



The 2019-2020 Graceland University Graduate Catalog.

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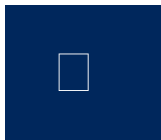
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Academic Calendar

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Summer 2019 Academic Calendar

April

Mon 29 Summer Session Begins, Online Courses

May

Wed 1 Summer Session Begins, Face-2-Face

June

Sat 22 Classes End, 8 Week Summer Subsession A (Trimester)

Mon 24 Classes Begin, 8 Week Summer Subsession B (Trimester)

August

Fri 16 Classes End, Semester Programs

Sat 17 Classes End, Trimester Programs

Fall 2019 Academic Calendar

August 2019

Thurs 15, Fri 16	Fall Faculty Conference
Fri 23	New Students Arrive
Sun 25	Returning Students Arrive
Mon 26	Classes Begin, Semester Programs
Mon 26	Classes Begin, Trimester Programs

September

Mon 2	Labor Day - No Classes
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October

Fri 11	Midterm/End of Quarter, Semester Programs
Fri 11 (5:00 pm)	Fall Break Begins, Semester Programs
Wed 16 (8:00 am)	Classes Resume, Semester Programs
Wed 16	Second Quarter Begins, Semester Programs
Sat 19	Classes End, 8 Week Fall Subsession A (Trimester)
Mon 21	Classes Begin, 8 Week Fall Subsession B (Trimester)
Fri-Sun 25-27	Homecoming

November

Tues 26 (9:00 pm)	Thanksgiving Recess Begins
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December

Mon 2 (8:00 am)	Classes Resume
Fri 6	Classes End, Semester Programs
Mon-Thurs 9-12	Semester Examinations
Sat 14	Commencement - Independence, Missouri
Sat 14	Classes End, 8 Week Fall Subsession B (Trimester)
Sat 14	Classes End, 16 Week Fall Session (Trimester)

Spring 2020 Academic Calendar

January 2020

Mon 6	Classes Begin, Semester Programs
Mon 6	Classes Begin, 16 Week Spring Session (Trimester)
Mon 6	Classes Begin, 8 Week Spring Subsession A (Trimester)
Mon 20	Martin Luther King, Jr Day (No Classes)

February

Fri 21	Midterm/End of Quarter, Semester Programs
Fri 21 (5:00 pm)	Spring Recess Begins, Trimester SON Face-2-Face Programs
Mon 24	Second Quarter Begins, Semester Programs
Sat 29	Classes End, 8 Week Spring Subsession A (Trimester)

March

Mon 2 (8:00 am)	Classes Resume, Trimester Face-2-Face Programs
Mon 2	Classes Begin, 8 Week Spring Subsession B (Trimester)
Fri 6 (5:00 pm)	Spring Recess Begins, Semester Programs
Mon 16 (8:00 am)	Classes Resume, Semester Programs

April

Thurs 9	Scholars Showcase, Semester Programs (No Classes 8-5)
Fri 17	Classes End, Semester Programs
Mon-Thurs 20-23	Semester Examinations, Semester Programs
Sat 25	Classes End, Trimester Programs
Sat 25	Baccalaureate - Lamoni, Iowa
Sun 26	Commencement - Lamoni, Iowa
Mon 27, Tues 28	Spring Faculty Conference

Summer 2020 Academic Calendar

April

Wed 29 Summer Session Begins, Face-2-Face

May

Mon 4 Summer Session Begins, Online Courses

June

Sat 27 Classes End, 8 Week Summer Subsession A (Trimester)

Mon 29 Classes Begin, 8 Week Summer Subsession B (Trimester)

August

Fri 14 Classes End, Semester Programs

Sat 22 Classes End, Trimester Programs

Fall 2020 Academic Announcements**

August 2020

Thurs 13, Fri 14 Fall Faculty Conference

Fri 21 New Students Arrive

Sun 23 Returning Students Arrive

Mon 24 Classes Begin, Semester Programs

Mon 31 Classes Begin, Trimester Programs

September

Mon 7 Labor Day - No Classes

October

Fri-Sun Homecoming

Fri 9 Midterm/End of Quarter, Semester Programs

Fri 9 (5:00 pm) Fall Break Begins, Semester Programs

Wed 14 (8:00 am) Classes Resume, Semester Programs

Wed 14	Second Quarter Begins, Semester Programs
Sat 24	Classes End, 8 Week Fall Subsession A (Trimester)
Mon 26	Classes Begin, 8 Week Fall Subsession B (Trimester)
November	
Tues 24 (9:00 pm)	Thanksgiving Recess Begins
Mon 30 (8:00 am)	Classes Resume
December	
Fri 4	Classes End, Semester Programs
Mon-Thurs 7-10	Semester Examinations
Sat 19	Commencement - Independence, Missouri
Sat 19	Classes End, 8 Week Fall Subsession B (Trimester)
Sat 19	Classes End, 16 Week Fall Session (Trimester)

**Tentative dates subject to final approval by the Board of Trustees.

Spring 2021 Academic Announcement**

January 2021

Mon 4	Classes Begin, 16 Week Spring Session (Trimester)
Mon 4	Classes Begin, 8 Week Spring Subsession A (Trimester)
Mon 11	Classes Begin, Semester Programs
Mon 18	Martin Luther King, Jr Day (No Classes)

February

Fri 19 (5:00 pm)	Spring Recess Begins, Trimester SON Face-2-Face Programs
Fri 26	Midterm/End of Quarter, Semester Programs
Sat 27	Classes End, 8 Week Spring Subsession A (Trimester)

March

Mon 1	Second Quarter Begins, Semester Programs
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Mon 1	Classes Begin, 8 Week Spring Subsession B (Trimester)
Mon 1 (8:00 am)	Classes Resume, Trimester Face-2-Face Programs
Fri 5 (5:00 pm)	Spring Recess Begins, Semester Programs
Mon 15 (8:00 am)	Classes Resume, Semester Programs
April	
Thurs 15	Scholars Showcase, Semester Programs (No Classes 8-5)
Fri 23	Classes End, Semester Programs
Sat 24	Classes End, Trimester Programs
Mon-Thurs 26-29	Semester Examinations, Semester Programs
May	
Sat 1	Baccalaureate - Lamoni, Iowa
Sun 2	Commencement - Lamoni, Iowa
Mon 3, Tues 4	Spring Faculty Conference

**Tentative dates subject to final approval by the Board of Trustees.

Summer 2021 Academic Announcements**

May 2021

Mon 3	Summer Session Begins, All Programs
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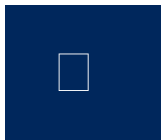
June

Sat 26	Classes End, 8 Week Summer Subsession A (Trimester)
Mon 28	Classes Begin, 8 Week Summer Subsession B (Trimester)

August

Sat 21	Classes End, All Programs
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**Tentative dates subject to final approval by the Board of Trustees.



Academic Policies & Procedures

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Graduate Student Academic Integrity

Honesty and integrity are prerequisites to academic life and professional practice. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the School. Faculty are required to investigate and report any concerns regarding student violations of academic policy. Faculty concerns are submitted in writing to the appropriate school committee for review and action. The student is informed when a concern has been submitted and may respond in writing to the concern prior to committee review. Academic integrity violations are reviewed and acted upon by the school academic committees at regularly scheduled monthly meetings.

Committee decisions for dismissal may be appealed to the Dean of the School. Refer to the Academic Appeals Policy & Procedure. In the case of all other sanctions, the decision of the school committee is considered final. **Failure to comply with committee imposed sanctions may result in immediate dismissal without option for readmission.**

Academic Misconduct

Academic misconduct is a breach of honesty or integrity and standards. Examples of academic misconduct include but are not limited to the following:

1. Cheating: giving or receiving unauthorized assistance in any assignment.
2. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association (APA).
3. Manipulation or alteration of another student's or faculty's academic work.
4. Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources (e.g., books, equipment, files, papers, tests).
5. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
6. Collusion: assisting another student in an act of dishonesty.
7. Lying: conveying any untruth either verbal or written.
8. Disregarding the well-being and needs of individuals or populations in professional practice (e.g., failure to provide safe appropriate care, breach of confidentiality, failure to follow supervisor, faculty instructions).
9. Fraud: the act of deceit or misrepresentation (e.g. misrepresenting self, falsifying an academic document, communicating false information, forging signatures).

Sanctions imposed by school committees for academic misconduct may include, but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed on the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Dismissal from the program.

Plagiarism

Graceland University values the level of integrity and professionalism of our students throughout their education and as they continue on in their professional careers. Therefore, it holds students to a high standard of competence and recognition where plagiarism is involved. Graceland University policy requires the reporting of all incidences of plagiarism to the School Dean & the Vice President for Academic Affairs (VPAA) and outlines the following actions for each occurrence.

1st occurrence:

Written Warning placed in student file.

A grade of "0" to be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.

The plagiarism tutorial (http://lib.usm.edu/plagiarism_tutorial.html) is to be repeated and the final score submitted within 1 week of the date on this letter.

2nd occurrence:

A grade of "0" will be recorded by course faculty for the offending assignment(s) with no opportunity to remediate that paper or assignment.

Academic probation for the remainder of the current term and the next. During this time, the student must submit any referenced work to a plagiarism detection program. Revisions must be made as needed to demonstrate original work and to achieve a non-originality score of 35% or less, before submitting the assignment. Reports will be permanently filed within each Brightspace course site by course faculty and/or placed in the student's file.

3rd occurrence:

Assignment of a grade of "F" for the course in which the student is enrolled at the time of the infraction. Academic probation for the remainder of the program. During this time, the assigned faculty advisor will randomly check submitted assignments for plagiarism.

4th occurrence:

Immediate dismissal from the program without the option for readmission.

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Graduate Academic Appeal Policy

A student may appeal either of the following:

1. Failing final course grade
2. Program dismissal.

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty's evaluation of the student's academic performance.

An appeal is initiated by submitting a typed statement to the Chair of the appropriate graduate committee, no later than **seven (7) working days** after documentation of the failing final course grade or recommendation for dismissal.

The typed appeal statement submitted by the student must include the following:

1. A statement of the issue;
2. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.
3. Evidence supporting why the student believes the decision made was inconsistent with existing university policy, school policy, or course policy, was arbitrary, or lacked sufficient evidence.



Graduate Petition for Exception to Academic Policy

Within the graduate programs, student requests for exceptions to academic policies are reviewed and acted upon by the appropriate committees within the school. Decisions by the school committee are final.

Examples of issues appropriate for student petitions for exception to academic policy may include, but are not limited to:

1. Reactivation following a "stop-out" or inactive status of less than one calendar year.
2. Readmission following dismissal or inactive status of longer than one calendar year.
3. Exceptions to graduate program or specialty track requirements due to extraordinary circumstances.
4. Change in, or addition of a specialty track or emphasis.
5. Exceptions to academic policy related to registration - e.g. adding/dropping after deadline, repeat courses, pass/fail, etc.

Students should contact their Program Consultant for assistance with filing a petition for exception to academic policy.



Advising & Registration

Once accepted into a graduate program, students will be assigned a Program Consultant who will develop a program completion plan. No later than one month prior to each trimester, students are responsible for contacting their Program Consultant about registration.

Any changes to the program completion plan must be discussed with the Program Consultant. Students may add a course during the first 13% of the session with the instructor's consent and may withdraw without penalty from a course during the first 60% of the session. Graceland University students may withdraw from a course through the 13% point of the session without a "W". A grade of "W" is recorded in any course from which the student withdraws after 13% and through 60% of the session. After 60% of the session is complete, the student is not allowed to withdraw from the course, and will be awarded the appropriate grade in the course.

Administrative Withdrawal from Online Courses

Students not participating in an online course before the census date (last day to add/drop a course) may be administratively withdrawn with or without penalty.

1. Unless special arrangements have been made between the student and instructor, a student enrolled in an online course who does not begin completion of course assignments during the first week of the course, will be referred to the Program Consultant or Registrar for administrative withdrawal.
2. Students enrolled in any online course must demonstrate an ongoing presence in their online course. If a student who has been previously participating in course assignments ceases all participation for two consecutive weeks (unless special arrangements have been made between student and instructor), that student may be referred by the instructor to Program Consultant or Registrar for counseling and withdrawal.

Withdrawal from the University

Students not returning to Graceland for the next semester or term are required to officially initiate the withdrawal process. Graduate students must formally notify their Program Consultant of the intent to withdraw and initiate the withdrawal process.

When a student is accepted into a graduate program, they are automatically scheduled for courses in the program. In order to avoid additional fees related to dropping registered courses, students must inform their Program Consultant in writing of their intention to withdraw prior to the start date of the term.

Student Stop Out

A student who is registered and pursuing classes at Graceland University may elect to Stop Out for one trimester without being officially withdrawn from the University, unless he/she plans to attend another institution during a trimester (fall, spring, or summer), or he/she is leaving Graceland University for medical reasons. A student who stops out during a trimester is eligible for a stop out through the next trimester. For documented military, official church mission, and foreign aid service reasons, a student may stop out for a period greater than one trimester. Students may convey to their Program Consultant in person, writing, or by telephone that he/she wishes to stop out for a trimester.

Courses for which the student is registered in future terms will remain in the system. The student's financial aid packaging methodology will remain the same. The student will otherwise not be considered withdrawn. The student will be reported to the U.S. Department of Education as Not Enrolled during the term of the Stop Out. A student enrolled in a locked-in tuition program or cohort model may have additional continuous enrollment obligations. An international student will not maintain his/her immigration status if he/she chooses to stop out.

If the student begins the Stop Out during the trimester, the following conditions also apply. Charges will be pro-rated following the standard refund policy which may result in a balance due. Financial Aid Services will calculate the Return of Title IV funds. Graceland loan offices will advise the student of the amount he/she has borrowed and his/her responsibility to repay the loans. Any grace period for a loan will go into effect and could be exhausted before the student returns. Current courses for which the student is enrolled will be recorded as follows: when the Stop Out is effective before the last day to drop classes for the session, classes will be dropped from the student's record; after the last day to drop classes, but before the last day to withdraw from classes, "W" grades will be recorded; and after the last day to withdraw from classes, the appropriate grade will be recorded.

Mobilization of Students to Active Duty in the Military

Students who are called into active military duty, and the spouse of service members with a dependent child(ren) who are called into active military duty, including the National Guard and Reserve active duty, during the course of an academic term may receive refunds and course credits.

- **POLICY**

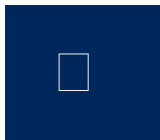
- A. Grades and Credit: Students will be withdrawn, take incomplete grades in all courses in progress, or be granted credit at the time of departure as follows.
 1. Prior to departure, the student may withdraw from all courses. No course credit will be given and grades will be recorded as "W." Pursuant to normal University policy, students who withdraw from courses do not receive course credit.
 2. Prior to departure, the student may take an incomplete (I) grade for all courses. An incomplete grade due to military mobilization will appear on the student's academic record. Courses are due to be completed by the end of the second semester after returning from active duty. Course completion may be accomplished by retaking the course at no additional cost or through independent study as determined by the instructor and the Vice President for Student Life/Dean of Students.
 3. Receive credit for the course.
 - a. Credit for **undergraduate** students may take the form of a letter grade or grade of "P" for each course in which they have attained a grade of "C" or better at the time of mobilization, as determined by the instructor.
 - b. Credit for **graduate** students may take the form of a letter grade or grade of "P" for each course in which they have attained a grade of "B" or better at the time of mobilization, as determined by the instructor.
- B. Fees and Charges:
 1. Tuition and fees will be refunded in full to students who withdraw.
 2. Tuition and fees will not be refunded to students who take an incomplete or receive credit for courses.
 3. Housing and board charges will be refunded on a prorated basis.
 4. Textbook refunds will be made to students based on applicable bookstore policies regarding student mobilization into the armed forces.
 5. Students, who receive financial aid and withdraw, will have financial aid refunded according to guidelines established by federal and state financial aid regulations. Students should consult with Financial Aid Services concerning the impact of military mobilization on financial aid conditions and eligibility if they withdraw.

- **PROCEDURE**

- I. The student must inform the Vice President for Student Life/Dean of Students within 15 days of receiving notice of a pending call to active duty.
- II. The Vice President for Student Life/Dean of Students will assist the student in determining the best

option for withdrawing or completion of coursework.

- III. The Vice President for Student Life/Dean of Students will notify the appropriate offices of the student's decision regarding enrollment for the semester.



Center for Graduate & Continuing Studies (CGCS)

Non-degree seeking students interested in graduate and/or continuing education courses may inquire with Program Consultants regarding availability of classes. Students may request a Visiting Student Application form. Fees and rates vary depending on program.

[Graduate Catalog](#)



Preparing for Graduation

At least six months prior to the fall or spring commencement convocations, students wishing to participate in the ceremony must complete and submit an [Application for Graduation](#). Submitting an application will activate a series of communications that will keep applicants informed about possible graduation discrepancies needing to be resolved, ordering caps and gowns, and the schedule of commencement activities. A graduation fee is assessed after receipt of the application.

Participation In Commencement Ceremony

It is the responsibility of the student to apply for graduation preferably one year prior to the anticipated graduation date, but not later than 30 days prior to the graduation ceremony.

Two commencement ceremonies are available each academic year.

1. Fall Commencement Ceremony - Independence, MO
 - a. The only ceremony for those earning graduate degrees during the academic year – MEd, MAR, MSN, and DNP. Verification by the Registrar that all degree requirements are anticipated to be completed by the end of the spring trimester will permit participation in the Fall Ceremony. Petitions are not required for these graduates to participate.
 - b. The only ceremony for those earning School of Nursing baccalaureate degrees during that academic year -- BA, BAH, BSN, and BSNH. Verification by the Registrar that all degree requirements are anticipated to be completed by the end of the spring trimester will permit participation in the Fall Ceremony. Petitions are not required for these graduates to participate.
 - c. An optional ceremony for all other baccalaureate graduates during the academic year. [Petitions](#) are required for graduates who anticipate completion of requirements by the end of the spring trimester/semester. [Petitions](#) are considered by the Curricular Adjustment Committee (CAC).
2. Spring Commencement Ceremony - Lamoni, IA
 - a. The ceremony for those earning baccalaureate degrees during the academic year, excluding School of Nursing BA, BAH, BSN and BSNH. [Petitions](#) are required for graduates who want to participate in the ceremony and are not registered for all required courses, but anticipate completion of requirements by the end of the calendar year. [Petitions](#) are considered by the Curricular Adjustment Committee (CAC).

3. Graduates who finish degree requirements during the academic year will attend a ceremony during that academic year, and will not be allowed to choose to attend a ceremony during the next academic year.



Release of Information

In accordance with the Family Educational Rights and Privacy Act, academic information about a student is not released unless written authorization is given by the student. However, the university may use its discretion to release directory information unless the student specifically requests otherwise. The following is designated as directory information: name, local and home address, local and home telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

The complete policy on Privacy, Disclosure, and Access to Student Records is available below.

Graceland University Policy and Procedure

SUBJECT: Privacy, disclosure and access to student records.

PURPOSE: To comply with the Federal Educational Rights and Privacy Act (FERPA), and to delineate Graceland's policy for disclosure of, and access to, educational records.

POLICY AND PROCEDURE:

Definitions:

Student: A student is any person who attends or has attended Graceland University.

Directory Information: Graceland designates the following as directory information: name, local and home address, local and home telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

Graceland may disclose any of the above items without prior consent, unless notified in writing to the contrary prior to the start of classes each period of enrollment. Requests not related to office duties and functions are to be directed to the record custodian and/or the designated office for release of information.

Education records: any record (in handwriting, print, film, tapes, video, or other medium) maintained by Graceland or an agent of the University, which is directly related to a student, except the following:

- A personal record in any form (including paper, electronic mail, and voice mail forms) kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed

to any other person except a temporary substitute for the maker of the record;

- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment;
- Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Compliance: In accordance with Section 99.7 of the Family Education Rights and Privacy Act (FERPA) regulations to provide annual notification of students' FERPA rights, Graceland University includes such notification in the student handbook.

Access Of Education Records

Student's inspection of education records: Students may inspect and review their education records upon request to the appropriate record custodian. Students may be required to complete a written request identifying as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. We will provide the copy as expeditiously as possible, but no later than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Right of refusal to inspect records: Graceland reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Graceland University if the application was denied.
- Those records which are excluded from the FERPA definition of educational records.

Right to deny transcripts and copies of records: Graceland reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid or delinquent financial obligation to the University
- There is an unresolved disciplinary action against the student.

Fee for copies: The standard fee for copies will apply for any records made available in accordance with this policy.

Designated Record Custodians

The following positions are the designated record custodians for purposes of this policy:

Types of Data

Record Custodian

Admissions Records for students prior to enrollment for all programs administered by the Lamoni campus	Vice President for Enrollment Management
Admissions Records before and following enrollment for all programs administered by the Independence campus	Vice President for Independence Campus
Admissions Records following enrollment for all programs administered by the Lamoni Campus	Vice President for Enrollment Management
Cumulative Academic Records	Registrar
Discipline Records	Dean of Students
Employment Records for Students	Director of Human Resources
Financial Records for Students	Director of Student Financial Services
Health Records for Student - Lamoni	Director of Health Services
Health Records for Students in programs administered by Independence	Dean, School of Nursing - Independence
Progress Records, for courses in progress	Course Instructor
Progress Records, for degree in progress	Registrar
Miscellaneous Records	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review

Disclosure Of Education Records

No written consent required: Directory information may be disclosed without prior consent of the student unless Graceland is notified in writing to the contrary prior to the start of classes. (See written consent required section below)

Written consent required: Graceland will disclose information from a student's educational records only with written consent of the student, except the following:

- To Graceland officials who have a legitimate educational interest in the records.
 - A Graceland official has a legitimate educational interest if the official is:
 1. Performing a task that is specified in his or her position description or by a contract agreement.
 2. Performing a task related to the student's education.
 3. Performing a task related to the discipline of a student.
 - A Graceland official is:
 1. A person employed by the University in an administrative, supervisory, academic or

research, support staff or student worker position.

2. A person s/elected to the Board of Trustees.
 3. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
 4. Employees or students appointed to official University committees.
- To officials of another school, upon request, in which the student seeks or intends to enroll.
 - To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 - 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.
 - If required by a state law requiring disclosure that was adopted before November 19, 1974.
 - To organizations conducting certain studies for or on behalf of the University.
 - To accrediting organizations to carry out their functions.
 - To parents of a student, if the student is claimed as a dependent for income tax purposes.
 - To comply with a judicial order or a lawfully issued subpoena.
 - To appropriate parties in a health or safety emergency.
 - To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Record of requests for disclosure: Graceland University will maintain a record of all requests for and/or disclosure of non-directory information from a student's education records, other than a Graceland official with a legitimate educational interest. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student, and/or parents of the student if the parents claim the student as a dependent for income tax purposes.

Correction Of Education Records

Student's right to request correction of records: Students have the right to request corrections of records they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A student's request to amend a record must be directed to the designated record custodian. The student must identify the part of the record to be changed and specify why the information is inaccurate, misleading or in violation of the student's privacy or other rights. If the record custodian agrees with the request, the record will be changed.

If the record custodian believes that the information presented does not merit a change, the student will be notified of that decision and advised of the hearing process. If a hearing is requested the following steps will be followed:

1. A written request for a hearing must be submitted by the student to the record custodian who will arrange for a hearing and notify the student in a timely manner of the date, place and time of the

hearing.

2. The hearing will be conducted by an unbiased hearing officer who may be an official of the institution. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
3. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The documentation will include a summary of the evidence presented and the reasons for the decision.
4. If the hearing officer decides that the information contested is inaccurate, misleading or in violation of the student's right of privacy, the record will be changed.
5. If the hearing officer decides that the information contested is not inaccurate, misleading or in violation of the student's right of privacy, the record will not be changed. The student will then be notified of his or her right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Graceland University discloses the contested portion of the record, it must also disclose the statement.

Approved: March 20, 2001



Graduate Satisfactory Academic Progress (SAP)

In order to be eligible to receive Title IV federal aid, a student must be making satisfactory academic progress. Please note that satisfactory academic progress may be different from certain standards set by the school for your specific program.

The Graceland University Graduate Satisfactory Academic Progress Standards for financial aid apply to all graduate students who want to establish or maintain financial aid eligibility. The standards apply to the student's entire academic record during their time enrolled in the graduate program whether or not the student received financial aid for previous terms of enrollment.

Eligibility and Evaluation

To qualify for financial aid, graduate students must progress according to the following standards. All financial aid recipients will be evaluated by two measurements: quantitative and qualitative. All graduate students must meet or exceed the minimum requirements for both measurements in order to remain eligible for financial aid.

- The quantitative measure is the pace in which it will take the student to complete their program. All graduate students must obtain a 75% pace of completion or higher. The pace of completion standard is determined by the scheduled length of completion for the graduate student's program (this varies by program) divided by the maximum timeframe of 133% defined by Graceland University for all Graduate Students. The pace of completion is calculated for each student by taking total credits completed (successfully completed with passing grades) divided by the total credits attempted. (Please see the section below, Attempted Credits, for clarification of what credits are considered attempted). A student will become ineligible to receive financial aid once it becomes evident that the student is unable to complete the program requirements without exceeding the maximum timeframe rather than waiting until they have exceeded the maximum timeframe.
- The qualitative measurement is the cumulative GPA of the student during their enrollment at Graceland during their graduate program. Transferred credits will not be used in the calculation of cumulative GPA. All graduate students must receive a minimum GPA of 3.0 or higher at each evaluation. (For information on how GPA is figured, refer to [System of Grading Policy](#).)

The academic progress of financial aid recipients will be evaluated at the end of each payment period (semester or trimester).

Attempted Credits

Attempted credits include the following: successfully completed courses, non-passing credits (including F's, withdrawals, incompletes, and audit grades), repeated courses, and transfer credits. Transfer credits refer to all credits accepted towards the completion of the student's program (for more information in regards to accepted transfer credits refer to the [Transfer Student Policy](#)).

If a student is not meeting the minimum requirements for Satisfactory Academic Progress, they will be notified by email from their Student Financial Services Advisor that they are not meeting SAP.

Developmental Studies (Remedial Coursework): Undergraduate students may receive financial aid for a maximum of 30 semester hours of developmental coursework as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. Developmental Studies are figured in the total of completed and attempted hours as well as part of the student's cumulative GPA.

Academic Forgiveness: In the event that a student has been granted Academic Forgiveness, this does not exclude their previous academic record when figure hours completed, hours earned, or cumulative GPA as it pertains to satisfactory academic progress.

Financial Aid Warning Period

Students in the Graduate Programs are not eligible for a Financial Aid Warning Period.

Financial Aid Appeal

If a student is no longer eligible to receive financial aid and must appeal due to not meeting the satisfactory academic progress standards, the student will be notified by email from their Student Financial Services Advisor that they must complete a SAP Appeal and be approved in order to be granted a Financial Aid Probation period.

Appeals for Financial Aid Probation must be submitted in writing or by email to their Student Financial Services Advisor, no later than two weeks from receipt of the Advising Form.

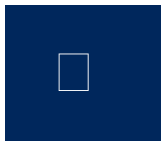
The appeal must contain the following information:

1. A statement by the student that outlines the circumstances that the student believes contributed to their lack of academic progress.
2. The steps that the student plans to make to remedy their current academic situation.
3. An Advising Form will be emailed to the student. This form will outline the progress required to regain SAP eligibility. The student will sign and return this form.

A student may be placed on Financial Aid Probation if a SAP Appeal has been approved by Student Financial Services. Financial Aid Probation allows a student to receive financial aid for one payment period. A student can only receive financial aid for a subsequent payment period if that student is now making SAP. It is possible for a student to receive more than one Financial Aid Probation during their academic career as

long as they are not consecutive with another Financial Aid Probation. Financial Aid Probation typically is only for one payment period. On a case-by-case basis, the student's academic plan could be approved to extend longer in order for the student to regain SAP eligibility.

After a student's SAP Appeal has been reviewed, the student will be contacted by the Student Financial Services Office Manager who will explain the outcome of their appeal. The Office Manager will explain if the student is being granted a Financial Aid Probation and/or what the student needs to do moving forward to meet the satisfactory academic progress standards.



System of Grading

The marks used at Graceland University to indicate grades and the grade points for each semester hour of credit are as follows:

A - 4 grade points. Thorough mastery of subject, and disposition and ability to apply it to complex and unfamiliar situations.

B - 3 grade points. Demonstrated competence in subject matter mastery and clearly above-average ability to handle familiar to somewhat complex problems in the field.

C - 2 grade points. Effective learning and the development of the skill necessary to handle the familiar and less complex problems in the field.

D - 1 grade point. Limited ability to see relationships and to make applications except as specifically directed. Lowest passing grade for admission to the next dependent course.

F - No grade points. Course must be repeated for admission to dependent course(s).

P - Pass, C or better.

I - Incomplete, no grade points. Minimum course requirements unfinished for reasons acceptable to the instructor. Incomplete grades must be initiated by the student. An "Incomplete Grade Contract", signed by the student and the instructor, is required before an Incomplete can be recorded. Grade given at the discretion of the instructor at completion of the work.

In-Progress, no grade points.

NR - Not Recorded, no grade points.

W or WD - Withdrawn from the course at a specified date.

Credit Hour Definition

A semester hour (s.h.) is the unit of measure used at Graceland University to signify the amount of work that is associated with successful completion of a course.

Awarding semester hour credit is based upon evidence of student achievement. Student performance is

measured as it relates to the prescribed learning outcomes of the course.

Graceland University offers courses in a variety of instructional modalities, including:

- Face-to-face, blended, and online instruction
- 3-week, 8-week, and 15-week terms

Regardless of the length of term or the mode of instruction, it is expected that a student who is prepared for college-level work and reasonably motivated to succeed will spend a minimum of 37.5 hours per semester hour credit in course-related activity. This includes actual classroom instruction time, exams (preparing and taking exams), class preparation (e.g. reading and written assignments, project work, etc.), and other class-relevant activities (e.g. lab hours, field trips, etc.).

Traditional face-to-face classes are reasonably expected to meet in a face-to-face environment a minimum of 680 minutes per credit hour, e.g. for a three (3) semester hour course.

- 41 fifty-minute face to face sessions plus final exam time (semester-based class) or 28 seventy-five-minute face to face sessions plus final exam time (semester-based class).
- 8 four-hour face to face sessions (8-week subsession in trimester), or 14 three-hour face to face sessions (3-week sessions)

As described above, online classes will meet according to the model described herein, e.g.: spend a minimum of 37.5 hours per semester hour credit in course-related activity. This includes actual classroom instruction time, exams (preparing and taking exams), class preparation (e.g.: reading and written assignments, project work, etc.), and other class-relevant activities (e.g.: lab hours, field trips, etc.). Exceptions to this may be granted by the appropriate Academic Dean.

In order to demonstrate compliance with U.S. Department of Education regulations and standards established by the Higher Learning Committee, all Graceland University instructors will create a good faith estimate of the learning time associated with each course they teach.

Effective with the Spring 2012 terms, the estimates of learning time will be submitted to the Vice President of Institutional Effectiveness and published in a master syllabus to be maintained in the office of the appropriate Dean for all courses offered.

Changing a Course Grade

University policy allows a grade to be changed by the instructor if the instructor has a legitimate reason to change the grade. Reasons for changing a course grade include, but are not limited to, an error in determining the letter grade, an error in recording the letter grade, and evidence of violation of academic integrity. Instructors may not change a grade after it has been submitted to the Registrar by allowing the student to do additional work after the session has ended, unless the grade submitted was an incomplete.

Courses Repeated

Courses in which a student has earned a failing grade may be repeated for credit according to school policy. If a course is repeated, the last grade earned will be the one to compute the cumulative grade point average. If a course is repeated, the original grade remains on the student's permanent record with an indication that the student has repeated the course.

Graduate-Level Topics Courses

Graceland University may offer graduate-level study in selected topics from various disciplines upon approval by the Graduate Council. Graduate-level topics courses are repeatable for credit when topics vary and may be offered for a maximum of 3 s.h. on a letter-graded basis.

Graduate Student Incomplete Grade Policy

A written request for a grade of incomplete ("I") is initiated by the student at least two weeks prior to the course end date. Faculty may assign a grade of "I" in cases when students are unable to complete the work for a course due to reasons beyond their control, or in cases when the faculty deems an "I" the most appropriate grade to give. The grade of "I" should not be abused and should be used only in cases where the incomplete is unavoidable and legitimate. Students may be required to provide formal documentation to support an incomplete grade request.

An electronic "Incomplete Grade Contract" that includes the reason for the incomplete, work that must be completed to earn a final course grade and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled term. For example, an Incomplete Grade Contract for a course in the A session of a 16 week trimester will have a completion date of the last day of the B session in that same 16 week trimester, and a contract for a course scheduled during the Spring trimester will have a completion date of the last day of the Summer trimester. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled term. Extensions beyond one scheduled term are not allowed for graduate courses.

Grade Reports

Grades are recorded and accessible throughout the trimester via the Gradebook within each course website. Final grades are submitted to the Registrar by faculty at the end of each term and are available to students via My Graceland.

Graduate Catalog



[Home](#) / [Graduate Catalog](#) / [Transcripts](#)

Transcripts

No official statement of the record of any student will be released until all fees, dues, loans, fines, and tuition assessed by the university or any department have been settled. The Registrar's Office will issue transcripts as soon as possible upon written request by the person whose record is to be sent. Transcripts should be requested at least two weeks in advance of the date required. No transcripts will be issued during the week following examinations or during the periods of registration. Copies are furnished at a charge of ten dollars each.

Learn more about Requesting Official Transcripts below.

Requesting Official Transcripts

Official transcripts are issued by the Registrar's Office and bear the university seal and Registrar's signature. Official transcripts cannot be processed if the student has any outstanding financial obligations to the university. Enrolled students can obtain an unofficial transcript through [My Graceland](#).

ON-LINE

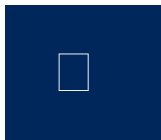
Graceland University has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the internet. Please log into the [NSC secure website](#) for complete transcript ordering instructions.

The site conveniently walks you through placing your order, including delivery options and fees. To ensure confidentiality and to comply with federal regulations when ordering official transcripts, you will be presented with the Consent to Release form. Please print the form, sign and fax, mail, or scan and email it to the Clearinghouse to ensure timely processing of your order. In addition to the convenience of credit card payment, the online service provides email notifications as orders are received and processed by the Registrar's Office. Your card will only be charged after your order has been completed. You can also track your order online using your email address and order number.

The online service is available 24 hours a day, 7 days a week. If you need help or have questions, contact NSC via email at transcripts@studentclearinghouse.org, phone 703-742-7791, or fax 703-742-4238. If web connection problems, send email to: service@sch.org

MY GRACELAND

If you have access to My Graceland, you may go to the [Verify Enrollment or Order Transcripts Online](#) link and follow an expedited transcript ordering process.



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Academic Services

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[Graceland University Writing Center](#)

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Student Disability Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodations for students with disabilities so that they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs, the university will provide reasonable academic accommodations for qualifying individuals.

Students who qualify for accommodations are encouraged to contact the Office of Student Disability Services before classes start or as early as possible. The office will work with the course instructor and the student to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying disability. The Graceland University Accommodations Request form can be found [here](#).

Graceland University Writing Center

Located in the Frederick Madison Smith Library, the Graceland University Writing Center provides a supportive, welcoming environment where students enrolled in all academic programs can work, together with trained tutors, on improving both general writing skills and specific writing assignments. Supported by writing tutors—experienced readers trained to assist at any stage of the writing process—students can learn to become effective writers.

The Graceland University Writing Center offers both face-to-face tutoring (for on-campus students) and online tutoring (for distance learners). Students are encouraged to schedule appointments by calling (641-

784-5077), by visiting (FMS Library), by emailing (WritingCenter@graceland.edu) or by clicking (My Graceland>Resources>Writing Center).

For additional information, student writers are invited to visit the Writing Center on [My Graceland](#).

Library Services

Dr. Charles F. Grabske, Sr. Library, Independence Campus

The Library staff is known for providing a welcoming atmosphere for on-campus and online students.

Library Hours

Monday - Wednesday 8:00 am - 5:00 pm, Thursday - Friday 8:00 am - 12:00 pm

(816) 423-4706

Articles can be ordered if they are not owned by the Library. The Library belongs to a network of cooperating medical libraries nationwide to provide inter-library loan services to students and faculty.

Grabske Library offers:

- An automated online card catalog to help you gain access to the books, journals and audio visual materials.
- Online databases with full-text articles and journals in print
- Reference assistance
- Document delivery for inter-library loan
- Online video tutorials for distance students
- 562 Health-related journal titles in holdings
- 2000 Electronic health-related journals in databases

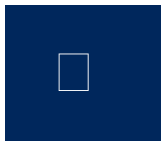
Online databases:

- UpToDate
- CINAHL with full text
- The Cochrane Library
- Pub Med
- OVID Total Access
- Science Direct College Edition

Other library figures and facts:

- Member of the National Libraries of Medicine and DOCLINE since 2001
- Member of the Health Sciences Library Network of Kansas City
- Have 4 library student computer workstations

- Full-time reference librarian with AHIP credential from the Medical Library Association
- Staff handles over 4000 article and reference requests from students, faculty and staff in any given year
- The Library fills over 1000 article requests from member libraries in a year



Graduate Programs: Admission Criteria, Degree Requirements, Majors and Emphases

All graduate programs are offered online unless noted otherwise.

Master Programs

- [Master of Arts in Religion](#)
- [Master of Education](#)
 - Concentrations in [Literacy Instruction](#), [Special Education](#), and [Instructional Leadership](#)
- [Master of Science in Nursing](#)
 - Specialty Tracks in [Family Nurse Practitioner](#) and [Adult & Gerontology Acute Care Nurse Practitioner](#)

Doctoral Program

- [Doctor of Nursing Practice](#)

Certificate

- Nursing:
 - [Postgraduate Family Nurse Practitioner](#)
 - [Postgraduate Adult & Gerontology Acute Care Nurse Practitioner](#)
 - [Postgraduate Nurse Educator](#)



Nursing (Graduate)

Admission to Nursing (Graduate Programs)

Within the School of Nursing, applications to the MSN, Postgraduate, and DNP Programs are reviewed and acted upon by the Graduate Student Affairs Committee (GSAC). Decisions by the GSAC are final and confidential. Applications for admission to the MSN, Postgraduate, and DNP Programs are evaluated on the basis of scholarship, writing ability, potential for success, professionalism and references. Qualified students are admitted into a specified specialty track within the MSN, Postgraduate Certificate, and DNP Programs on a space available basis. Only complete applications from qualified students will be reviewed and considered by the GSAC. Qualified applicants must meet the following minimum requirements to be considered for admission.

1. Current unencumbered license to practice as a registered nurse (R.N.) in the United States and its territories.
2. Minimum GPA requirements as outlined below. Applicants with lower than the required GPAs) may be denied or considered on an individual basis for probationary or non-degree status on a space available basis. Students admitted on probationary status must earn a grade of B or better for the first six semester hours for coursework completed after admission to remain in the program. Students admitted on probationary/conditional status are not eligible for financial aid until the requirement for full unconditional admission is met.
 1. RN-MSN: minimum GPA of 3.00 or better for last 60 hours of BSN
 2. MSN: minimum cumulative GPA of 3.00 or better for BSN
 3. Post-Graduate Certificate: minimum cumulative GPA of 3.00 or better for Master's in Nursing degree (MSN, MN)
 4. DNP: minimum cumulative GPA of 3.00 or better for Master's in Nursing or related field
3. Satisfactory background check is required prior to enrollment.
4. Three professional references.
5. Professional Goals statement of 150 words or less.
6. Additional requirements for specific programs as outlined below.

Transfer Credit, Graduate Nursing Programs (MSN, DNP, Post-graduate Certificates)

Approval of transfer credit is made on a course by course basis. Courses submitted for consideration **must be of equivalent semester hours or sufficiently match expected learning outcomes** required in the GU-SON program. Candidates may transfer up to a maximum of 3 graduate nursing courses for up to 12 semester hours (sh) of

graduate course work completed within 5 years prior to admission (see exceptions below) at another nationally accredited program with a grade of “B” or above. Any deficits in s.h. of transfer credit must be completed to earn the required number of s.h. for completion of the designated program of study (POS). Students may add designated courses from the DNP and NE certificate POS to earn the required number of s.h. (see listing on Petition for Transfer Credit form).

Special conditions and exceptions to course completion time-limits:

- **Pharmacotherapeutics** and **Advanced Health Assessment** courses must be completed within three (3) years prior to admission to be considered for transfer credit.
- **Course completion time limits** do not apply to **board certified APN** demonstrating continuous current practice.

The Petition for Transfer Credit form and a detailed syllabus is submitted at the time of application to the program. Petitions for Transfer Credit are reviewed by The Graduate Student Affairs Committee (GSAC) for all students accepted into the graduate nursing program. Decisions regarding acceptance of transfer credit are finalized at the time of acceptance and communicated to students in the offer of admission notification letter.

At the time of application for admission to a graduate nursing program, submit the following to songraduateprograms@graceland.edu for consideration of transfer credit:

[Petition for Transfer Credit](#)

Detailed syllabus (catalog listing is not sufficient for review) for each previously requested course that includes the following:

- a. Course description
- b. Expected learning outcomes/objectives
- c. Content outline
- d. Learning activities
- e. Evaluation and assessment criteria

GSAC will review submitted materials upon candidate acceptance and document approval/denial on the petition form. The Graduate Programs Office (GPO) will notify, in writing, the student and the Registrar of courses approved for transfer credit. Decisions regarding acceptance of transfer credit are communicated to students in the offer of admission notification letter. The Program of Study and Completion Plan will be updated by the Registrar and the Program Consultant.

Doctor of Nursing Practice (DNP) Degree

The DNP degree is offered in direct response to the October 2004 endorsement of the American Association of Colleges of Nursing (AACN) position statement which recognizes the DNP as the preferred credential for all advanced nursing practice roles. The DNP program fulfills a strong local, regional, and national need for doctoral prepared advanced practice nurses and is designed to be in full compliance with professional standards for the practice doctorate

as put forth by the American Association of Colleges of Nursing (AACN).

The DNP degree expands and enhances the focus of nursing practice, using as its foundation the basic baccalaureate nursing program and Master's level preparation in nursing or a related field. The program's goals are directed toward educating experienced nurses functioning in direct or indirect healthcare roles. The post-Master's DNP degree consists of 31 semester hours (s.h.) of coursework delivered online within a 16 week trimester schedule and includes a minimum of 636 practice hours and field experiences.

The DNP degree program requires documented completion of a minimum of 1,000 post-BSN supervised practice hours. DNP practice hours include verified practice hours from the Master's POS, field experiences in selected DNP courses, individualized advanced practice experiences completed in the student's home community, and the completion of a faculty supervised and peer-reviewed Practice Improvement Project. Students admitted with documentation of fewer than 400 post-BSN supervised practice hours must enroll in NURS8950 Advanced Practice in Organizational Leadership to complete necessary practice hours to meet the 1,000 post-BSN practice hours requirement for the DNP degree.

The **Post-graduate Nurse Educator certificate (12 s.h.)** may be added to the DNP programs of study. This option is **highly recommended for anyone teaching currently or interested in doing so in the future.** All or part of the 12 s.h. may be completed during or after completion of the MSN or DNP degree. Addition of the NE certificate does not delay or extend degree completion and time to graduation. Contact programadvising@graceland.edu for questions or assistance.

Doctor of Nursing Practice (DNP) Admission Requirements

1. Master's of nursing degree (MN, MSN) from an NLNAC or CCNE accredited program.
2. A minimum cumulative GPA of 3.00 or higher in the nursing master's degree program.

Doctor of Nursing Practice (DNP)

Organizational Leadership Concentration

NURS8010 Introduction to Doctoral Study in Nursing 0 s.h.

NURS8100 Professionalism, Ethics and Issues 3 s.h. (includes field experiences; 12 practice hours)

NURS8120 Health Systems Policy and Regulation 3 s.h. (includes field experiences; 8 practice hours)

NURS8130 Biostatistics 3 s.h.

NURS8140 Epidemiology 3 s.h. (includes field experiences; 16 practice hours).

NURS8200 Evaluation of Research for Evidence Based Practice 3 s.h.

NURS8210 Project Management 3 s.h. (includes 100 supervised practice hours)

NURS8220 Healthcare Informatics 3 s.h. (includes field experiences)

NURS8260 Organizational Leadership & Collaboration 3 s.h.

NURS8950 Advanced Practice in Organizational Leadership 1-4 s.h. (80-100 practice hours/s.h.)

NURS9700 DNP Practice Improvement Project 1 s.h. (continuous enrollment for completion of DNP Project)

NURS9710 DNP Practice Improvement Project Proposal 3 s.h. (includes 200 supervised practice hours)

NURS9711 DNP Practice Improvement Project Implementation 1 s.h. (includes 100 supervised practice hours)

NURS9712 DNP Practice Improvement Project Analysis & Dissemination 3 s.h. (includes 200 supervised practice hours)

DNP Graduation Requirements

To qualify for graduation, each degree candidate must have:

1. Completed sufficient credit to meet the total required graduate semester hours within 4 years of enrollment. Students may petition one time for a 1 year extension.
2. 31 total graduate semester hours with a minimum of 25 at Graceland.
3. Earned a final course grade of B or better in every course.
4. Satisfactorily completed the required DNP Practice Improvement Project.
5. Documentation of a minimum of 1000 post-BSN supervised practice hours.
6. Fulfilled all financial obligations to Graceland University.
7. Filed an application for graduation with the Office of the Registrar at least 6 months prior to the anticipated graduation date.

Master of Science in Nursing

The Master of Science in Nursing (MSN) program expands the focus of nursing, using as its foundation the basic baccalaureate nursing program. The program's goals are directed toward educating the Family Nurse Practitioner (FNP) and Adult & Gerontology Acute Care Nurse Practitioner (AGACNP). The FNP concentration focuses on preparing nurses to perform in the expanded APN role as primary care providers for individuals, groups and communities across the life-span. The AGACNP concentration focuses on preparing nurses to perform in the expanded APN role caring for adult & gerontology populations in acute and chronic care settings. The student's area of concentration incorporates a blend of theory and research with an emphasis on guided practice in relevant practice areas. Areas of concentration (FNP; AGACNP) are noted on the transcript.

The MSN curricula are primarily provided via the internet. Programs are designed to provide working RNs the opportunity to pursue graduate work through the completion of a combination of online cohort courses and faculty and preceptor-guided practicums in the student's local community. All students are required to attend one focus session on Graceland's Independence campus during the course of the program.

Postgraduate Certificate programs are available to nurses who already hold a Master of Science in Nursing degree (MSN; MN). Each specialty track presents a theoretical base specific to the selected area. The theoretical base is accompanied by clinical or practical experience which allows the student to apply the theory to specialized professional practice. All students are required to attend one focus session on Graceland's Independence campus during the course

of the program. Students admitted to a Postgraduate Certificate program are not matriculated for a graduate degree. A certificate is awarded upon completion.

RN-MSN Admission Requirements

1. Qualified applicants will be granted provisional offers of admission to the MSN program pending successful completion of all undergraduate BSN courses with a cumulative GPA of 3.0 or better.
2. See [undergraduate catalog](#) for admission and program requirements for the undergraduate component of this program.

MSN Admission Requirements

1. Baccalaureate degree in nursing (BSN) from an NLNAC or CCNE accredited program. For students with foreign transcripts, a CGFNS evaluation is required with GPA equivalency and TOEFL score.
2. Applicants with 1,000 hours or more of work experience within the past 12 months as a Registered Nurse will be given priority.

Master of Science in Nursing (MSN) Degree

Core Courses (23 s.h. required for all specialty tracks)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs 0 s.h.

NURS5100 Pharmacotherapeutics 4 s.h.

NURS5121 Theory in Nursing 3 s.h.

NURS5143 Advanced Health Assessment and Diagnostic Reasoning 4 s.h.

NURS5170 Research Methods and Evidence Based Practice 4 s.h.

NURS5194 Advanced Practice Competencies Lab 1 s.h.

NURS5440 Advanced Pathophysiology 4 s.h.

NURS6930 Application of Research for Best Practices 3 s.h.

MSN Specialty Track: Family Nurse Practitioner (24 s.h.)

NURS5193 Advanced Practice Nursing in Primary Care 2 s.h.

NURS5200 Primary Care of Families: Pediatrics 3 s.h.

NURS6200 Primary Care of Families: Adults 3 s.h.

NURS6740 Family Nurse Practitioner Practicum: Pediatrics 4 s.h.

NURS6760 Family Nurse Practitioner Practicum: Adults 4 s.h.

NURS6800 Roles and Issues for Advanced Practice Nurses 4 s.h.

NURS6830 Family Nurse Practitioner Practicum: Family 4 s.h.

MSN Specialty Track: Adult & Gerontology Acute Care Nurse Practitioner (24 s.h.)

[NURS5192](#) Advanced Practice Procedures in Acute Care 2 s.h.

[NURS5195](#) AGACNP Advanced Practice Competencies Lab 0 s.h.

[NURS5270](#) Care of Adult-Gerontology Populations 3 s.h.

[NURS5280](#) Acute Care of Adult-Gerontology Populations I 3 s.h.

[NURS5290](#) Acute Care of Adult-Gerontology Populations II 3 s.h.

[NURS5450](#) AGACNP Practicum: Chronic Care 3 s.h.

[NURS5460](#) AGACNP Practicum: Acute Care 3 s.h.

[NURS5470](#) AGACNP Practicum: Final 3 s.h.

[NURS6800](#) Roles and Issues for Advanced Practical Nurse 4 s.h.

MSN Graduation Requirements

To qualify for graduation, each degree candidate must have:

1. Completed sufficient credit to meet the total required graduate semester hours within 6 years of enrollment. Students may petition one time for a 1 year extension.
2. Completed at Graceland University:
 - o 47 total graduate semester hours with a minimum of 37 at Graceland for Family Nurse Practitioner and Adult & Gerontology Acute Care Nurse Practitioner concentrations;
3. Earned a final course grade of B or better in every course.
4. Satisfactorily completed the required evidence-based practice synthesis project.
5. Fulfilled all financial obligations to Graceland University.
6. Filed an application for graduation with the Office of the Registrar at least 6 months prior to the anticipated graduation date.

Postgraduate Certificate Program

The Postgraduate Certificate program enlarges the focus of nursing, using as its foundation the Master of Science in Nursing (MSN) degree. Students admitted to the Postgraduate certificate program are not matriculated for a graduate degree. A certificate is received upon completion of the coursework and graduates are eligible to sit for national certification/credentialing exams. The Postgraduate certificate program is primarily provided via the internet. It is designed to allow practicing RNs to pursue further graduate work within their home community. Students complete the requirements for certification through a combination of online courses and preceptor guided practicums in the student's community. All students are required to attend a focus session at the Independence campus.

Postgraduate Certificate Admission Requirements

1. Master's of nursing degree (MN, MSN) from an NLNAC or CCNE accredited program. For students with foreign transcripts, a CGFNS evaluation is required with GPA equivalency and TOEFL score.
2. A minimum cumulative GPA of 3.0 or higher in the nursing master's degree program.

Postgraduate Family Nurse Practitioner (FNP) Certificate Program

The FNP concentration prepares nurses to perform in the expanded role, caring for families in a variety of settings. The student's area of study incorporates a blend of theory and research with an emphasis on guided practice in clinical areas. The curriculum builds on the core master's courses with the addition of essential FNP courses. All didactic and clinical courses are planned following the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) to meet the requirements for national certification.

Postgraduate Family Nurse Practitioner (FNP) Certificate (33 s.h.)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs 0 s.h.

NURS5100 Pharmacotherapeutics 4 s.h.

NURS5143 Advanced Health Assessment and Diagnostic Reasoning 4 s.h.

NURS5193 Advanced Practice Nursing in Primary Care 2 s.h.

NURS5194 Advanced Practice Competencies Lab 1 s.h.

NURS5200 Primary Care of Families: Pediatrics 3 s.h.

NURS5440 Advanced Pathophysiology 4 s.h.

NURS6200 Primary Care of Families: Adults 3 s.h.

NURS6740 Family Nurse Practitioner Practicum: Pediatrics 4 s.h.

NURS6760 Family Nurse Practitioner Practicum: Adult 4 s.h.

NURS6830 Family Nurse Practitioner Practicum: Family 4 s.h.

Gainful Employment Disclosure

The Gainful Employment Disclosure for this program can be found with Consumer Information located [here](#).

Postgraduate Adult & Gerontology Acute Care Nurse Practitioner (AGACNP) Certificate Program

The AGACNP concentration focuses on preparing nurses to perform in the expanded APN role caring for adult & gerontology populations in acute and chronic care settings. The student's area of study incorporates a blend of theory and research with an emphasis on guided practice in clinical areas. The curriculum builds on the core master's courses with the addition of essential FNP courses. All didactic and clinical courses are planned following the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) to meet the requirements for national certification.

Postgraduate Adult & Gerontology Acute Care Nurse Practitioner (AGACNP) Certificate (33 s.h.)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs 0 s.h.

NURS5100 Pharmacotherapeutics 4 s.h.

NURS5143 Advanced Health Assessment and Diagnostic Reasoning 4 s.h.

NURS5192 Advanced Practice Procedures in Acute Care 2 s.h.

NURS5194 Advanced Practice Competencies Lab 1 s.h.

NURS5195 AGACNP Advanced Practice Competencies Lab 0 s.h.

NURS5270 Care of Adult-Gerontology Populations 3 s.h.

NURS5280 Acute Care of Adult-Gerontology Populations I 3 s.h.

NURS5290 Acute Care of Adult-Gerontology Populations II 3 s.h.

NURS5440 Advanced Pathophysiology 4 s.h.

NURS5450 AGACNP Practicum: Chronic Care 3 s.h.

NURS5460 AGACNP Practicum: Acute Care 3 s.h.

NURS5470 AGACNP Practicum: Final 3 s.h.

Gainful Employment Disclosure

The Gainful Employment Disclosure for this program can be found with Consumer Information located [here](#).

Postgraduate Nurse Educator (NE) Certificate Program

The Postgraduate Nurse Educator certificate program is a graduate level program designed for persons who already possess a Master's degree in Nursing and are interested in enhancing their knowledge base and skills to teach adults in a collegiate or health care setting. Students admitted to the Postgraduate NE program are not matriculated for a graduate degree. A certificate in Nursing Education is awarded upon completion. The Postgraduate Nurse Educator Certificate Program requires completion of 4 courses for a minimum of 12 hours. All four courses are online. A certificate is received upon completion of the coursework and students are eligible to sit for the National League of Nursing (NLN) Nurse Educator certification exam.

Postgraduate Nurse Educator (NE) Certificate (12 s.h.)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs 0 s.h.

NURS5210 Roles Socialization for Nurse Educator 2 s.h.

NURS5650 Teaching Strategies 3 s.h.

NURS6600 Assessment of Learning in Nursing Education 3 s.h.

NURS6620 Curriculum Development 4 s.h.

Gainful Employment Disclosure

The Gainful Employment Disclosure for this program can be found with Consumer Information located [here](#).

Postgraduate Certificate Completion Requirements

To qualify for a postgraduate certificate, each candidate must have:

1. Completed sufficient credit to meet the total required graduate semester hours within 6 years of enrollment for the Family Nurse Practitioner concentration or 4 years of enrollment for the Nurse Educator concentration. Students may petition one time for a 1 year extension.
2. Completed at Graceland University:
 - 33 total graduate semester hours with a minimum of 13 at Graceland for Family Nurse Practitioner and Adult & Gerontology Acute Care Nurse Practitioner concentrations;
 - 12 total graduate semester hours with a minimum of 8 at Graceland for the Nurse Educator concentration.
3. Earned a final course grade of B or better in every course.
4. Fulfilled all financial obligations to Graceland University.
5. Filed with the Office of the Registrar at least 6 months prior to the anticipated certificate completion date.

Visiting (Non-degree Seeking) Students

Non-degree seeking students, who hold current licenses to practice as Registered Nurses in the U.S.A. and its territories, may be enrolled as visiting students in the following graduate nursing courses on a space available basis. A maximum of two courses taken as a visiting (non-degree seeking) student may be applied toward the degree or certificate requirements.

[NURS5100](#) Pharmacotherapeutics

[NURS5121](#) Theory in Nursing

[NURS5143](#) Advanced Health Assessment and Diagnostic Reasoning

[NURS5194](#) Advanced Practice Competencies Lab

[NURS5440](#) Advanced Pathophysiology

[NURS5650](#) Teaching Strategies

[NURS6600](#) Assessment of Learning in Nursing Education

[NURS6620](#) Curriculum Development

[NURS8100](#) Professional Roles & Issues for DNP

[NURS8120](#) Policy & Regulation

[NURS8130](#) Biostatistics

[NURS8140](#) Epidemiology & Population Health

[NURS8200](#) Application of Research for EBP

[NURS8210](#) Project Management

[NURS8220](#) Healthcare Informatics

[NURS8260](#) Collaboration & Organizational Leadership

Graduate Student Handbook

Academic policies are summarized in the Graduate Student Handbook (GSH) which can be viewed at <http://pubdocs.graceland.edu/SchoolOfNursing/GradStuHandbook.pdf>. This handbook is updated on a regular basis. Refer to the online version for the most current information. Students will be notified when major revisions are posted. Academic policies are available to enrolled students via links posted on the [My Graceland School of Nursing Resources page](#).

Courses in Nursing (DNP)

[NURS8010](#) Introduction to Doctoral Study in Nursing 0 s.h.

Focuses on preparing the SON doctoral student to be successful in an online graduate program of study. Includes mandatory completion of selected tutorials, review of academic policies, pre-clinical HIPAA and Standard Precaution requirements, and participation in pre-scheduled Live Chat sessions. Information related to university resources and services available to support successful progression and completion of the selected program of study is provided. Successful completion within the first term of enrollment is required for progression in the selected program of study. (Graded on a Pass/Fail basis.)

[NURS8100](#) Professionalism, Ethics and Issues 3 s.h.

This course provides a foundation for the development of the Doctor of Nursing Practice role. The content provides a broader interdisciplinary view of historical, theoretical, and political avenues of the Doctorate in Nursing Practice. It also includes health care policy advocates and macrosystems, ethics, and professional development for DNPs today, tomorrow, and into the next generation. In addition, it helps the DNP student with framing their doctoral identity and practice. Includes 12 clock hours of field experiences counted toward the post-BSN supervised practice hour requirement for the DNP degree.

[NURS8120](#) Health Systems Policy and Regulation 3 s.h.

Focuses on the fundamental principles of health policy and the impact of the political process for health care in the United States and around the globe. The course will prepare students to accept multifaceted leadership positions and expand the role of specialty practice nurses in the development, delivery, and monitoring of health care. This course addresses the distinctive intricacies of health care policies that influence care in the U.S. and globally. It is designed to assist the student in developing the skills necessary to critically analyze health care policies and to recognize how they can be influenced by investors or special interest groups. These policies are examined from a governmental and organizational viewpoint. Includes 8 clock hours of field experiences counted toward the post-BSN supervised practice hour requirement for the DNP degree.

[NURS8130](#) Biostatistics 3 s.h.

Focuses on the application of statistical methods and analysis of data used in research for evidence-based practice and

clinical decision making.

NURS8140 Epidemiology 3 s.h.

Focuses on epidemiologic concepts and methods for disease prevention, surveillance, detection, and intervention to promote the health of populations. Morbidity and mortality information, steps in the epidemiologic investigation process, and epidemiologic research methods are emphasized. Students will learn specific epidemiologic skills such as use of existing datasets, analysis of published epidemiologic studies, and data interpretation. The epidemiology of infectious diseases, environmental health hazards, new and emerging diseases, chronic disease, managerial epidemiology and disaster preparedness is included. Includes 16 hours of field experiences that emphasize epidemiological leadership.

NURS8200 Evaluation of Research for Evidence Based Practice 3 s.h.

Focuses on the application of research methods conducted to generate evidence-based knowledge to improve nursing practice and patient outcomes. Emphasis will be on students' identification of practice problem using steps in evidence-based practice process. Students will develop skills and competencies in database searching, critical appraisal, interpretation of research findings, data analysis, synthesis, and decision making for application of evidence in clinical practice. The process of critiquing quantitative, qualitative, outcome, and intervention research methods is included. Ethics in healthcare research will be discussed. Finally, students will learn and be prepared to communicate clinical practice scholarship and research findings. Prerequisite: NURS8130.

NURS8210 Project Management 3 s.h.

Focuses on the steps and processes for comprehensive and systematic management of an evidence-based scholarly practice project designed to remediate an identified practice phenomenon. The framework will address analysis of a practice setting, identification and description of the phenomenon of interest, the PICO question, systematic review of the literature, and an outline for the project proposal. Emphasis will be placed on the resources and skills needed for successful management of a scholarly practice project. Includes 100 supervised practice hours directly related to project management in an advanced practice setting. Prerequisite: NURS8200, Corequisite: NURS8950, NURS8260.

NURS8220 Healthcare Informatics 3 s.h.

Focuses on information systems technology, its applications within healthcare settings, and the value of technology for managing healthcare data. Some covered content includes information technologies and applications used in healthcare for various purposes including clinical decision support, transferring expert knowledge, and for collecting and managing healthcare data. Current and emerging technologies are introduced, as well as other topics such as policy, ethical and legal issues relevant to health information technology (health IT). The value and impact of health IT implementation is covered, and students learn about technology and outcomes evaluation. They are also introduced to the role of various stakeholders in health IT planning, design, implementation, management and use. Students will acquire the skills necessary to accurately use information systems and technology and to lead the advancement of informatics practice and research.

NURS8260 Organizational Leadership and Collaboration 3 s.h.

Focuses on leadership theories and principles and innovative leadership strategies for the DNP Concepts covered include transformational leadership, measurement of outcomes, data driven decision-making, organizational culture and climate, communication skills, professional accountability, change theory, and the business realities of healthcare

leadership. Students will develop and or refine leadership skills as they progress through the course in order to enhance the quality of nursing and healthcare delivery systems.

NURS8950 Advanced Practice in Organizational Leadership 1-4 s.h.

Includes up to 400 advanced practice hours for students enrolled in the DNP program with less than 364 verified post-BSN supervised practice hours. The number and nature of the practice hours will vary from student to student and is mutually agreed upon between the student, faculty advisor and cooperating agencies. Practice hours are documented by the student and approved by the faculty advisor at regular intervals. Practice hour logs are approved by the faculty advisor and filed in the online course site. This course is not a requirement for the degree. One semester hour is equivalent to 80-100 clock hours of practice experience. Course may be repeated as needed. Graded on a Pass/Fail basis.

NURS9700 DNP Practice Improvement Project Continuous Enrollment 1 s.h.

Provides continuous enrollment to complete course requirements for incomplete grades assigned to NURS9710, NURS9711, NURS9712 and NURS9720. Graded on a Pass/Fail basis.

NURS9710 DNP Practice Improvement Project Proposal 3 s.h.

Focuses on facilitating student progress through the proposal development & formal approval processes of an evidence-based quality improvement project designed to remediate an identified practice phenomenon. Project development and design requires demonstration of integration, synthesis and application of advanced practice competencies. Course requirements include 200 supervised practice hours and a formal written project proposal approved by the faculty advisor, practice mentor, practice site and institutional IRB(s). Both direct hours (time spent working on the project in the practice setting) and indirect hours (time spent working on the project outside of the practice setting) are included in this total. The nature of the practice hours will vary depending on the nature of the scholarly project and practice experience and is mutually agreed upon between the student, faculty advisor and cooperating agencies. Practice hours related to project completion are documented by the student and approved by the faculty advisor at regular intervals. Practice hour logs and project deliverables are approved by the faculty advisor and filed in the online course site. Graded on a Pass/Fail basis. Pre-requisites: Documented completion of a minimum of 500 post-BSN supervised practice hours, NURS8210.

NURS9711 DNP Practice Improvement Project Implementation 1 s.h.

Focuses on facilitating student progress through the implementation of an evidence-based quality improvement project designed to remediate an identified practice phenomenon. Project completion requires demonstration of integration, synthesis and application of advanced practice competencies. Course requirements include 100 supervised practice hours and a formal written project report, oral presentation to agency, and dissemination for peer-review. Both direct hours (time spent working on the project in the practice setting) and indirect hours (time spent working on the project outside of the practice setting) are included in this total. The nature of the practice hours will vary depending on the nature of the scholarly project and practice experience and is mutually agreed upon between the student, faculty advisor and cooperating agencies. Practice hours related to project completion are documented by the student and approved by the faculty advisor at regular intervals. Practice hour logs and project deliverables are approved by the faculty advisor and filed in the online course site. Pre-requisites: NURS9710.

NURS9712 DNP Practice Improvement Project Analysis & Dissemination 3 s.h.

Focuses on the analysis, evaluation and dissemination of an evidence-based quality improvement project designed to remediate an identified practice phenomenon. Project completion requires demonstration of integration, synthesis and application of advanced practice competencies. Course requirements include 200 supervised practice hours and a formal written project report, oral presentation to agency, and dissemination for peer-review. Both direct hours (time spent working on the project in the practice. The nature of the practice hours will vary depending on the nature of the scholarly project and practice experience and is mutually agreed upon between the student, faculty advisor and cooperating agencies. Practice hours related to project completion are documented by the student and approved by the faculty advisor at regular intervals. Practice hour logs and project deliverables are approved by the faculty advisor and filed in the online course site. Pre-requisites: NURS9711.

Courses in Nursing (MSN)

NURS5010 Introduction to MSN and Post-graduate Certificate Programs 0 s.h.

Focuses on preparing the MSN and post-graduate certificate student to be successful in an online graduate program of study. Includes mandatory completion of selected tutorials, review of academic policies, pre-clinical HIPAA and Standard Precaution requirements, and participation in pre-scheduled Live Chat sessions. Information related to university resources and services available to support successful progression and completion of the selected program of study is provided. Successful completion within the first term of enrollment is required for progression in the selected program of study. (Graded on a Pass/Fail basis.)

NURS5100 Pharmacotherapeutics 4 s.h.

Provides the graduate advanced practice nursing student foundational knowledge and application of pharmacotherapeutics to meet the health care needs of clients, from childhood through the older years. Content focuses on the principles of pharmacokinetics and pharmacodynamics, and provides an overview of selected therapeutic drug classes and complementary/alternative treatments, which allows students to evaluate client situations and determine therapy within the context of the overall treatment plan. Prerequisite: NURS5440.

NURS5121 Theory of Nursing 3 s.h.

Focuses on the theoretical concepts that are essential to advanced nursing roles and the interactions between theory, research and practice. Grand, mid-range and practice level theories are examined and compared. The influence of theories from other disciplines on the development of nursing theory is appraised. Students will analyze, compare, and evaluate selected nursing theories for their use in nursing education or clinical practice. Concept analysis, synthesis, and theory application are also important components of this course. Prerequisite: NURS5170.

NURS5143 Advanced Health Assessment and Diagnostic Reasoning 4 s.h.

Builds on health assessment skills developed during the professional nurses basic educational program. The course teaches students how to obtain a comprehensive assessment and use this information to develop and/or evaluate evidence based treatment plans for diverse patients with common acute and chronic health problems. Emphasis is placed on the process of clinical/diagnostic reasoning to enable the student to identify problems and make accurate diagnoses. The use of technology and electronic medical records are important components of this course.

NURS5170 Research Methods and Evidence-based Practice 4 s.h.

This course focuses on methods in generating and evaluating research for nursing practice. Principles and applications of quantitative and qualitative research designs will be explored. Ethical and legal issues in conducting research will be examined. Students will be prepared to assess needs for practice change, critically appraise existing evidence, and develop a plan for implementation and evaluation of the evidence-based practice interventions.

NURS5192 Advanced Practice Procedures in Acute Care 2 s.h.

Focuses on skill development in diagnostic and treatment modalities utilized in acute & critical care settings. Content includes fluid replacement, hemodynamic monitoring, defibrillation, ventilation. Analysis of relevant laboratory data and interpretation of radiographs and ECGs. Laboratory practice will include procedures such as suturing, intubation, line insertion. Pre-requisites: NURS5440, NURS5100.

NURS5193 Advanced Practice Nursing in Primary Care 2 s.h.

Provides a foundational knowledge of the multifaceted role of the Advanced Practice Nurse in the primary care setting; addressing selected advanced practice procedures diagnostic test interpretation and analysis of the APN as a member of the multidisciplinary healthcare team.

NURS5194 Advanced Practice Competencies Lab 1 s.h.

Focuses on assessment of selected advanced practice competencies during a mandatory face-face focus session on the Independence Campus. Prerequisite: NURS5192 (AGACNP), NURS5143 (Prerequisite must be taken no more than 2 terms in advance of lab course.), Corequisite: NURS5193 (FNP).

NURS5195 AGACNP Advanced Practice Competencies Lab 0 s.h.

Focuses on assessment of selected advanced practice competencies during a mandatory, face-to-face focus session held at the Independence Campus during Week 6. Graded on Pass/Fail basis. Prerequisite: NURS5192.

NURS5200 Primary Care of Families : Pediatrics 3 s.h.

Examines the common, acute, and chronic health problems occurring in infancy through adolescence using a body-system scheme and a physical, emotional, psychosocial, spiritual, intellectual, and cultural approach. Advanced pathophysiology, assessment and diagnostic strategies specific to acute and common problems in children will be emphasized. Nursing strategies to enhance, maintain and restore health will be emphasized. Prerequisites: NURS5100, NURS5143.

NURS5210 Role Socialization for Nurse Educators 2 s.h.

Focuses on socialization into the role of nurse educator. Emphasis is placed on the qualifications and competencies for the role. Students will use critical thinking skills to examine barriers and opportunities for nurses in the educator role and to propose a plan for transitioning into their new role. Interdisciplinary collaboration and relationship building are integral parts of this course.

NURS5270 Care of Adult-Gerontology Populations 3 s.h.

Focuses on comprehensive care of adult-gerontology (AG) populations. Examines common acute and chronic health problems using a body system scheme and a physical, emotional, psychosocial, spiritual, intellectual and cultural approach. Advanced pathophysiology, assessment and diagnostic strategies, and evidence based-practice specific to common acute and chronic conditions are emphasized. Prerequisites: NURS5100, NURS5143.

NURS5280 Acute Care of Adult-Gerontology Populations I 3 s.h.

Focuses on the diagnosis and treatment of acute/critical health alterations. Emphasis is on the most common and highest acuity of cardiovascular, respiratory, endocrine and orthopedic/mobility disorders. Nursing strategies to restore, maintain and enhance health are emphasized. Prerequisites: NURS5270.

NURS5290 Acute Care of Adult-Gerontology Populations II 3 s.h.

Focuses on the diagnosis and treatment of acute/critical health alterations. Emphasis is on the most common and highest acuity of neurologic, hematology/oncology, GI/GU and rheumatic disorders. Nursing strategies to restore, maintain and enhance health are emphasized. Prerequisites: NURS5280.

NURS5440 Advanced Pathophysiology 4 s.h.

Provides the graduate nursing student with a well-grounded understanding of the pathophysiologic mechanisms of disease to serve as a foundation for clinical assessment, decision making, and management. Content focuses on etiology, pathogenesis, and clinical presentation of selected altered health states across the lifespan.

NURS5450 AGACNP Practicum: Chronic Care 3 s.h.

Focuses on the development and application of knowledge and skill in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Management of chronic health problems of AG populations is emphasized. Develops skills for collaboration with multidisciplinary teams and effective utilization of community resources. Prerequisite: NURS5280, Corequisite: NURS5290.

NURS5460 AGACNP Practicum: Acute Care 3 s.h.

Focuses on the development and application of knowledge and skill in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Management of acute health problems of AG populations is emphasized. Develops skills for collaboration with multidisciplinary teams and effective utilization of community resources. Prerequisite: NURS5450.

NURS5470 AGACNP Practicum: Final 3 s.h.

Focuses on integration, application and development in the advanced practice role under the direct supervision of an approved preceptor in a practice setting. Comprehensive management of acute and chronic health problems is emphasized. Develops skills for collaboration with multidisciplinary teams and effective utilization of community resources. Prerequisites: NURS5460.

NURS5650 Teaching Strategies 3 s.h.

Focuses on how human learning occurs, factors that influence learning, and use of teaching strategies based on learning theories. Emphasis is based on the application of theoretical principles, instructional methods, and research findings that support improved student learning.

NURS5661 Roles and Issues for Nurse Educators 3 s.h.

Focuses on socialization of the nurse into the role of educator and on the academic, legal, ethical, economic and organizational issues that influence the NE role. Emphasis is placed on preparing students for NE core competencies as delineated by the NLN Scope of Practice for Academic Nurse Educators. Interdisciplinary collaboration and transformation of nursing education are integral components of this course.

NURS5900 Topics in Graduate Nursing 1-3 s.h.

Graduate level study of selected topics approved by the Graduate Council. Topics are announced prior to each semester they are offered. May be repeated for credit when the topics vary.

NURS6000 Individual Study 1-3 s.h.

NURS6200 Primary Care of Families: Adults 3 s.h.

Examines common acute and chronic health problems occurring in adults using a body-systems approach, and incorporates the physical, emotional, psychological, spiritual, intellectual and cultural aspects of the individual when planning care. Students will utilize and integrate advanced pathophysiology, pharmacology, and nursing theory to formulate differential diagnoses based on appropriate patient history and physical examination in order to create holistic treatment plans. Strategies used to enhance, maintain and restore health will be emphasized. Prerequisites: NURS5100, NURS5440.

NURS6600 Assessment of Learning in Nursing Education 3 s.h.

Focuses on academic assessment, measurement, testing, and evaluation in nursing education and preparation of nurse educators for carrying out these activities as part of their role. Learning principles, qualities of effective measurement instruments, construction and use of teacher-made tests, use of standardized tests, test interpretation, and assessment of higher level cognitive skills and learning will be examined. The differences between instructional assessment, curriculum-based measurement, criterion-referenced and norm-referenced testing, clinical performance evaluation, and the social, ethical and legal ramifications of testing are integral components of this course.

NURS6620 Curriculum Development 4 s.h.

Focuses on the principles of curriculum development, implementation and evaluation. Emphasis is placed on curriculum organizing frameworks, goals and outcomes, planning, design, and implementation strategies, evaluation, and revision. Students will construct a mini-curriculum and evaluate curriculum systematic evaluation plans as part of the requirements for this course.

NURS6720 Nurse Educator Teaching Practicum 2 s.h.

Focuses on engagement in practicum activities designed to promote socialization to the role of nurse educator, application of educational theory and evidence-based teaching and assessment practices, facilitation of the cognitive, psychomotor, and affective development of learners in a selected practicum setting; and reflection/evaluation of the teaching, scholarship, and service demands of the nurse educator role.

NURS6740 Family Nurse Practitioner Practicum: Pediatrics 4 s.h.

Focuses on a holistic approach to health care from infancy through adolescence incorporating the principles of well child care, health promotion, and disease prevention including the concepts of growth and development, and screening procedures. Emphasizes advanced pathophysiology, assessment and diagnostic strategies specific to acute and common problems in children. Stresses clinical interventions to enhance, maintain, and restore health in context of family and community environments. Develops skills for collaboration with multidisciplinary teams and effective utilization of community resources. This course requires 180 clinical hours and a minimum of 180 pediatric patients. Documentation and the care is to be entered into the nurse practitioner tracking system. In addition, all clinical hours must be completed within the United States and its territories. All hours must be with pediatric patients ages birth-18 and

include well visits, acute, and chronic care. No specialty hours will be allowed in this practicum. Prerequisite: NURS5200, NURS5194, NURS6800.

NURS6760 Family Nurse Practitioner Practicum: Adult 4 s.h.

Focuses on a holistic approach to health care of the adult in diverse settings incorporating the principles of health promotion, disease prevention, and primary health care concepts. Culturally sensitive care will be provided/coordinated using an interdisciplinary approach and with patient/family involvement. Information from other core courses will be used to integrate research, theory, and Evidence Based Practice (EBP) into management of adults in the context of their family and community environment. Emphasis is placed on advanced pathophysiology, physical assessment, diagnostic strategies, and culturally sensitive treatment plans specific to chronic/acute health problems in adults across the life span. Emphasis is also placed on independent practice management skills. Leadership roles will be assumed to help develop health care policies that impact patient/health outcomes. This requires understanding of organization design/structure and resources allocated to provide accessible, affordable, and quality health care to diverse populations at all levels, community, state, federal, and national. Pre-requisites: NURS6200, NURS6800.

NURS6800 Roles and Issues for Advanced Practice Nurses 4 s.h.

Exploration, development and implementation of advanced roles for nurses. Emphasis will be placed on the standards of practice, requirements for, regulation of, and socialization into advanced nursing roles. Students will use critical thinking skills to examine barriers and opportunities for nurses in advanced roles and propose a plan for transitioning into their new role. Encourages leadership roles and fostering of collaboration with other disciplines to improve health care outcomes. Promotes the use of scientific inquiry, evidence-based practice, and joining professional organizations to influence advanced nursing practice and enhance health care outcomes of a population focus. Emphasis on the organization of health care delivery systems, health care finance, health care policy, and ethical and legislative issues affecting health care planning and delivery of accessible, affordable, and quality care to multicultural groups in complex settings. Sociopolitical and legal issues will be examined as they impact the formation of policies and the nursing profession.

NURS6810 Nurse Educator Clinical Specialty Practicum 2 s.h.

Focuses on the synthesis of previously gained knowledge to promote nurse educator development of expertise in a clinical specialty area (medical-surgical nursing, maternal-child nursing, mental health nursing, pediatric nursing, or gerontological nursing). Students will use theory and research findings to draw inferences about care of patients within their identified clinical focus area. The course includes 120 practice hours and is designed to facilitate teaching in the academic setting.

NURS6830 Family Nurse Practitioner Practicum: Family 4 s.h.

Capstone course of the family nurse practitioner program requiring independent clinical management of acute and chronic illnesses across the lifespan. This care will be coordinated with an interdisciplinary approach in addition to patient and family decision making while meeting the needs of multicultural groups. Patient education and treatment plans will incorporate health promotion and disease prevention. Student will be required to use knowledge obtained from previous core courses as they integrate research/theory into improving advanced nursing practice. This course will prepare student in assuming advanced leadership roles within healthcare teams and the community to improve health outcomes. It requires the understanding of organizational structure and resources to deliver care. Synthesis of practice

management skills pertaining to economics, reimbursement for services, policy development, and management will be emphasized. Prerequisites: NURS6740 and NURS6760.

NURS6930 EBP Synthesis Project 3 s.h.

Prepares the advanced practice graduate to improve nursing practice and patient health outcomes through the systematic selection, analysis, synthesis and application of current best evidence. Identification of clinically significant issues, use of evidence-based practice (EBP), collaboration, peer-review, and dissemination are emphasized.

Prerequisites: NURS5121 and NURS5170.

Graduate Catalog



Religion (Graduate)

Master of Arts in Religion

The Master of Arts in Religion (31 graduate semester hours) provides a strong academic foundation in biblical studies, Christian history, and theology. These subjects offer essential preparation for Christian ministry and/or doctoral study in religion.

The Master of Arts in Religion provides a unique blend of religious theory and practical studies that can meet the needs of students with a variety of learning objectives. The classes in the program will be offered either totally online or online with a face-to-face session at the Community of Christ Temple in Independence, Missouri during the fourth week. The faculty is composed of scholars and professionals in the field of religion with the academic and applied backgrounds to make the study of religion stimulating and worthwhile.

Program Admission

1. Applicant must have earned a Bachelor's degree from a regionally accredited institution with a minimum cumulative GPA of 3.0 on a 4-point scale, or the equivalent from a non-U.S. institution. Students with a GPA below 3.0 will need to demonstrate the ability to do work at the graduate level. Applicants who have not earned a baccalaureate degree from a recognized and U.S. regionally accredited institution or its educational equivalent will be considered individually.
2. Applicant must complete the application form that is available on the seminary [website](#).
3. Applicant must provide official transcripts of all course work. International students are responsible to submit a professional audit of their undergraduate transcript and GPA (Grade Point Average) equivalency by CGFNS or World Education Service (WES). The student (or sponsoring organization, e.g. the church) is responsible for the cost of this audit.
4. Applicant should request references from three persons who can attest to the applicant's promise for graduate study. References use the form at this link: [Reference Form](#), and must be submitted to applicant in a sealed envelope. Recommenders should be persons who have known the applicant for more than 1 year and who have knowledge of the intellectual and ministerial abilities of the applicant.
5. Please have all transcripts and references sent to your address in sealed envelopes to be mailed together in one packet. Send your complete packet to: Graceland University, Independence Campus Attn: Seminary Admissions, 1401 West Truman Road, Independence, MO 64050.
6. International students must have proficiency in both spoken and written English. To be considered for admission, students whose first language is not English must submit a TOEFL score of 550 or higher

on the written exam or a 80 or higher on the online exam. Exceptions will be granted on a case by case basis (for example, someone whose first language is not English but whose undergraduate degree is from an English speaking institution, etc.)

Graceland University Community of Christ Seminary has a rolling admissions process; students may apply at any time during the year. International student must submit TOEFL scores and the WES or CGFNS audit as part of their application packet, which is typically due by May 30 of the year in which the potential student will begin the MAR program. New MAR cohorts begin in the fall term each year.

Degree Requirements

1. The Master of Arts in Religion (MAR) is a 31 semester-hour graduate degree. Students must satisfactorily complete all 10 courses of the curriculum with a cumulative 3.0 GPA.
2. Students must attend focus sessions in person when a course includes a focus session. Focus sessions are scheduled during the fourth weeks of January and May of each year.
3. A maximum of nine semester hours with a grade of "C" will apply toward the MAR degree. Students who earn a "C" in more than the maximum allowed number of hours will be required to repeat excess courses in which a "C" was earned. Students must repeat any course in which they earn a grade lower than a "C."
4. Students will normally successfully complete requirements for the MAR degree in two years of part-time study; students are allowed up to four years to complete the program.

M.A.R. Degree - Religion

- [RELG5011](#) Christian Theology 3 s.h.
- [RELG5022](#) Introduction to the Hebrew Bible 3 s.h.
- [RELG5040](#) New Testament - Gospels and Acts 3 s.h.
- [RELG5050](#) New Testament - Letters and Apocalypse 3 s.h.
- [RELG5060](#) History of Christian Thought I 3 s.h.
- [RELG5070](#) History of Christian Thought II 3 s.h.
- [*RELG5350](#) Community of Christ History and Scripture 3 s.h.
- [*RELG5360](#) Community of Christ Theology and Scripture 3 s.h.
- [RELG6240](#) Contemporary Culture and Theologies 3 s.h.
- [RELG6500](#) Portfolio 1 s.h.
- [RELG6900](#) Advanced Topics in Practical Ministry 1-3 s.h.

*Students from other denominations may substitute approved denomination-specific course work.

Transfer of Credits

Students may request the transfer of a maximum of 9 semester hours of credit for the MAR, provided that the courses transferred approximate courses offered by Community of Christ Seminary, were taken at a regionally accredited institution or its non-US equivalent, and that the student earned at least a "B" in those courses. The request must be accompanied by an official transcript from the institution where the credit was earned.

Courses in Religion (Graduate)

RELG5011 Christian Theology 3 s.h.

This course is an initial exploration of the discipline and methods of theology. The foundational topics of Christian theology are covered including the nature and necessity of the theological task and contemporary understandings of the doctrine of God, Jesus Christ, Holy Spirit, humanity, the church, and Christian hope.

RELG5022 Introduction to the Hebrew Bible 3 s.h.

A review of the sacred literature of ancient Israel, centered on its covenantal themes and Ancient Near Eastern contexts. Prerequisite: RELG5011.

RELG5040 New Testament - Gospels and Acts 3 s.h.

A review of the New Testament literature focusing on the gospels and the Acts of the Apostles, centered around its christological themes as they relate to other primary doctrines. Attention will be given to techniques of exegesis based on various methods of biblical criticism. Prerequisite: RELG5011.

RELG5050 New Testament - Letters and Apocalypse 3 s.h.

A review of the New Testament literature focusing on Paul, the General Epistles, and the Apocalypse of John, centered around its christological themes as they relate to other primary doctrines. Attention will be given to techniques of exegesis based on various methods of biblical criticism. Prerequisite: RELG5040.

RELG5060 History of Christian Thought I 3 s.h.

This course traces the theological and doctrinal development of the Christian church from the biblical period to the period immediately preceding the Reformation. Attention will be given to the historical context in which this development occurred. Prerequisite: RELG5011.

RELG5070 History of Christian Thought II 3 s.h.

This course traces the theological and doctrinal development of the Christian church from the Reformation into the 21st century. Attention will be given to the historical context in which this development occurred. Prerequisite: RELG5011.

RELG5350 Community of Christ History and Scripture 3 s.h.

This course traces the historical development of Community of Christ, from its origins in the setting of revivalism and democratization on the American frontier of the 1820s to the challenges the church faces as it negotiates the 21st century's global, postmodern context. The course will also explore how the unique sacred texts of this movement have reflected the tradition's ongoing engagement with culture. Special attention will be given to helping students learn how to apply critical historical methodology to the study of a

religious tradition. Prerequisite: RELG5011

RELG5360 Community of Christ Theology and Scripture 3 s.h.

This course will explore the main themes, key issues, and seminal thinkers in Community of Christ theology, from its emergence on the American frontier (1820-1844) through its recontextualization into Reorganization theology (1851-1960) to the radical transformation of beliefs and denominational identity since 1960. The methods of both critical historiography and systematic theological analysis will guide our quest to understand this tradition. Central to our explorations will be how the church has responded to the intellectual, social, and cultural challenges of each age. We will devote special attention to the ways the church's engagement with its own sacred texts has contributed to the denomination's metamorphosis, especially as it has embraced its unique place within the wider Christian tradition and its vocation as a peace and justice church. Prerequisite: RELG5011

RELG6115 Ministry Practicum 3 s.h.

An opportunity for students to gain experience in the practice of ministry in their chosen area of specialization. Students will experience ministry in a supervised setting where they will benefit from feedback by an experienced minister. Students design their practicum in consultation with the practicum director. (Graded on a Pass/Fail basis.)

RELG6240 Contemporary Culture and Theologies 3 s.h.

An examination of the nature and implications of current issues and practices found in major world cultures with emphasis on their impact on Christian ministry, particularly ecumenical and intercultural ministry. Prerequisite: RELG5011.

RELG6500 Portfolio 1 s.h.

A summative project that encourages students to reflect on their experience and the directions it may take them as a disciple or minister. The Seminary Graduate Portfolio consists of a beginning paper, gathering of graduate work, and self-assessment. The student will review her/his portfolio with a committee as a "finale" of her/his graduate work. (Evaluated on a pass/fail basis.)

RELG6900 Advanced Topics in Ministry 1-3 s.h.

An in-depth study of topics selected from various areas of practical ministry such as church leadership, Christian ethics, mission, pastoral care, public ministry, spiritual formation, and disciple education. Students should have taken all of their other coursework prior to this course as this is a capstone course. The course is designed to guide students to integrate their learning into practical ministry application. Prerequisite: RELG5011.

Graduate Catalog

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Education (Graduate)

This field-based Master of Education degree with a concentration in Literacy Instruction, Special Education, or Instructional Leadership is designed to promote the professional development of practicing teachers of all grade levels and in all subject areas. A majority of the program learning occurs in small groups with the goal of teachers working collaboratively to improve their professional performance. Program topics, learning experiences and outcomes are based on the five core propositions of the National Board for Professional Teaching Standards (NBPTS) which are stated as follows:

- Teachers are committed to students and their learning.
- Teachers know the subjects they teach and how to teach those subjects to their students.
- Teachers are responsible for managing and monitoring student learning.
- Teachers think systematically about their practice and learn from experience.
- Teachers are members of learning communities.

Program Admission and Participation Requirements

The Master of Education admissions policy is designed to select students who have demonstrated academic competence and teaching ability. Criteria for admission to the program:

1. Completion of a teacher education program with a baccalaureate degree from a regionally accredited college or university or equivalent foreign institution, verified on original transcripts sent by the undergraduate institution directly to Graceland University. Foreign institution transcripts are to be verified and evaluated by World Education Services ICAP (International Credential Advantage Package). WES ICAP service <http://www.wes.org/index.asp>.

IMPORTANT: This program is completed entirely by distance learning and international applicants are not eligible to obtain (or retain) a student visa (I-20 eligibility).

2. Indication of academic success: 3.0 overall GPA in a completed baccalaureate or graduate program.
3. A copy of a current teaching license.
4. Verification of a full-time teaching position as evidenced by letter from school in which teacher is practicing.
5. Two letters of reference, evaluating personal qualifications and potential for success in graduate studies by qualified educators. International applicant's letters must be written in English.

6. A statement and explanation of professional goals. International applicant's statement and goals must be written in English.
7. Verification of ongoing access to computer technology, including e-mail and Internet.
8. All international applicants must provide official proof of English proficiency before their applications can be considered for admission. This test is waived only for graduates of regionally accredited U.S. universities or universities in English proficiency-exempt countries. Applicants who have completed at least two consecutive years at a college or university in the U.S. or in an English proficiency-exempt country are also exempted from the English proficiency requirements. Graceland University considers the following countries to have English as their native language: Australia, Canada, Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, and Wales), and the United States. Applicants must submit the following measures of English proficiency: TOEFL (Test of English as a Foreign Language (www.toefl.org)). The minimum TOEFL score required is 550 (paper-based version) or 80 (internet-based version). The TOEFL score must be received directly from the Educational Testing Service (ETS). Graceland University's institutional code is 6249. TOEFL scores are valid for only two (2) years.
9. Applicants who fail to meet one of the preceding minimum requirements will need to earn a B or higher in the first six hours of study to remain in the program.

MEd Graduation Requirements

To qualify for graduation, candidates must complete the following:

1. Satisfactorily complete 30 hours in a program sequence through Graceland to earn a Master of Education degree. OR Satisfactorily complete at least 24 hours in a program sequence through Graceland to earn a Master of Education degree and be granted up to 6 hours of transfer credits from previously earned graduate work within a five year time period.
2. Earn a cumulative grade point average of 3.0 or above. Any course in which a grade of "D" or "F" is earned will not be applied toward graduation.
3. Fulfill all financial obligations to Graceland University for tuition and fees.
4. File an application for graduation with the office of the Graceland Registrar at least six months prior to anticipated graduation date.

Literacy Instruction

[EDUC5100](#) Strategies for Collaboration 3 s.h.

[EDUC5103](#) Language, Literacy, and Learning 3 s.h.

[EDUC5104](#) Literacy and Instruction 3 s.h.

[EDUC5106](#) Critical Perspectives of Children's Literature 3 s.h.

[EDUC5107](#) Strategies for Reading Instruction 3 s.h.

[EDUC5109](#) Diagnostics and Assessment in Literacy 3 s.h.

[EDUC5520](#) Developing and Facilitating Effective Professional Development Experiences

[EDUC6100](#) Classroom Inquiry and Action Research 3 s.h.

[EDUC6110](#) Classroom Inquiry and Action Research Practicum 3 s.h.

Graduate-level Education Electives 3 s.h.

Special Education

[EDUC5100](#) Strategies for Collaboration

[EDUC5410](#) Collaborative Study of the Mild/Moderate Disabilities 3 s.h.

[EDUC5423](#) Special Education Methods 3 s.h.

[EDUC5430](#) Managing Student Learning and Behavior 3 s.h.

[EDUC5441](#) Autism Spectrum Disorders 3 s.h.

[EDUC5460](#) Educational Assessment 3 s.h.

[EDUC5520](#) Developing and Facilitating Effective Professional Development Experiences 3 s.h.

[EDUC6100](#) Classroom Inquiry and Action Research 3 s.h.

[EDUC6110](#) Classroom Inquiry and Action Research Practicum 3 s.h.

Graduate-level Education Electives 3 s.h.

Instructional Leadership

[EDUC5100](#) Strategies for Collaboration

[EDUC5370](#) Leadership Foundations: Teaching and Learning in the Context of Change 3 s.h.

[EDUC5510](#) Fostering Productive Leadership Communication and Relationship Building Skills 3 s.h.

[EDUC5520](#) Developing and Facilitating Effective Professional Development Experiences 3 s.h.

[EDUC5530](#) Assessment and Program Evaluation 3 s.h.

[EDUC5540](#) Conflict Resolution Strategies 3 s.h.

[EDUC5550](#) Technology Tools and Strategies for Leaders 3 s.h.

[EDUC6100](#) Classroom Inquiry and Action Research 3 s.h.

[EDUC6110](#) Classroom Inquiry and Action Research Practicum 3 s.h.

Graduate-level Education Electives 3 s.h.

Courses in Education (Graduate)

[EDUC5100](#) Strategies for Collaboration 3 s.h.

Builds a professional learning community in a social learning context designed to discover how to take ownership for learning through shared readings, experiences, and reflections. Critically examines current educational trends and practices and clarifies procedures for systematic academic inquiry and reflection.

Begins to develop the skills, nuances, and insights necessary for dynamic collaboration for future learning and application.

EDUC5103 Language, Literacy, and Learning 3 s.h.

Examines language development and functions as related to emergent literacy, social contexts, standard English, and linguistic diversity. Considers a variety of approaches to language study, explores language use both in and out of school, and implications for teaching.

EDUC5104 Literacy and Instruction 3 s.h.

Addresses critical reading developments and conceptions of writing and writing research. Reviews major shifts and trends in writing instruction and the key people who have influenced the field of writing instruction at the elementary school level.

EDUC5106 Critical Perspectives of Children's Literature 3 s.h.

Reviews children's literature through the lens of literary theory and research in children's literature to include critical evaluation and selection skills. Addresses reading and writing methods and strategies linked to the utilization of children's literature in the classroom.

EDUC5107 Strategies for Reading Instruction 3 s.h.

Examines the diagnosis of reading abilities and disabilities of individual pupils; development of programs for small groups and individuals at different levels of readiness; and evaluation of progress in reading ability based on both psychological and emotional adjustment. Explores theories of reader response in relation to the reading process and implications for instruction.

EDUC5108 Literacy Instruction for ESL and Special Needs 3 s.h.

Introduces and provides analysis of main issues and theories in second language acquisition. Highlights research and theories related to people who struggle with reading, writing and other literacy tasks. Covers course topics that include reading performance on high stakes achievement measures; aptitude/achievement discrepancy; second language status, and other special needs.

EDUC5109 Diagnostics and Assessment in Literacy 3 s.h.

Investigates a review of cognitive and affective assessments in reading and writing. Develops and applies strategies for using data to adapt instruction for learners with reading difficulties. Focuses on the Identification of best practices for literacy evaluation.

EDUC5120 Best Practice with Technology 3 s.h.

Applies analysis of the National Board for Professional Teaching Standards propositions for application to technology integration in the classroom.

EDUC5270 Classroom Management: Dealing with Discipline Problems 3 s.h.

Provides knowledge and skills for teachers to apply previously learned Choice Theory concepts to commonly occurring classroom discipline problems and to help students take responsibility for their own behavior.

EDUC5310 Core Proposition I 3 s.h.

Focuses on knowledge, skills, and dispositions to improve understanding of how P-12 students learn and develop. Identification of individual student differences and equitable treatment is demonstrated through critical analysis and evaluation of curriculum and instruction development and application to classroom practice.

EDUC5320 Core Proposition II 3 s.h.

Develops an understanding of how subject matter knowledge is created, organized and linked to other disciplines. Explores effective teaching strategies to convey subject matter to P-12 students in classroom practice and is demonstrated through critical analysis and evaluation of curriculum and instruction.

EDUC5330 Core Proposition III 3 s.h.

Focuses on improving professional skills to manage and monitor P-12 student learning. The impact of effective classroom management and assessment practices are critically examined through application experiences in the classroom.

EDUC5340 Core Proposition IV 3 s.h.

Examines and promotes the use of systematic self-reflection and action research as a means to critically analyze classroom practice. Draws upon educational research and is conveyed through dialogue and the use of descriptive, analytical and reflective writing.

EDUC5350 Core Proposition V 3 s.h.

Addresses school effectiveness through collaborative partnerships with educational stakeholders. Engages in teacher research to develop strategies and plans to create and maintain positive relationships with parents, community, and other school professionals.

EDUC5370 Leadership Foundations: Teaching and Learning in the Context of Change 3 s.h.

Explores leadership studies through examination of adult learning theories, past and current models of leadership, and assessment of participant's own leadership styles, providing a foundation for future studies. Introduces the process of graduate-level scholarship and provides understanding of the processes and policies of graduate studies at Graceland University.

EDUC5400 Special Education Strategies for Collaboration 3 s.h.

Explores and connects to past, present and future teaching and learning experiences within the initial course investigation of the National Board for Professional Teaching Standards (NBPTS) framework. Develops and practices foundational skills in systematic inquiry, collaboration, and reflection through course activities.

EDUC5410 Collaborative Study of the Mild/Moderate Disabilities 3 s.h.

Through collaborative study groups, explores etiologies of mild and moderate disabilities. Engages in inquiry of current trends in educational programming, educational alternatives and related services and correlates these findings as they relate to appropriate multi disciplinary team planning. Examines general developmental, academic, social-emotional, psychological, career and functional characteristics and explores their relatedness to individual instructional planning. Engages candidates in review of definition, historical, philosophical, and legal issues of individuals with disabilities that include students from culturally and linguistically diverse backgrounds.

EDUC5423 Special Education Methods 3 s.h.

Provides the classroom teacher with numerous curricular and instructional methodologies which facilitate knowledge and promote development of cognitive, academic, social, language and functional life skills for identified students. Develops and applies remedial methods, instructional techniques, and appropriate use of assistive technology as it relates to individual learning levels.

EDUC5430 Managing Student Learning and Behavior 3 s.h.

Explores classroom management theories, methods, and techniques for individuals with exceptional learning needs. Enables candidates to design, implement, and evaluate instructional programs, which motivate students to monitor their engagement in active social learning in family, school, and community activities. Directs candidates to be able to provide evidence of their plan through descriptions and examples of completed instruction, related assessments and a reflection on these examples.

EDUC5441 Autism Spectrum Disorders 3 s.h.

Examines characteristics of children and youth with Autism Spectrum Disorders, as well as associated issues that may be present. Identifies effective practices that can be utilized to deal with each student's special circumstances.

EDUC5460 Educational Assessment 3 s.h.

Provides candidates with opportunities to administer, score, and interpret diagnostic tests used in the development of instructional planning. Identifies student strengths and needs that will be determined through multiple methods of assessment. Candidates will plan and implement both individual and group instruction with objectives based on assessment outcome. Explores legal provisions, regulations and guidelines as they apply to both formal and informal testing. Examines terminology and knowledge of specialized strategies relating to various disabilities.

EDUC5510 Fostering Productive Leadership Communication and Relationship Building Skills 3 s.h.

Examines the roles that leaders play as partners in shaping, and being shaped by, the organizational cultures they seek to influence. Investigate the implications for leading and building effective community at various levels of application. Covers the following topics: Skill development in verbal and non-verbal communication strategies; exploration into the development of collaborative working partnerships.

EDUC5520 Developing and Facilitating Effective Professional Development Experiences 3 s.h.

Provides knowledge and skills through the development of effective design and facilitation of professional development and/or training experiences, including relevant teaching and learning theories/models. Identifies appropriate resources; marketing, designing effective workshops and/or training materials and using assessment tools for evaluation purposes will be explored.

EDUC5530 Assessment and Program Evaluation 3 s.h.

Prepares leaders to design and conduct program evaluation and critically assess input from multiple stakeholders and other sources of data. Explores assessment of learning outcomes, assessment techniques, and assessment of effective management, program evaluation and evaluation of staff development. Provides learners with the expertise necessary to effectively, ethically, and efficiently conduct

evaluations, and present and communicate assessment and evaluation results to diverse stakeholder groups.

EDUC5540 Conflict Resolution Strategies 3 s.h.

Successful leaders respond well in conflict situations and are able to assist in the resolution of conflict among others. Introduces learners to several theoretical frames for studying and explaining the conflict process that may emerge in organizational settings. Explores theories, methods, skills and practices associated with successfully engaging in the dynamics of conflict interactions.

EDUC5550 Technology Tools and Strategies for Leaders 3 s.h.

Explores leadership and management decision making skills for the application and advancement of technology in the educational setting. Includes the following topics: Delivery using multimedia, matching technologies to outcomes, cost and funding of technology and trends in instructional technology. Assesses and evaluates risks and threats with the wide availability of media.

EDUC5900 Topics in Education 1-3 s.h.

Content may vary and will be announced at the time of offering. May be repeated for credit when topics vary.

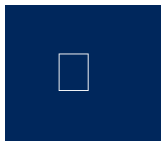
EDUC6100 Classroom Inquiry and Action Research 3 s.h.

Focuses on action research methodology and provides preparation to engage in a research study that addresses P-12 students' learning. Emphasizes the development of a research question, review of literature, methods and procedures and appropriate APA usage. Demonstrates the inquiry process through submission of a Capstone Action Research proposal and accompanying approval documents. Prerequisites: All courses listed in emphasis.

EDUC6110 Classroom Inquiry and Action Research Practicum 3 s.h.

Focuses on the implementation and completion of the approved action research study designed in EDUC6100. Presents dissemination of research results and conclusions and peer reviews critical analysis of the research process. Prerequisite: EDUC6100.

Graduate Catalog



Faculty and Administration

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(Terms expire at midnight the day before the summer meeting of the year indicated.)

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Executive Council

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Patricia H. Draves, PhD, President

Jodi L. Seymour, Executive Assistant to the President and Assistant Secretary to the Board of Trustees

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Academic Affairs

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Kevin Brunner, PhD, Chair, Division of Science and Math; Director, Ackerley Computer Science and Technology Scholars Program

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Jared Doty, MBA, Director, Center for the Study of Free Enterprise and Entrepreneurship

Bryan Gatzke, MS, Director, Master of Science in Nutrition and Human Performance

Karen Gergely, MFA, Chair, Division of Visual and Performing Arts

Zac Harmon-McLaughlin, MAR, Director, Community of Christ Seminary

Gary Heisserer, PhD, Associate Dean of Academic Affairs

Pat Hoffman, Coordinator, Special Programs

Cathie L. Hosie, MSED, Director, Student Support Services and Academic Skills Center

Sharon Little-Stoetzel, PhD, Dean, School of Nursing

Jeffery McElroy, EdD, Dean, C.H. Sandage School of Business

Andrew Miller, MA, Chair, Division of Health and Movement Science

Peggy Mothershead, BA, Registrar

Julie Neas, MEd, Director, Educational Talent Search

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Brian C. Smith, PhD, Chair, Division of Social Science

Brian J. White, PhD, Dean, College of Liberal Arts and Sciences

Pam Worlund, BA, Administrative Assistant to the Vice President for Academic Affairs and Dean of Faculty

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David L. Siddall, JD, LLM, Vice President for Business and Finance

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Dennis Core, Interim Director of Facility Services

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Sariah Martinko, Financial Aid Advisor

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Jolene Lynn, PhD, Associate Dean, School of Nursing

TBD, Director of the Charles F. Grabske Library

Constance Wright, MA, Director of Instructional Design

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Institutional Advancement

Kelly W. Everett, BA, Vice President for Institutional Advancement

Paula Anderson, MBA, Director of Annual Fund/Stewardship

Pam Combs, BA, Senior Director of Development

Paul J. Davis, BA, Senior Director of Development

Rick Isham, MBA, Senior Director of Development/Alumni Program Director/Grants and Foundations

Stuart Sherman, MS, Senior Director of Development

Joe Worlund, MA, Senior Director of Development

Institutional Effectiveness

Kathleen M. Clauson Bash, PhD, Vice President for Institutional Effectiveness

Stephanie Shields, AA, Administrative and Research Assistant

Stacy Gibbs, MA, Director of Institutional Research

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Graduate Faculty 2019-20

Year in parentheses designates date of appointment.

Community of Christ Seminary - Faculty

Anthony Chvala-Smith (2002), Assistant Professor of Theology and Scripture
BA, Central Michigan University; MDiv, Princeton Theological Seminary; PhD, Marquette University

Community of Christ Seminary - Faculty Associates

David Anderson (2018), Faculty Associate
MAR, Graceland University; DMin, Lipscomb University

Jeffrey Anderson (2018), Faculty Associate
MAR, St Mary's Seminary and University; EdD, Creighton University

Jared R Beverly (2017), Faculty Associate
MTS, Chandler Divinity School of Emory University; PhD, The Chicago Theological Seminary

Barbara Walden (2019), Faculty Associate
MA, State University of New York

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Gleazer School of Education - Faculty

Tanya Coffelt (2006), Associate Professor of Education
BS, Iowa State University; MA, Ed Specialist, University of Missouri - Kansas City; EdD, Drake University

Michele Dickey-Kotz (2000), Professor of Education
BA, MA, University of Northern Iowa; EdD, University of Missouri-Columbia

Allison Dudley (2009), Associate Professor of Education
BSE, MA, Truman State University; EdD, University of Missouri-Columbia

Jane Hall Chaillie (2014), Assistant Professor of Education

BA, Graceland College; MEd, University of Missouri-Columbia; EdD, Creighton University

Deborah Nalani Leialoha (2001), Professor of Education

BS, Southern Illinois University; MAT, Webster University; PhD, University of Missouri-Kansas City

Shelly Leialoha-Hartsack (2004), Associate Professor of Education

BS, Northwest Missouri State University; MEd, Graceland University; PhD, Walden University

Dennis McElroy (2000), Professor of Education

BS, MS, PhD, Iowa State University

Gleazer School of Education - Faculty Associates

Tammy E. Jones (1999), Faculty Associate

BS, University of Missouri-St. Louis; MS, National Louis University; PhD, University of Iowa

Sherry Leialoha-Waipā (2007), Faculty Associate

BS, Bellevue University; MEd, Graceland University; PhD, Walden University

Thomas Scheira (2005), Faculty Associate

BA, EdM, PhD, State University of New York – Buffalo

Lisa Thomas (2004), Faculty Associate

BS, MS, PhD, Mississippi State University

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School of Nursing - Graduate Faculty

(Doctoral faculty are noted with an asterisk.)

Melanie Hijaz (2017), Assistant Clinical Professor of Nursing

BSN, Washburn University; MSN, University of Kansas

Kathleen Lenz (2011), Assistant Clinical Professor of Nursing

BSN, MSN, University of Missouri-Columbia

***Jolene Lynn** (2017), Associate Dean for Graduate Programs, Assistant Professor of Nursing

BSN, Pittsburg State University; MSN University of Missouri-Kansas City; PhD University of Missouri-St. Louis

***Sharon Little-Stoetzel** (2012), Dean, Professor of Nursing

BS, Truman State University; MSN, University of Missouri-Columbia; PhD, University of Phoenix

Kathleen Mammen (2006), Assistant Clinical Professor of Nursing

BSN, University of Maryland at Baltimore; MSN, Medical University of South Carolina

***MaryAnn Martin** (2015), Assistant Professor of Nursing

BSN, The College of New Jersey; MBA, Tarleton State University; MSN, University of Central Florida; DNP, Chamberlain College of Nursing

Angela Martinez-Mills (2016), Clinical Instructor of Nursing

BSN, University of Texas; MSN, University of Central Missouri

***Lydia Mejia-Johnson** (2018), Assistant Professor Nursing

BSN, University of North Carolina at Wilmington; MSN, DNP, University of Kansas Medical Center

***Wilaiporn Rojjanasrirat** (2009), Professor of Nursing

BSN, Sappasittiprasong Nursing College; MA, University of Kansas, Lawrence; PhD, University of Kansas

***Ginger Vaughn-Pullin** (2014), Assistant Clinical Professor of Nursing

BSN, MSN, University of Kansas

***Susan K. Vogelsmeier** (2007), Associate Professor of Nursing

BSN, MSN, Graceland University; DNP, University of Alabama-Birmingham

***Dustin Williams** (2014), Assistant Professor of Nursing

BSN, MSN, DNP, Graceland University

School of Nursing - Graduate Faculty Associates

Darcie Al-Hassan (2019), Faculty Associate

BSN, University of Wisconsin-Milwaukee; MSN, University of Wisconsin-Madison; MSN, Marquette University

Judy Beyer (2012), Faculty Associate

BSN, Wilkes College; MSN, Boston University; PhD, University of Texas-Austin

Bethany Brown (2017), Faculty Associate

BSN, University of Kansas; MSN, Graceland University

Lisa Bourne (2010), Faculty Associate

BSN, MSN, University of New Mexico

***Ava Chase** (2003), Faculty Associate

BA, BSN, Graceland College; MS, Indiana University; MSN, Graceland College; DNP, Case Western Reserve University

Stephanie Day (2017), Faculty Associate

BSN, MSN, Graceland University

Tonya Erickson (2015), Faculty Associate

BSN, MSN, Graceland University

Leigh Erion (2014), Faculty Associate

BSN, MSN, Graceland University

Irvilene Gardner (2014), Faculty Associate

BSN, Avila College; MSN, University of Missouri-Kansas City

***Andrea Garner** (2018), Faculty Associate

BSN, Webster University; MSN, University of Phoenix; DNP, PhD, Goldfarb School of Nursing at Barnes-Jewish College

***Jean Gordon** (2006), Faculty Associate

BSN, University of Miami; MSN, Kaplan University, DBA, Nova Southeastern

***Carolyn J. Green** (2006), Faculty Associate

BSN, MN, PhD, University of Kansas

***Claudia D. Horton** (1994), Faculty Associate

BSN, Graceland College; MSN, University of Missouri; PhD, University of Missouri-Kansas City

Jeanie Kaeberle (2018), Faculty Associate

BSN, MSW, University of Kansas; MSN, Walden University

Susan Kasal-Chrisman (2000), Faculty Associate

BSN, MSN, St. Louis University; PhD, University of Kansas

Debra Koch (2016), Faculty Associate

BSN, Missouri Western State College; MSN-FNP, University of Central Missouri

Susan Larson (2017), Faculty Associate

BSN, Mid-America Nazarene University; MSN, PhD, University of Kansas

Meghan E. Macy (2011), Faculty Associate

BSN, Rockhurst University-Research College of Nursing; MSN, University of Missouri-Kansas City

Kathleen Mallett (2015), Faculty Associate

BSN, Missouri Western State College; MSN, University of Missouri-Kansas City

***Penny Marshall-Chura** (2012), Faculty Associate

BS, Washburn University; MN, PhD, University of Kansas

Lori Mathis (2014), Faculty Associate

BSN, MSN, DNP, Graceland University

Pennie Mesmer (2019), Faculty Associate

BSN, MSN, University of Kansas-Kansas City

Anastasia Moore (2019), Faculty Associate

BSN, Mid-America Nazarene University; MSN, University of Missouri-Kansas City

Cindy Moore (2019), Faculty Associate

BSN, Drury College; BS, MSN, University of Kansas-Kansas City

Sandra Moser (2015), Faculty Associate

BSN, California State University, Bakersfield; MSN, University of Missouri-Columbia

Gayle Moussa (2015), Faculty Associate

BSN, MSN, Graceland University

***Lori Parke** (2007), Faculty Associate

BSN, Lycoming College; MSN, Graceland University; DNP, Wilkes University

Heather Reed (2015), Faculty Associate

BSN, University of Oklahoma; MSN, Graceland University

Judi Roling (2017), Faculty Associate

BSN, Columbia Union College; MSN, The Catholic University of America

***Jan Russell** (2015), Faculty Associate

BSN, Oklahoma City University; MSN, Texas Woman's University; PhD, University of Missouri-Kansas City

***Pamela Sandvig** (2017), Faculty Associate

BSN, MSN, Southwest Baptist University; DNP, Chamberlain College (in-progress)

Sandra Small (2018), Faculty Associate

BSN, University of Toledo; MSN, Graceland University

***Kit Smith** (2018), Faculty Associate

BSN, Graceland University; MN, PhD, University of Kansas

Amy Straley (2017), Faculty Associate

BSN, University of Toledo; MSN, Graceland University

***Peggy Van Dyke** (2011), Faculty Associate

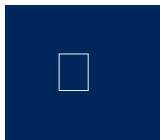
BSN, Truman State University; MSN, University of Missouri-Columbia; DNP, University of Alabama-Birmingham

Laurel Welty (2011), Faculty Associate

BSN, MSN, Graceland University

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Student Financial Aid

In order to receive federal or state financial aid, students must file a Free Application for Federal Student Aid (FAFSA) each year and be making [satisfactory academic progress](#) as defined in this Catalog. (A FAFSA is required for each applicant. When more than one student from the same family plans to attend college, a FAFSA must be filed yearly for each student. To file the FAFSA, go online at <https://studentaid.ed.gov/sa/fafsa/>. Financial assistance is awarded without regard to race, color, sex, religion, sexual orientation, or politics.

NOTE: Information about the various types of financial aid is subject to change when federal regulations change. Please see the explanation of [Graceland's Refund Policy](#) for charges and for return of federal, state and institutional aid.

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Evaluating Financial Need

Students applying for federal and state financial aid must file a Free Application for Federal Student Aid (FAFSA) to determine financial need. Indicate on the FAFSA that you want the results of this analysis sent to Graceland University, **code #001866**.

When documents are received, all related factors in combination with this analysis are considered in granting aid and an award letter is sent to the student.

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Procedure in Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) should be submitted as soon as possible after October 1 prior to the year you wish to enroll. Awards will be made approximately March 1. All Financial Aid processes must be completed 2 weeks prior to the start date of the classes. Any student who has not completed their Financial Aid processes before the 2 week deadline will need to secure their classes with an alternate payment method until Financial Aid is completed.

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Renewal of Financial Assistance

All forms of financial assistance are granted for a period of one academic year providing the student is making satisfactory academic progress at the beginning of each term. Students who wish to receive assistance in subsequent years must file the Free Application for Federal Student Aid (FAFSA) each year so that their eligibility may be reviewed annually.

Returning students may file a renewal FAFSA online at <https://studentaid.ed.gov/sa/fafsa/>. Renewal of most types of financial aid is based upon continuing financial need and academic achievement.

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Types of Financial Aid

TEACH Grant: The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who agree to teach a high need field in a public or private elementary or secondary school that serves students from low-income families. As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. **IMPORTANT:** If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan. Application is made by completing the Free Application for Federal Student Aid (FAFSA) and signing the TEACH Grant Agreement to Serve and completing the counseling. The student must meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25). The student must maintain satisfactory academic progress.

William D. Ford Direct (Unsubsidized) Student Loan Program: Borrowing is subject to annual and aggregate loan limits. Borrowers begin repaying loans six months after ceasing at least half-time enrollment in postsecondary education, unless borrower qualifies for deferment. Cancellation of loans is available for employment in certain designated fields, under certain conditions. This is a loan from the federal government. While eligibility for the subsidized Direct Loan requires proof of financial need, financial need is

not a consideration for the unsubsidized Direct Loan. The student must file a Free Application for Federal Student Aid (FAFSA) annually to determine eligibility for participation in this program, and be enrolled at least half-time. The interest rate is determined on July 1st for the succeeding academic year. Borrowers of a Direct Loan are charged a loan origination fee, which will be subtracted from the loan proceeds at disbursement. Graduate and professional students may borrow up to \$20,500 per year, if the student's cost of attendance allows,

Federal Direct Unsubsidized Loan only: Repayment on the principal amount of the loan does not begin until six months after the student leaves school or drops below half-time status, BUT the student is responsible for the interest from the date of the last disbursement of the loan. The student may pay the interest monthly or quarterly, or may defer interest payments during school or the six-month grace period. Arrangements for payment are made by the student with the Department of Education.

William D. Ford Federal Direct Graduate PLUS Loan (for graduate students): The Federal Direct Grad PLUS Loan is available to graduate students who file a FAFSA. Graduate students may borrow up to the cost of attendance minus other financial assistance received. Graduate students are encouraged to utilize their Federal Direct Stafford Loan eligibility prior to borrowing Federal Direct Grad PLUS Loans. The interest rate is determined annually at the time of disbursement. This rate is fixed for the life of the loan. Repayment of principal and interest begins after the six month grace period. The U.S. Department of Education charges a loan origination fee which will be subtracted from the loan proceeds at disbursement. If you receive a Direct PLUS Loan as a graduate or professional student, you will not be required to make any payments while you're enrolled in school at least half-time, and for an additional six months after you graduate, leave school, or drop below half-time enrollment. Depending upon the amount borrowed, parents may have up to 10 years to repay.

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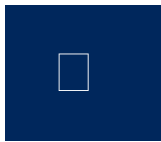
Financial Aid - Graduate, Distance and Online Programs

Graceland offers undergraduate and graduate degree programs through a variety of delivery methods including off-campus classroom, on-line and correspondence, and sometimes a blended model of two or more methods. All of these degree programs are eligible for financial aid, either Title IV federal student aid or private loans. Graceland University has chosen to establish a reasonable tuition rate rather than offer institutional aid for these degree programs.

To apply for Title IV federal student aid, students must file a Free Application for Federal Student Aid (FAFSA) as described in the Student Financial Aid section of this catalog.

To establish eligibility for private loans, students apply directly to the lender of choice. Graceland's Financial Aid Advisors can assist with this process.

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Student Rights

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Harassment

Harassment of students is not tolerated at Graceland University. Harassment undermines the mission of the university through its insidious and detrimental impact on individual students, faculty, staff and on the university community as a whole. Harassment stifles the realization of the victim's full potential as a student, faculty or staff member.

Harassment is especially serious when it threatens relations between faculty and student or supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship. Likewise, Graceland University does not tolerate harassment between people of equal university status.

Additional information is available in the Dean of Students Office to all current students, and to any applicant for enrollment. Please review the Harassment, Discrimination and Sexual Misconduct Policy is available [online](#) or in the Dean of Students Office.

Photo and Videotape Policy

Graceland University takes photographs and videos of students throughout the year. These images often include students in classrooms, residence halls, micro labs, athletic events and other university activities. Graceland University reserves the right to use these photographs and videos in the promotion of the university. Students who enroll at Graceland University do so with the understanding that photographs may be taken that would include them and these photos may be used in university publications, websites, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

Dismissal or Removal

The university may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to himself/herself or others. A student may also be suspended/expelled for cause if his or her actions are found to be detrimental to the university community. In case of suspension/expulsion for cause, the student will receive failing grades for the semester. Re-enrollment requires permission from the Dean of Students.

Grievance Procedure for Students**

Graceland University will generally handle complaints or concerns of students through the grievance procedure. This procedure is designed to handle situations expediently. Academic issues will be handled under the supervision of the Vice President for Academic Affairs, student-related ones by the Vice President for Student Life, athletics-related ones by the Athletic director, etc. Graceland University will handle complaints or concerns with sensitivity, confidentiality, and with respect to the Graceland community.

PROCEDURE Any member of the Graceland student body who has a complaint or concern may initiate the following informal and formal actions. Access of information provided by the complainant will be available only to those persons on a reasonable need-to-know basis.

Informal Procedure. The purpose of the informal procedure is to provide an opportunity to mediate a mutually acceptable resolution between the parties. A complainant is encouraged to use the informal procedure prior to a formal complaint process.

1. A complainant may initiate an informal procedure for resolution by contacting the Dean of Students or designee of the Dean of Students (Lamoni) for counseling and assistance or the respective School Dean (Independence) or designee. In the case of academic matters, the designee will be the chair of the division or dean of the school.
2. In an informal procedure, the university official will counsel the complainant concerning options and, at the complainant's request, may help the complainant mediate the complaint informally.
3. If the complainant chooses to proceed with an informal complaint, the university official will inform the accused person(s) of the nature of the complaint, identity of the complainant and the actions available. If the complainant chooses not to proceed with an informal or formal complaint, no written record of the complaint will be kept.
4. An informal mediation process must be addressed within seven days. If mediation is successful, the results of that process are final. Unsuccessful resolution moves the matter to the formal procedure level of mediation. The process of complaint, response, and mediation will not normally exceed ten calendar days.
5. A written summary of the informal mediation proceedings will be made and retained by the university official, at the level where the matter is resolved. A copy of the summary will also be sent to the appropriate vice president, where it will be filed in his/her office.

Formal Procedure.

1. If a complaint cannot be resolved informally or if the complainant chooses to take the complaint through the formal procedure, the complainant may elect to initiate the formal complaint procedure.
2. A formal complaint must be made, in writing, to the Dean of Students or designee of the Dean of Students (Lamoni), or respective School Dean (Independence) or designee. The written complaint must include the following information: name, address and telephone number of the complainant; date(s) and location of the occurrence; evidence on which the complaint is based and redress sought by the complainant. In the case of academic matters, the designee will be the chair of the division or dean of the school.
3. The Dean of Students or designee of the Dean of Students (Lamoni), or respective School Dean (Independence) or designee will normally begin an investigation. An investigation of the complaint will normally begin within seven days of receipt of the written complaint.
4. The investigation will provide an opportunity for both the complainant and the accused person(s) to submit facts and to identify witnesses to be interviewed. The investigator shall be authorized to interview witnesses identified by any party. Upon completion of the investigation, the investigator will provide a written report of the formal investigation which details the findings and any recommended actions. If the facts are so disputed that the investigator cannot make fact findings, the investigator shall issue a finding of probable cause to institute further proceedings.
5. If the report recommends action against a faculty member that could lead to severe sanctions, including possible dismissal, the investigator shall recommend that the Dean of Faculty initiate the process leading to official hearings in accordance with the principles and procedures specified in the faculty handbook.
6. If the report recommends action against a person who is not a faculty member, the investigator shall recommend that the designated university official initiate official hearings and appropriate procedures as detailed in the Student Handbook or Personnel Handbook.
7. If no probable cause is shown from the investigation, the complainant may appeal, in writing, to the President of the university within 72 hours of the no probable cause finding. The complainant will be notified from the President's Office in writing of his/her decision, which is final.

**Issues dealing with harassment, including sexual harassment, will be handled in accordance with the University [Harassment Policy](#). Issues involving student final grades are not subject to this grievance policy. Refer to the "[Student Appeal of Final Grade](#)" policy and procedure.

In addition to the grievance policy stated above, students who feel a complaint has not been resolved may contact the Iowa College Student Aid Commission (Iowa College Aid) at (877) 272-4456 or by using the following URL: <https://www.iowacollegeaid.gov/StudentDisputeResolutionForm>

Grievance procedures for governing states:

Texas Student Complaints Policy

Personal students who live in the state of Texas may lodge complaints with the Texas Higher Education Coordinating Board using the following web address: <http://www.theccb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>. This website provides all the forms, processes, and procedures for Texas students.

The Texas state rules governing student complaints are described and set forth in Title 19 of the Texas Administrative Code, sections 1.110-1.120. These may be found at the following web address: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

The policy and procedures for filing a complaint at Graceland University maybe found at: <http://www.graceland.edu/grad-catalog/student-rights#GRIEV>.

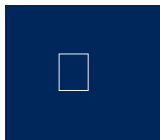
The contact information for initiating a grievance procedure for students in Texas is provided below:

School of Education Dean Dr. Lee Bash bash@graceland.edu 641-784-5072

School of Nursing Dean Dr. Claudia Horton horton@graceland.edu 816-423-4620

****Graceland University is an equal opportunity provider and employer.**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



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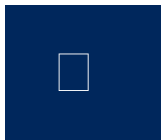
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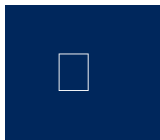
Application Fee

Application Fee

A *nonrefundable application fee is required for the processing of transcripts and the determination of admissibility. Re-entry, degree-seeking students who have allowed a major semester (or the equivalent of a major semester) to elapse since last enrollment must pay a reactivation fee.

*Missouri Program students have a three business day right of rescission. Not applicable to the Lamoni Campus traditional Program.

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How do I pay my bill?

(All payments are due in U.S. funds.)

[Pay Online](#)

Pay online using credit card or debit card.

Mail your payment to:

Graceland University, Student Financial Services, 1 University Place, Lamoni, IA 50140

Contact Student Financial Services to pay by phone:

1-866-786-2792 option 2

Or e-mail Student Financial Services at myfinancials@graceland.edu

Fax Number: 641-784-5242

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Payment Plans

Graceland University is pleased to offer a payment plan allowing a monthly payment schedule. Plans are interest free and are assessed a non-refundable processing fee of \$50.00 for plans 3 months or longer. Students or parents interested in a payment plan should contact the office of Student Financial Services.

Late Payments

Registration as a student at Graceland University signifies the student's agreement to do the following:

- Pay all charges and/or fees as posted to the student account when due.
- Acknowledge that failure to make a required payment by the stated deadline can result in late fee(s); registration suspension; registration cancellation; withdrawal from the university; and withholding of a transcript, grade, or degree.
- Acknowledge that obligations not paid in full prior to the due date shall be payable on demand and shall bear interest at the rate of 8% per annum, computed from the withdrawal date until the obligation is paid in full.
- Pay all costs, expenses, and collection agency or attorney fees related to the collection of the obligation, to the extent permitted by law and in accordance with the laws of the State of Iowa.
- Acknowledge that Graceland University will report any delinquency, default or other credit experience pertaining to this agreement to any or all credit reporting agencies.

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Credit Balance

Balance of funds in excess of charges created by financial aid will be paid directly to the student (with the exception of Parent Plus Loans which will be payable to the parent). These funds are available to the student for use in paying non-Graceland costs such as books, off-campus housing, personal expenses and transportation.

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Withdrawal from the University

Graceland University students not returning to Graceland for the next term, including GRADUATES and students who leave during a term, are required to initiate the withdrawal process. Lamoni Campus students must formally notify the Retention Office of their intent to withdraw. Independence Campus students, Off-Campus Program students or Global Campus students must formally notify their Site Coordinator or Program Consultant of their intent to withdraw. Non-attendance does not constitute withdrawal notification. The last date of attendance is used to determine financial aid award adjustments and calculate refunds for mid-semester withdrawals as per the Refund Policy. When Official Notification is not provided by the student, the date the university determines the student needs to be withdrawn is used as the notification date.

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Refunds and Return of Financial Aid for University Withdrawals

Graceland University's Refund Policy follows the Federal Return of Title IV Aid Refund Policy to determine return of financial aid and to calculate refunds for withdrawals. Calculations use the notification date to pro-rate aid as well as tuition and refundable charges through the 60 percent point in the semester, based on calendar days from the first day of the semester through the last scheduled day of the semester, including weekends and mid-semester breaks of less than five days. After the 60 percent point in the semester, financial aid will not be reduced for any withdrawal, nor will any refund will be granted. This policy applies to all university withdrawals whether student initiated or administrative withdrawals.

Financial aid awarded (if any) will be returned to the federal, state and Graceland programs on a pro rata basis through the 60 percent point in the semester. Outside scholarship or non-federal loan assistance will not be returned unless specifically requested by the provider.

Eligible charges due or paid will be refunded on a pro rata basis through the 60 percent point in the semester. Some fees are non-refundable and therefore not pro-rated. If a student living on campus withdraws from housing (but not from school) anytime after the first week of the semester, the semester charge for housing remains assessed in full. Board charges will be pro-rated. Refunds are processed within 45 days of withdrawal. Students should note that withdrawal may or may not result in an actual refund of money to the student. Circumstances may occur in which the student still owes money to the University even after appropriate withdrawal credit.

Contact Student Financial Services with specific questions.

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Course Withdrawals

Graceland University students may withdraw from a course through the 13 percent point of the semester without a "WD" grade. A grade of "WD" is recorded in any course when the student withdraws after the 13 percent point and through the 60 percent point of the semester. After 60 percent of the semester is complete, the student is not allowed to withdraw from the course, and will be awarded the appropriate grade in the course. Please refer to the Class Attendance Policy regarding Course Withdrawal by Instructor and Administrative Withdrawals.

Course withdrawals must be initiated by students. Non-attendance does not constitute withdrawal notification. Notification dates are used to calculate withdrawal credit and financial aid award adjustments for mid-semester withdrawals as per the Refund Policy. When Official Notification is not provided by the

student, the date the university determines the student needs to be withdrawn is used as the notification date.

Contact your Program Consultant, Site Coordinator or the Registrar's Office with specific questions.

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Refunds and Return of Financial Aid for Course Withdrawals

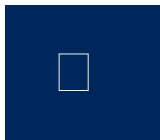
Financial aid awards will be re-evaluated as appropriate for course withdrawals or changes in enrollment status. Refunds for course withdrawals will follow the pro rata schedule used for university withdrawals as per the Refund Policy. Exceptions to the pro rata schedule for course withdrawal are:

1. For programs assessing hourly tuition rates, withdrawals from courses only one sub-session in length will calculate refunds through the 60 percent point in the sub-session using the notification date and the date range of the sub-session.
2. For programs assessing full-time tuition rates, course withdrawals through the 13 percent point of the semester reducing enrollment from full-time to part-time will result in a refund of the full-time tuition charge and a reassessment of tuition at the part-time hourly rate. Full-time students withdrawing from courses in these programs after the 13 percent point do not qualify for refunds.

Contact Student Financial Services with specific questions.

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General Fees

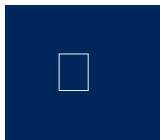
(applicable to all programs unless otherwise specified)

2019-20 General Fees

FEE	COST
Acacia Yearbook	\$ 55.00 (included in graduation fee)
Application Fee (Missouri program students have a three business day right of rescission.) (Not applicable to the Lamoni Campus traditional program.)	\$ 50.00
Audit Fee (Course Audit is not offered in all programs. There is no audit fee or additional tuition charge for Lamoni Campus or Independence Campus Nursing Program full-time students auditing courses when the total of semester hours of courses for credit and audit is 10 or more, including hours over 18.)	50% Program's Regular Tuition
Diploma Replacements with Cover	\$ 50.00
Diploma Replacements without Cover	\$ 40.00
Distance Learning Bookstore Restocking Fee	\$ 10.00 per occurrence
Excess Check Overnight Mailing Fee (nonrefundable)	\$ 35.00
Experiential Learning Credit Fee (nonrefundable)	\$ 100.00 per credit hour
Extension Fee for Incomplete Course (nonrefundable)	\$ 100.00
Online Access Extension Fee (online access beyond course dates)	\$ 110.00
Graduation Fee (due with application for graduation) (nonrefundable)	\$ 100.00
Graduation Fee Lamoni Campus students (includes a copy of Acacia)	\$ 165.00
ID Card Replacement Fee (nonrefundable)	\$ 15.00
International Travel SOS Emergency Assistance Fee (nonrefundable) (Travel outside the U.S., including students in independent studies or internships, unless already a component of an existing charge.)	\$ 100.00

Late Change of Registration Fee (requires official approval) (nonrefundable)	\$ 50.00
Late Financial Clearance Fee (nonrefundable)	\$ 200.00
Payment Plan Processing Fees (nonrefundable)	\$ 50.00 for plans > 2 months
Proficiency Examination Fee (nonrefundable)	\$ 100.00 per credit hour
Online Access for Proficiency Exam (nonrefundable)	\$ 110.00 per online exam
Program Re-Sequencing Fee (applicable as determined by program) (nonrefundable)	\$ 100.00
Reactivation Fee (Missouri program students have a three business day right of rescission.) (Applied if students have had a major semester elapse since their last enrollment.) (nonrefundable)	\$ 50.00
CEU Credit Recording Fee for Seminars and Workshops (may have additional costs)	\$ 20.00 per event
College Level Examination Program (CLEP) Recording Fee (nonrefundable)	\$ 20.00 per semester hour
Excelsior College Exam (non nursing) Recording Fee (nonrefundable)	\$ 20.00 per semester hour
Joseph Smith Historical Center Internship Recording Fees (nonrefundable)	\$ 60.00 per student
Kirtland Temple Historic Center Internship Recording Fees (nonrefundable)	\$ 60.00 per student
Living History Farms Internship Recording Fees (nonrefundable)	\$ 60.00 per student
Returned Check Service Charge (nonrefundable)	\$ 30.00 per check
Student Health Insurance for International Students (nonrefundable)	
Fall Semester	\$ 602.00 per semester
Spring Semester	\$ 842.80 per semester
Official Transcript Fee (nonrefundable)	\$ 10.00 per each transcript
Unofficial Transcript Fee (nonrefundable)	Available free online through My Graceland
Transcript Faxing Fee	\$ 3.00 each transcript
Transcript Overnight Mailing Fee	\$ 50.00
University Technology Fee: Lamoni or Independence full-time, on campus students (hours 10 or more) (nonrefundable)	\$ 150.00 fall / spring

University Technology Fee: Lamoni or Independence part-time, on campus students (under 10 hours) (nonrefundable)	\$ 10.00 per credit hour
University Technology Fee: All other students except ACE and SkillPath (nonrefundable)	\$ 4.00 per credit hour
Visiting Student Fee (Global Campus) (Missouri program students have a three business day right of rescission) (nonrefundable)	\$ 50.00 per course
Wiring Fee - Domestic Wires	\$ 8.00 each
Wiring Fee - International Wires	\$ 45.00 each

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Gleazer School of Education Graduate Programs Tuition and Fees

Gleazer School of Education Graduate Programs

2019-20 Tuition and Fees

Classroom Programs

(Emphasis: Curriculum and Instruction: Collaborative Learning and Teaching)

Tuition (Locked in rates based on start date in academic year)

Independence or Lamoni Campus	\$	435.00	semester hour
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Group Tuition Rates:

Group of three receives five percent tuition reduction
Group of five receives seven percent tuition reduction
Group of 10 receives 10 percent tuition reduction

Fees

Campus Fee (Independence campus)	\$	75.00	year
Late Registration Fee	\$	100.00	
Program Support Fee (online courses)	\$	18.00	course
Re-sequencing Fee	\$	100.00	occurrence

Online Programs

Master of Education - Online Program

(Emphases: Special Education / Literacy / Instructional Leadership)

Tuition (locked-in rates)	\$	525.00	semester hour
Group tuition rates:			
Group of three receives five percent tuition reduction			
Group of five receives seven percent tuition reduction			
Group of 10 receives 10 percent tuition reduction			
Book Fee	\$	75.00	course
Late Registration Fee	\$	100.00	
Program Support Fee (online courses)	\$	18.00	course
Re-Sequencing Fee	\$	100.00	occurrence

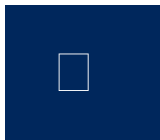
Master of Education - Online QEP Program

(Emphases: Differentiated Instruction (no longer accepting new students))

Tuition (locked-in rates)	\$	525.00	semester hour
Group tuition rates:			
Group of three receives five percent tuition reduction			
Group of five receives seven percent tuition reduction			
Group of 10 receives 10 percent tuition reduction			
Glasser Institute Training Course	\$	80.00	semester hour
Late Registration Fee	\$	100.00	
Materials Royalty Fee	\$	75.00	course
Program Support Fee (online courses)	\$	18.00	course
QEP Transfer Credit Fees (nonrefundable)	\$	100.00	course
Re-Sequencing Fee	\$	100.00	occurrence

For more information regarding additional fees, please see [General Fees](#).

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School of Nursing - Graduate Tuition and Fees

Distance Learning DNP Program

2019-20 Distance Learning DNP Program Tuition and Fees

FEE	COST	TERM
Tuition	\$ 860.00	semester hour
Clinical Resource Fee (Annually assessed in June each year)	\$ 25.00	year
Late Registration Fee	\$ 100.00	
Program Support Fee (online courses)	\$ 18.00	course
Re-Sequencing Fee	\$ 100.00	course
Research Fee (NURS8200, NURS9700, NURS9710, NURS9711, NURS9712)	\$ 50.00	semester hour

For more information regarding additional fees, please see [General Fees](#).

Distance Learning MSN Program

2019-20 Tuition

PROGRAM	COST	TERM
Family Nurse Practitioner Program and FNP Post-Master's Certificate	\$ 830.00	semester hour
Adult Gerontology Acute Care Nurse Practitioner and AGACNP Post-Master's Certificate	\$ 830.00	semester hour
Nurse Educator Post-Master's Certificate	\$ 550.00	semester hour

2019-20 Fees

ITEM	COST	TERM
Clinical Resource Fee (Annually assessed in June each year)	\$ 25.00	year
Core Course Fee - Scholarly Project	\$ 150.00	course
Course Review Fee - NURS6830	\$325.00	course
Focus Session Campus Fee (FNP and NE programs) (nonrefundable)	\$ 180.00	
Focus Session Campus Fee (AGACNP program) (nonrefundable)	\$ 270.00	
Lab Course Fee - (Breakout labs) NURS5194 - Advanced Practice Procedures in Acute Care	\$ 250.00	course
Lab Course Fee - (Breakout labs) NURS5195 - Advanced Practice Competencies Lab	\$125.00	course
Late Registration Fee	\$ 100.00	
Practicum Fee: Family Nurse Practitioner - Pediatrics/ Adults/ Family	\$ 200.00	semester hour
Practicum Fee: Nurse Educator	\$ 200.00	semester hour
Practicum Fee: NURS5450 - AGACNP Practicum: Chronic	\$ 200.00	semester hour
Practicum Fee: NURS5460 - AGACNP Practicum: Acute	\$ 200.00	semester hour
Practicum Fee: NURS5470 - AGACNP Final Practicum: Final	\$ 200.00	semester hour
Program Support Fee (online courses)	\$ 18.00	course
Re-Sequencing Fee	\$ 100.00	occurrence
Research Fee (NURS5121, NURS5143, NURS5170, NURS6930)	\$ 120.00	course

For more information regarding additional fees, please see [General Fees](#).

Distance Learning RN-MSN Program

2019-20 Undergraduate Level Courses Tuition and Fees

FEE	COST	TERM
Tuition	\$ 530.00	semester hour
Clinical Resource Fee (Annually assessed in June each year)	\$ 25.00	year

Late Registration Fee	\$ 100.00	occurrence
Program Support Fee (online courses)	\$ 18.00	course
CLEP Exam Recording Fee (nonrefundable)	\$ 20.00	semester hour
Dantes Exam Recording Fee (nonrefundable)	\$ 20.00	semester hour
Excelsior Exam Recording Fee (nonrefundable)	\$ 20.00	semester hour
Junior Level Nursing Course (Escrow) Recording Fee (nonrefundable)	\$ 25.00	semester hour
Re-Sequencing Fee	\$ 100.00	occurrence
Research Fee - Intro to Evidence-Based Nursing	\$ 50.00	course

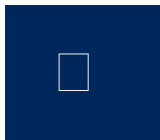
2019-20 Graduate Level Courses Tuition and Fees

FEE	COST	TERM
Tuition: Family Nurse Practitioner Program and FNP Post-Master's Certificate	\$ 830.00	semester hour
Tuition: Adult Gerontology Acute Care Nurse Practitioner and AGACNP Post-Master's Certificate	\$ 830.00	semester hour
Tuition: Nurse Educator Post-Master's Certificate	\$ 550.00	semester hour
Clinical Resource Fee (Annually assessed in June each year)	\$ 25.00	year
Core Course Fee - Scholarly Project	\$ 150.00	course
Course Review Fee - NURS6830	\$325.00	course
Focus Session Campus Fee (FNP and NE programs) (nonrefundable)	\$ 180.00	
Focus Session Campus Fee (AGACNP program) (nonrefundable)	\$ 270.00	
NURS5194 - Advanced Practice Procedures in Acute Care Lab Course Fee - (Breakout labs)	\$ 250.00	course
NURS5195 - Advanced Practice Competencies Lab Course Fee - (Breakout labs)	\$ 125.00	course
Late Registration Fee	\$ 100.00	
Practicum Fee: Family Nurse Practitioner - Pediatrics / Adults / Family	\$ 200.00	semester hour
Practicum Fee: Nurse Educator	\$ 200.00	semester hour
Program Support Fee (online courses)	\$ 18.00	course

Re-Sequencing Fee	\$ 100.00	occurrence
Research Fee (NURS5121, NURS5143, NURS5170, NURS6930)	\$ 120.00	course

For more information regarding additional fees, please see [General Fees](#).

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Seminary Tuition and Fees

Seminary

2019-20 Master of Arts in Religion Tuition and Fees

ITEM	FEE	TERM
Tuition	\$300.00	semester hour
Continuing Education Unit (CEU) Charge	\$240.00	course
Auditing Fee	\$450.00	course
Extension Fee for incomplete course (non-refundable)	\$100.00	
Non-Degree Seeking Administration Fee (Missouri program students have a three business day right of rescission.)	\$50.00	course
Program Support Fee (online courses)	\$18.00	course
Reactivation Fee	\$50.00	

For more information regarding additional fees, please see [General Fees](#).

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