



MCKENDREE
UNIVERSITY
KENTUCKY CAMPUSES

STUDENT POLICIES
HANDBOOK

Revised: July 2007

I. GENERAL INFORMATION

A. Foreword

Welcome to McKendree University Kentucky Campuses. It is important to be aware of the policies affecting your course of study at McKendree University. The following policies and procedures become effective upon admission to the school. Please also refer to the McKendree University Course Catalog for additional information and policies.

McKendree University, formerly known as McKendree College, began offering classes in Kentucky in October of 1973. The first classes were held in the Federal Building on Chestnut Street in Louisville. Soon following, McKendree began offering courses at a U.S. Army recruiting station in Elizabethtown, Kentucky, in 1975. The Elizabethtown operation was relocated to the city of Radcliff in 1980 to better serve the growing number of students from the area and the Fort Knox U.S. Army Post.

On September 1, 1986, McKendree moved its Radcliff Campus from rented space in a shopping center to an exclusive campus at 1635 West Lincoln Trail Boulevard. The new site was dedicated on October 10, 1986. In January of 1991, McKendree University's Louisville Campus moved from its downtown location at 6th Street and Chestnut to a private campus in the Bluegrass Industrial Park of Jeffersontown. A dedication service was held on June 14, 1991.

McKendree University is regionally accredited by the North Central Association of Colleges and Schools, licensed for operation in Kentucky by the Council on Higher Education, and approved by the Kentucky State Approving Agency for Veterans Education.

B. Student Name Changes and Address Changes

The name and contact information on a student's records is extremely important; therefore, it is imperative that the proper procedures are followed for making a name change or submitting a change of address.

Changes of name must be filed in writing with the administrative office in Louisville or Radcliff. A copy of your social security card with the correct name is required along with a photo ID. The requested change will be processed by the Lebanon campus in Illinois.

Changes of address can be filed using a web form available online at <http://www.ky.mckendree.edu/studentforms.php>.

C. Smoking Policy

No smoking is allowed in any of the McKendree University Kentucky Campuses buildings. Students may smoke outside the building in designated areas.

D. Food and Beverage Policy

Food and beverages are allowed in the student lounge. Food and beverages are allowed in all classrooms except the computer classrooms or computer lab. Students are responsible for cleaning up any spills they make. Please help us keep your school clean.

E. Bulletin Boards Available

Bulletin boards are available at the Louisville and Radcliff campuses for students' use in selling used textbooks. **Only postings displayed for the purpose of textbook sales are allowed (no cars, boats, houses, garage sales, etc.)** Job postings should be submitted to the Student Services Manager for distribution.

F. Textbook Sales

It is the student's responsibility to obtain the required text for each course before the first day of class. Book information can be found on the Kentucky Campuses website (www.ky.mckendree.edu) and on the course syllabi.

Textbooks can be purchased at the following locations; students are encouraged to explore all other available sources.

Louisville

University Book Warehouse
1819 South Brook St.
Louisville, KY 40208
(502)636-1122

www.Universitybookwarehouse.com

Radcliff

The Bookstore
301 W Lincoln Trail
Radcliff, KY 40160
(270)351-1801

www.thebookstore-radcliff.com

G. No Weapons Allowed

No weapons (guns, knives, or any other items considered to be weapons) are allowed on the premises of McKendree University, including the parking lot areas.

H. Computer Lab

The computer lab is available from 9:00 a.m. to 6:00 p.m. Monday through Friday to currently enrolled students.

I. Library Facilities: Louisville

Computers at Louisville and Radcliff are wired for Internet access, as well as access to the Holman Library on our main campus. Students also have access to the Louisville Free Public Library System, the Barr Memorial Library at Fort Knox and the Hardin County Free Public Library. Please check with the office if you have any questions regarding the use of these services.

J. McKendree University Student Email Accounts

It is mandatory that students utilize their McKendree University email account. This email address will be the primary means of communication between faculty, staff and students. If students do not regularly check their McKendree mailbox, he or she assumes responsibility for missing important information such as degree audits, graduation applications, and event announcements.

Instructions for forwarding messages from this mailbox to another are available on the Kentucky Campuses website at www.ky.mckendree.edu.

K. Tutorial Assistance

Any student needing additional academic assistance to what is received in class, should contact their academic advisor. Tutors recommended by instructors may be hired by students using Vocational Rehabilitation Services with prior approval from the appropriate counselor.

L. Academic Advisement

Students are responsible for arranging registration advisement each semester with their academic advisor to ensure that appropriate courses are taken. It is the students' responsibility to ensure that all degree requirements are met prior to graduation. Academic Advisors are available to discuss problems that students may encounter in progressing through their program. It is strongly encouraged that students make appointments for these sessions to ensure the student receives the time and attention needed.

As a result of scheduling conflicts or course availability, students may periodically request to complete a course at a McKendree University Campus other than their campus of record. This course of action requires prior approval from the student's Academic Advisor and the Dean of the Kentucky Campuses.

M. Official Registration

Before each class begins, students are required to sign a registration form for that class. Please remember, you are NOT OFFICIALLY REGISTERED UNTIL THIS FORM IS SIGNED. Registration forms can be signed for one semester at a time. Once a student completes an official registration form, he or she is financially obligated for all courses listed on the registration form per the Drop/Add policy.

N. Drop/Add and Tuition Refunds

Students may withdraw from courses and receive refunds according to the following schedule:

MONTHLY CLASS DROP POLICY

1. Students may withdraw from class(es) prior to the beginning of the third class session or fifth business day which ever comes first (hereinafter referred to as the “add/drop period”) with no academic or financial penalty. The procedure for adding or dropping a class during the add/drop period is to complete and sign an add/drop request form and deliver it to administrative staff prior to the beginning of the third class. If after hours, add/drop forms are available on the website. Complete the form and slide it under the door to the office.
2. Courses dropped after the add/drop period must have the Campus Director’s approval. Adding or dropping a class after the third through the sixth meetings will result in the instructor assigning a WP (withdrawal while passing) or WF (withdrawal while failing) recorded on the student’s permanent record, with no award of grade points. After the seventh class, a WF will be assigned unless special exception is granted by the Dean of the University. In all cases, the student must complete and turn in an add/drop form.
3. Students who do not complete an add/drop form will be assigned a WW (withdrew without permission) with no award of grade points. A grade of WW is permanent and cannot be changed.
4. If courses are dropped in accordance with the aforementioned guidelines, the following tuition refund policies will apply:
 - a. 100% tuition refund – prior to commencement of the third class session.
 - b. 50% tuition refund – if after the third class session and prior to commencement of the fourth class session.
 - c. No tuition is refunded after the fourth class.
5. A course may not be added after the second class session. Adding a class after the first class session, but before the 2nd class session must have the approval of both the advisor and the instructor.

WEEKLY, SEMI-WEEKLY AND ON-LINE CLASSES:

Students enrolled in weekly or on-line only courses may withdraw from courses and receive refunds according to the following schedule:

1. Up to the end of the 5th business day from the start day of the class, students may withdraw from a class without any notation appearing on the permanent record.
2. Students may withdraw prior to the end of the 6th business day with a notation of “W” appearing on the permanent record.
3. After the seventh business day, a grade of WF will be assigned unless circumstances merit special consideration by the Dean of the University.
4. Prior to the end of the 5th business day, 100% of the tuition is refundable. After the 5th business day and prior to the end of the 6th business day a 50% refund is available. After the 6th business day, tuition is no longer refundable.

O. Grades

Student grades will be posted to WebAdvisor approximately four (4) business days after the end of each class. It is the student's responsibility to submit a "Grade Card Request Form" to the Lebanon Campus Academic Records Office in order to receive an official copy of their grade. The form is available in the administrative offices or on our website at www.ky.mckendree.edu.

Giving grades over the telephone is prohibited due to the Family Educational Rights and Privacy Act.

P. Incomplete Grades

At times, **extreme and extenuating circumstances** may prohibit a student from completing all of the necessary work required to receive a final grade for the course. In this event, the student may request a grade of "INCOMPLETE". The student must be in good standing and/or passing the specified course when requesting a grade of "INCOMPLETE". Again, the circumstances for requesting an "INCOMPLETE" must be extreme.

It is the student's responsibility to contact the instructor prior to the end of the course to request a grade of incomplete. After the class is completed, the student will have up to six (6) weeks to complete all necessary coursework to have the grade of incomplete changed to a final grade. School policy dictates that if the student does not complete the necessary work within that time frame, the incomplete will automatically be changed to a grade of "F".

Graduate students will not be allowed more than two (2) grades of "INCOMPLETE" at any given time, in order to be allowed to continue their course of study.

Giving grades over the telephone is prohibited due to the Family Educational Rights and Privacy Act.

Q. McKendree University Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or chair of the academic division [or appropriate official] written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading.

They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may disclose education records in certain other circumstances:

- ◇ to comply with a judicial order or a lawfully issued subpoena;
- ◇ to appropriate parties in a health or safety emergency;
- ◇ in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;

- ◇ to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- ◇ to accrediting organizations to carry out their functions;
- ◇ to organizations conducting certain studies for or on behalf of the University;
- ◇ the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

5. The University may disclose Directory Information without a student’s prior written consent. The University designates the following as Directory Information:

Name	Dates of attendance
Address (local and home)	Degrees and awards received
Telephone Number (local and home)	Most recent educational institution attended
E-mail address	Participation in activities and sports
Date and place of birth	Weight and height of members of athletic teams
Major field of study	

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above. Requests of non-disclosure of Directory Information must be submitted annually **within two weeks of the start of an academic term (fall, spring or summer)** and will be valid for the remainder of the academic year (fall through summer). A non-disclosure form is available for your use from the Administrative Offices.

For purposes of compliance with FERPA, the University considers all students independent.

R. Class Delay or Cancellations

Inclement weather may force a class delay or cancellation. Students should check Blackboard for announcements regarding class delay or cancellations. Announcements of class delay or cancellations will be made on the following radio stations:

<u>Louisville</u>		<u>Radcliff</u>	
WHAS	840 AM	KOOL	103.5 FM
WHAS 11	TV STATION	WQXE	98.3 FM
WAVE 3	TV STATION	WULF	94.3 FM

S. Payment and Fees

DEFERMENT POLICY

1. Only the amount that will be paid by the employer can be deferred.
2. A letter from the employer stating that the employee is eligible for tuition reimbursement will be required each semester. This can be a copy of the employer's handbook if the information is fully explained. If there is a dollar limit on benefits, that amount needs to be included. The information should be submitted to the Admissions Office prior to registration.
3. The employer should make McKendree the payee on the check, or at least the co-payee.
4. The deferment period will terminate 30 days after the date grades are issued.
5. The balance will be subject to interest if payment is not received within 30 days from the date grades are issued.
6. Companies who allow McKendree to invoice them and pay McKendree directly will be granted an extension of the deferred period.

DEGREE FEE

A \$125.00 fee is charged when a student applies for graduation. If a student submits a degree application with payment at least one semester prior to the projected graduation date, that student is eligible for a 20% discount.

TRANSCRIPT FEE

McKendree University proudly waives transcript request fees for both graduates, as well as former or existing students. Should a student request an excessive number of transcript copies or require express or same day service, that student may be subject to fees as determined by the Academic Records Office. Transcript requests are processed every Thursday and mailed out on Fridays.

T. Student Accounts

Any questions concerning your account should be directed to the Administrative Office in Louisville or Radcliff.

U. Financial Aid

Students seeking financial aid should file a FAFSA form. A hard copy of the FAFSA form can be requested from the Admissions Office. Or, students may file electronically at www.fafsa.ed.gov Students receiving financial aid must register for classes for the entire semester. Any questions concerning financial aid should be directed to the Student Accounts Office in Louisville or in Radcliff.

V. Voter Registration

To comply with the State Board of Elections in Kentucky, we are to notify all new students of the avenues to register to vote. The website address to obtain voter information is www.state.ky.us/agencies/sbe/sbehome.htm. It provides instructions on downloading the form, completing it, and the appropriate mailing address. Voter registration forms are also available on campus in the Administrative Offices.

W. Services for Students with Disabilities

The University maintains a strong commitment to make all services, programs, and activities equally available to students with disabilities. To the greatest extent possible, students who have disabilities are integrated into the total student population, regular programs, and normal services.

Persons with disabilities who apply are considered for admission in the same manner as non-disabled persons. Since information about disability is not solicited during the admissions process, students with disabilities must identify themselves to obtain assistance. This information is totally voluntary and confidential.

Students with disabilities, who need reasonable accommodation or modifications to complete assignments successfully and otherwise satisfy course criteria, are encouraged to meet with the instructor as early in the course as possible to identify and plan specific accommodations. Students may be asked to supply a letter from the Disability Resource Center to assist in planning modifications.

Further information can be obtained from the Coordinator of the Learning Resource Center at the McKendree University, Lebanon Campus, by calling (618) 537-6850.

II. ACADEMIC POLICIES

A. General

1. To enroll in any course, students must complete the prerequisites as stated in the University catalogue.
2. A cumulative grade point average (GPA) of 2.25 or higher must be maintained in undergraduate courses of study.
3. During the fall or spring semester, students demonstrating outstanding academic achievement by completing at least 12 letter-graded hours with a GPA of 3.60 or higher qualify for the Dean's List. Those completing at least 12 letter-graded hours with a GPA of 4.00 qualify for the President's List
4. Individuals are expected to demonstrate integrity in their academic achievements throughout their University careers.

Practices such as cheating on examinations, plagiarism, misrepresentation or falsification of data, theft, destruction of examinations or papers. Duplicate submissions and communication of examination questions are unacceptable behavior. Individuals who violate this policy will be subject to disciplinary action.

5. Students who feel their academic work has been improperly evaluated should consult the University catalog regarding Challenges to Academic Decisions.

B. Academic Dishonesty*

As a campus of scholars and learners, McKendree University promotes the highest standards of academic integrity for all members of the community—students, faculty, and staff. Specifically, students may not plagiarize: they may not appropriate the words (verbal or written), ideas, music, computer code, test answers, research, or any other work of any other person in any work submitted to McKendree University for informal or formal evaluation without full, complete, and proper citation. Plagiarism includes direct quotation, summary, or paraphrasing without full acknowledgement of the source of those words, ideas, and concepts. Plagiarism can occur with intent, and it can take place inadvertently; it is academic dishonesty regardless.

Plagiarism will result in a grade of zero for papers and assignments. Students may not cheat on tests nor submit the same assignment for different classes without the instructors' explicit permission. Students may not submit the work of another student as their own (e.g., copy papers, exam, or quiz answers; provide a substitute test-taker; change already evaluated work for re-evaluation; use "cheat sheets" or other unauthorized test or quiz grades.

Students should also be aware of the following violations to the academic honesty policy:

- a. No person shall, during an examination (a) offer or receive any information pertinent to the examination answers or (b) use any material not authorized by the person proctoring the examination.
- b. No person shall submit as his own any work to an instructor that contains ideas or materials taken from another without full acknowledgment of the author and the source.
- c. No person shall take, steal, or procure any materials, which contain the questions of, or answers to an examination scheduled to be given to any individual or group enrolled in any course of study offered by the University.
- d. No person shall sell, give away, lend, or otherwise furnish to any individual any unauthorized materials or the questions of or answers to an examination scheduled to be given to any individual or group enrolled in any course of study offered by the University.
- e. The unauthorized possession of any of the aforesaid materials may be considered prima facie evidence of a violation of the provisions of this regulation.

Penalty: not less than Disciplinary Warning; not more than Dismissal. Please refer to the McKendree University Course Catalogue for additional information.

*The inclusion of this regulation does not preclude an academic penalty imposed by an instructor.

III. GENERAL POLICIES AND REGULATIONS

A. General Regulatory Statement

No person shall engage in conduct detrimental to the University community as hereinafter defined. Conduct shall be deemed detrimental to the University community if it consists of one of the following:

- a. Any act(s) prohibited under municipal, federal, or state law.
- b. Any act(s) in violation of any written policy or regulation of the University itself.
- c. Any act(s) resulting in or threatening injury, damage, or loss to students, faculty, or administrative personnel of the University, the building, or any property under University control.
- d. Any act(s) that hinders University function.

Penalty: not less than Disciplinary Warning; not more than Dismissal. In addition, violators are subject to arrest, prosecution and incarceration as a result of severe or aggravated misconduct.

B. Conduct Disruptive of University Affairs

Prohibited conduct. No person either singly or in concert with others shall:

- a. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act that he or she has a lawful right to do or do any act that he or she has a lawful right not to do.
- b. Physically neither restrains or detains any other person nor removes such person from any place where he or she is authorized to remain.
- c. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- d. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his views including invited speakers.
- e. Knowingly have in his possession upon any premises to which these rules apply any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.
- f. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- g. Willfully take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs.

Penalty: not less than Disciplinary Warning; not more than Dismissal.

C. Theft and Destruction of Property

- a. No person shall take, steal, burn, destroy or otherwise damage any property on the University campus or other property on the University campus or other property under University control. In addition, no person shall in any manner whatsoever deface any property under the ownership or control of the University.
- b. No person shall remove or use such property without authorization.

Penalty: not less than Disciplinary Warning; not more than Suspension. Violator will provide full restitution for repair or replacement of any damaged property.

D. Possession of Stolen Property

No person shall knowingly possess stolen property or impede recovery by the owner of University officials acting on behalf of the owner.

E. Unauthorized Use of Facilities and Services/Trespassing

1. No person shall enter into and/or utilize any University facility or service without proper authorization.
2. No person shall enter and remain in any building or facility for any purpose other than its authorized uses; in such manner as to obstruct its authorized use by others, and/or after it is normally closed.
3. No person shall refuse to leave any building or facility after being required to do so by authorized personnel.

Penalty: not less than Disciplinary Warning; not more than Dismissal.

F. Misuse of Supplies and Documents and Forgery

No person shall forge or alter supplies and documents of the University, nor shall any person use, receive, or possess such supplies and documents of the University without proper authorization.

Penalty: not less than Disciplinary Warning; not more than Dismissal.

G. Compliance with Official Requests

No person shall fail to comply with a legitimate, reasonable, and lawful request or direction by members of the faculty and administrative staff, other employees of the University, officially recognized volunteers acting in accordance with their official duties.

H. Physical, Verbal and/or Sexual Abuse and Harassment

1. No person shall intentionally assault, strike, threaten, or intimidate any member of the University community.
2. No person shall engage in a course of conduct or commit acts which alarm or seriously annoy another person and which serve no legitimate purpose.
3. No person shall intentionally create a condition that endangers or threatens the health, safety, or well being of members of the University community.

Penalty: not less than Disciplinary Warning; not more than Dismissal.

Note: Charges of sexual harassment and/or abuse are adjudicated within the framework of the institution's Sexual Harassment Policy and Procedures Guidelines.

I. False Reporting

1. No person shall cause false or baseless information regarding University business or judicial procedures to be conveyed to any University community member or office knowing the information reported or circulated to be false or baseless.
2. No person shall knowingly offer false testimony at any disciplinary or investigatory hearing.

Penalty: not less than Disciplinary Warning; not more than Disciplinary Probation.

J. Possession or Use of Alcoholic Beverages

No person shall possess or consume any alcoholic beverage on University property.

University property is defined as all property owned or supervised by McKendree University. Possession is defined as holding alcoholic beverage, having it near you (on a tailgate, etc.), or having it stored in your vehicle. You are also presumed to be in violation of this regulation if you are present and aware that alcohol is being consumed and/or stored in the aforementioned areas.

Penalty: not less than Disciplinary Probation; not more than Suspension.

K. Narcotics and Dangerous Drugs

No person shall possess, use, or have under his/her control narcotics, dangerous drugs, or any controlled substance without prescription, including, but not limited to, marijuana, amphetamines, barbiturates, or hallucinogens, in any building or on any property owned or controlled by the University. Additionally, any person suspected of selling controlled substances and/or dangerous drugs, as described above will be immediately reported to the Campus Security for investigation and may be subsequently subject to civil prosecution as well as University judicial action under the provisions of this document. The University holds persons responsible for their behavior at all times.

Penalty: not less than Disciplinary Probation; not more than Dismissal.

L. Dangerous Materials

No person shall possess, store, mix or experiment with any chemical or explosives which may be injurious to any person's life and safety, including, but not limited to gun powder, propane, and gasoline.

Penalty: not less than Disciplinary Probation; not more than Suspension.

M. Fire Equipment and Alarms

1. No person shall disregard a fire alarm signal or refuse to evacuate a building immediately when a fire alarm is activated.
2. No person shall ring any bell or operate or trigger any mechanical or electrical apparatus or combination thereof for the purpose of creating a false alarm of fire.
3. No person shall, without authorization, operate or tamper with any fire safety equipment, except for the use in emergency situations and for such purposes for which the equipment was intended.

Penalty: not less than Disciplinary Probation; not more than Dismissal.

N. Fireworks

No person shall possess, explode, or cause to explode any firecrackers or other types of fireworks or explosives in any building or on any property owned or controlled by the University.

Penalty: not less than Disciplinary Probation; not more than Dismissal.

O. Failure to Comply with Disciplinary Decisions

No person shall fail to comply with any disciplinary condition imposed upon him/her by any judicial body or administrator.

Penalty: progressively more severe penalties.

P. Hazing

No person(s) shall force any member(s) of the University community to perform degrading or humiliating activities and situations, or place person(s) in situations, which threaten their health, safety, and well being for purposes of gaining entry into any organization or group.

Penalty: not less than Disciplinary Probation; not more than Dismissal.

Q. Littering

No person shall drop, discard, throw, or otherwise dispose of bottles, cans, papers, food, or refuse of any kind in buildings or on the grounds of University property except in receptacles provided for that purpose.

Penalty: not less than Disciplinary Warning; not more than Disciplinary Probation.

R. Disruptive Conduct

Water, food, shaving cream fights, ball playing, Frisbee throwing, and activities of a similar nature, and those that are prohibited in University buildings, except where authorized, because of the potential damage to property and disturbance of others.

Penalty: not less than Disciplinary Warning; not more than disciplinary Probation.

S. Animals

No person shall bring into any building owned or controlled by the University any animal with the exception of those animals being used for University authorized research and approved guide or hearing dogs.

Penalty: not less than Disciplinary Warning; not more than Disciplinary Probation.

IV. REQUIREMENTS FOR GRADUATION

A. Undergraduate Graduation

In order to qualify for graduation with an Associate's Degree, the student must complete the following items:

1. Students must declare their intent to graduate by completing a Degree Application (available in the Administrative Offices) the semester prior to the anticipated graduation term.
2. Complete a minimum of 68 semester credit hours with a minimum cumulative grade point average (GPA) of 2.00;
3. Complete all core curriculum requirements;
4. Meet all requirements and performance standards for the major as contained in the catalog effective at the time of matriculation. (Major requirements are presented in the Courses of Study section of the Course Catalog under the appropriate discipline.) Students have the option to change to a subsequent catalog governing their degree requirements, but must meet all requirements of that catalog;
5. Earn a minimum of 24 semester credit hours in residence;
6. Satisfy all financial obligations to the University;
7. Pass the Writing Proficiency Exam (WPE) and clear all continuing writing checks;
8. Complete all degree requirements within eight (8) years of matriculation.

In order to qualify for graduation with a Bachelor's Degree, the student must complete the following items:

1. Students must declare their intent to graduate by completing a Degree Application (available in the Administrative Offices) the semester prior to the anticipated graduation term.
2. Complete a minimum of 128 semester credit hours with a minimum cumulative grade point average (GPA) of 2.00;
3. Complete all core curriculum requirements;
4. Complete a minimum of 40 credits at the junior/senior level (courses numbered 300 or above);
5. Meet all requirements and performance standards for the major as contained in the catalog effective at the time of matriculation. (Major requirements are presented in the Courses of Study section of the Course Catalog under the appropriate discipline.) Students have the option to change to a subsequent catalog governing their degree requirements, but must meet all requirements of that catalog;
6. Earn a minimum of 32 semester credit hours in residence;
7. Satisfy all financial obligations to the University;
8. Pass the Writing Proficiency Exam (WPE) and clear all continuing writing checks;
9. Complete all degree requirements within eight (8) years of matriculation.

B. Honors at Graduation

Undergraduate students graduating from McKendree University may be awarded Latin honors. The criteria are as follows:

- (1) completion of **60 or more** letter-graded hours at McKendree University;
- (2) achievement of the required grade point average (3.60 for cum laude, 3.75 for magna cum laude, and 3.95 for summa cum laude).

C. Master of Business Administration (MBA) Graduation Requirements*

To complete the Master of Business Administration, students must fulfill all of the following requirements:

9. Satisfactorily complete the MBA Curriculum within six (6) years of taking the first course numbered MBA 600 or higher;
10. Attain a GPA of at least 3.0 with no more than one grade of “C” in an MBA course numbered MBA 600 or higher;
11. Earn a minimum grade of “B” in MBA Corporate Strategy and Leadership;
12. Declare their intent to graduate by completing a Degree Application (available in the Administrative Offices or online at www.ky.mckendree.edu) the semester prior to the anticipated graduation term.

D. Master of Science in Nursing (MSN) Graduation Requirements*

To complete the Master of Science in Nursing, students must fulfill all of the following requirements:

13. Students must declare their intent to graduate by completing a Degree Application (available in the Administrative Offices or online at www.ky.mckendree.edu) the semester prior to the anticipated graduation term;
14. Maintain a 3.0 in each course to remain in and graduate from the program
15. Complete 33 credit hours for the Nurse Manager Option and 38 credit hours for the Nurse Educator Option with a GPA of 3.0 or higher for each course in the Graduate Program;
16. Complete all courses (or equivalent content) in the option declared by the student;
17. Complete all degree requirements within seven (7) years of matriculation.



M C K E N D R E E
U N I V E R S I T Y

Kentucky Campuses

Louisville Campus

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Louisville, KY 40299
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