and attempt to resolve the issue. If the issue is not resolved and there has been a violation of University policy, the matter will be referred to the Academic and Professional Standards Committee. If the issue is not resolved and it does not involve a violation of University policy or procedures, the student may request a Grievance Committee Hearing.

2. If a student has a problem with a staff member or faculty member, he/she should discuss it with that individual. If the problem is not resolved, the student should follow the Student Complaint Policy.
Graduate Program

Master of Business Administration
Frances Charlene Conner, DBA., Dean of the Business Program

Mission of the Master of Business Administration with a concentration in Health Care Management is to offer an intensive graduate program that educates students in theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the health care business profession. In addition, MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods.

Program Student Learning Outcomes
The graduating student will be able to:

1. Evaluate an organization’s financial position through financial statement analysis and forecasting.
2. Design and compare operational and strategic plans for health care systems based on sound finance, accounting and global economic principles.
3. Function with integrity and make ethical and legal decisions within the healthcare workplace.
4. Demonstrate an understanding of the ethical and legal issues that impact leaders of organizations and the dynamic healthcare environment.
5. Demonstrate a capacity to lead others to achieve organizational goals and to effectively manage projects, develop marketing strategies, and operations.
6. Communicate proficiently in the healthcare environment through scholarly writing and knowledgeable oral presentations that lead to clarity of purpose and effective decision-making.
7. Apply data driven quantitative reasoning and statistical tools to address complex problems for critical decision making in dynamic business environments.
8. Critically analyze and develop health care policies and interpret and evaluate their legal and regulatory impact.

Curriculum Overview
The Master of Business Administration with a concentration in Health Care Management has two tracks.

1. 36 credit hour program:
The Master of Business Administration with a concentration in Health Care Management students must complete a total of 36.0 graduate semester credit hours of course work. It includes MBA core courses (24 graduate semester credit hours) and Health Care Management concentration courses (12 semester credit hours). No elective courses are offered in this program.
<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI6301</td>
<td>Organization Behavior</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MRKT6301</td>
<td>Marketing Management</td>
<td></td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSI 6305</td>
<td>Business Research Methods</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCT6301</td>
<td>Accounting for Decision Making</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
<td></td>
<td><strong>6</strong></td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FINA6301</td>
<td>Financial Management</td>
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<td>3</td>
</tr>
<tr>
<td>ECON6301</td>
<td>Global Economic Environment</td>
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<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Course Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>BUSI6310</td>
<td>Developing Ethical Leadership</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSI6320</td>
<td>Strategic Management</td>
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<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
<td></td>
<td><strong>6</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MHCM6301*</td>
<td>Health Care Policy Analysis and Decision Making</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MHCM6310*</td>
<td>Strategic Management of Health Services Organizations</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Semester 6</th>
<th>Course Number</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MHCM6320*</td>
<td>Corporate Compliance and Legal Issues in Health Care</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MHCM6330*</td>
<td>Capstone: Business Strategies</td>
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<tr>
<td><strong>Total Credit Hours Semester</strong></td>
<td></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

*Concentration Courses: Core courses must be successfully completed before concentration courses are undertaken.

2. 42 credit hour program:
The Master of Business Administration with a concentration in Health Care Management students must complete a total of 42.0 graduate semester credit hours of course work. It includes Pre-requisite courses (6 graduate semester credit hours), MBA core courses (24 graduate semester credit hours), Health Care
Management concentration courses (12 semester credit hours). No elective courses are offered in this program.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>BUSI5000</td>
<td>Concepts in Management</td>
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<td></td>
<td>ACCT5000</td>
<td>Concepts of Financial Management</td>
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<tr>
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<td><strong>Total Credit Hours Semester</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course Number</th>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
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<td>MRKT6301</td>
<td>Marketing Management</td>
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<td>BUSI 6305</td>
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<td>ACCT6301</td>
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<td>ECON6301</td>
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<td>BUSI6320</td>
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<th>Course Number</th>
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<td>MHCM6301*</td>
<td>Health Care Policy Analysis and Decision Making</td>
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<td>MHCM6310*</td>
<td>Strategic Management of Health Services Organizations</td>
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<td>MHCM6330*</td>
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*Concentration Courses: Core courses must be successfully completed before concentration courses are undertaken.

**Academic Calendar**

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<th>DATES</th>
<th>2014</th>
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<td>January 6</td>
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<tr>
<td>WA</td>
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<tr>
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<tr>
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<tr>
<td>SA</td>
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<tr>
<td>SA</td>
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<tr>
<td>SB</td>
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<td>July 4</td>
<td>Independence Day</td>
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<td>SB</td>
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65
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<td>WA</td>
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<td>Classes Begin</td>
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Graduate Course Descriptions

Master of Business Administration

Prerequisite Courses

**BUSI 5000, Concepts in Management (3 credit hours)**
This course prepares students to succeed in three of the core MBA courses: BUSI6301, Organizational Behavior; MRKT6301, Marketing Management; and BUSI6305, Business Research Methods. The course is a general introduction to the disciplines of marketing, management and statistics. The course includes the study of accepted concepts, practices, and theories in the modern business environment. Topics include strategy, motivational approaches, human resource management, organizational analysis and design; management and leadership; global management; organizational culture, change and change management; marketing and marketing management; statistics and statistical analysis; sampling; and decision making. Students will apply concepts, practices, and theories to actual organizational situations as they learning to implement, integrate, and assimilate practical business solutions. Students entering the MBA program without an undergraduate degree in a business discipline will be required to have completed this course or equivalent prior to enrolling in any of the above courses.

**ACCT 5000, Concepts of Financial Management (3 credit hours)**
This course prepares students to succeed in three of the core MBA courses: ACCT6301, Accounting for Decision Making; ECON6301, Global Economic Environment; and FINA6301, Financial Management. The course is a general introduction to the disciplines of accounting, economics, and finance. Students will learn principles of financial accounting and the creating of commonly-used financial statements; principles of microeconomics and macroeconomics, and principles of finance including the time value of money, capital budgeting, and the cost of capital. Students entering the MBA program without an undergraduate degree in a business discipline will be required to have completed this course or equivalent prior to enrolling in any of the above courses.

MBA Major Courses

**BUSI 6301, Organizational Behavior (3 credit hours)**
Students focus on three factors that contribute to successful organizational performance: individual behavior, group/team behavior and organization-wide processes. Topics include ethics, diversity, communication, motivation, leadership, conflict management and organizational culture, structure and change. Learning activities emphasize practical application of organizational theory. Pre-requisite: Marketing Concepts or undergraduate equivalent. Pre-requisite: Management Concepts or undergraduate equivalent. Online
**MRKT 6301, Marketing Management (3 credit hours)**
Students gain the knowledge and skills necessary to understanding the critical role of marketing in successful organizations. Topics include segmentation analysis, target markets, positioning, marketing mix elements, supply chain, marketing communication and pricing. Online.

**BUSI 6305, Business Research Methods (3 credit hours)**
This course examines the quantitative tools and techniques used to model business functions and applications. Emphasis is placed on how to set up models, and how to interpret and apply their results. Quantitative tools will include forecasting, risk analysis, uncertainty assessment, inferences from samples, and regression analysis. Guidance is provided in planning research strategy, documentation of research data, and design of a defensible study. Online.

**ACCT 6301, Accounting for Decision Making (3 credit hours)**
Students learn to analyze and present managerial accounting data. Topics include measurement of costs, planning, forecasting, budgeting, cost/revenue/profit analysis, Sarbanes-Oxley Act and corporate trust. Emphasis will include use of internal accounting information to support managerial decision making, planning, and performance evaluation. Online.

**FINA 6301, Financial Management (3 credit hours)**
Students will learn concepts of financial management. Various tools and cases are used to assist and train financial managers in decision-making. Topics include the analysis of risk and return, valuation of financial assets, capital budgeting applications, capital structure management, mergers and acquisitions, leveraged buyouts and working capital management. Online.

**ECON 6301, Global Economic Environment (3 credit hours)**
This course will explore economic theory emphasizing the global context and application. Central issues include the unique attributes of economics, supply and demand, markets, and the role of government and regulations, financing, and economic evaluation. Tools of international macroeconomics will be used to explore the economic environment facing firms operation around the globe, addressing areas such as economic indicators and forecasting, employment and unemployment, interest rates, inflation, and monetary policy; global trade in goods and capital, foreign exchange rates, and emerging market crises. Online.

**BUSI 6310, Developing Ethical Leadership (3 credit hours)**
This course will focus on academic theory and research leading to modern leadership approaches as well as learning and applying ethical decision making. Students will also utilize leadership self-assessment tools to learn more about their own personal leadership style. Online.

**BUSI 6320, Strategic Management (3 credit hours)**
This course is the capstone of the business core requirements of the MBA degree and is taken in the last semester prior to beginning the concentration. Topics include assessment of external and internal
environments, allocating resources, developing and applying policy and procedures utilizing various strategic models. This course will include a component of managing change. Online.

**Health Care Management Concentration**

*MHCM 6301, Health Care Policy Analysis and Decision Making (3 credit hours)*

This course will examine theory and methods of health care policy analysis and decision making. Students will review contemporary health policy issues, and examine these controversies from different perspectives using different methodological approaches. The course will strive to bring an appreciation of the complexity of policy problems and the policy making process and provide the basic tools used in policy design, implementation, and evaluation. Must be taken after core courses are completed.

*MHCM 6310, Strategic Management of Health Services Organizations (3 credit hours)*

Students integrate concepts learned in core and concentration courses with relevant professional and personal experience and apply this knowledge to a significant, real-world, leadership-related business challenge. The focus of the course will be on the role and function of strategic planning as it pertains to health care organizations. Students will scrutinize strategic plans and organizational strategies in relation to the complexity of the United States healthcare system. Must be taken after core courses are completed.

*MHCM 6320, Corporate Compliance and Legal Issues in Healthcare (3 credit hours)*

This course provides the student the basic structure of a corporate compliance program including laws and penalties surrounding compliance and monitoring/auditing practices. The course will identify areas of concern and risk for various healthcare settings. Must be taken after core courses are completed.

*MHCM 6330, Capstone: Business Strategies (3 credit hours)*

This course serves as the capstone course for the MBA health care program emphasis. The primary focus of the course is the application of strategic management for competitive advantage related to Health Care incorporating health care policy, corporate compliance and legal issues, and management of health services. Students will conduct case studies and a practicum project related to health care. Prerequisites: All MBA core courses and health care concentration courses. This course must be taken in final term of enrollment.
Graduate Program Administration

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