



2015-2016 COURSE SCHEDULE  
GRADUATE PROGRAM

SUMMER • FALL • SPRING

SECOND EDITION

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## Academic Calendar

### Summer Term 2015

Mon., May 18	First Day of Class
Mon., June 1	Last day for course change or enrollment
Fri., June 26	Last day to withdraw from courses without a grade
Fri., July 31	Final examinations for Summer term
Tues., Aug 4	Final grades for Summer term due

### Fall Term 2015

Thurs., Aug 20	<b>FIRST DAY OF CLASS!</b>
Wed., Aug 26	Last day for course change or enrollment
Fri., Aug 28	<b>President's Opening Convocation at 12:00 noon</b>
Mon., Sept 7	Labor Day holiday
Fri., Sept 25	End of first five weeks
Tues., Sept 29	<b>Assessment half day—morning; Faculty development—afternoon</b>
Fri., Oct 9	<b>Honors Convocation at 12:00 noon</b>
Fri.-Sun., Oct 09-11	Homecoming (Oct. 10) & Family Weekend
Wed., Oct 14	Midterm
Thurs.-Sun., Oct 15-18	Fall Break
Tues., Oct 20 (12:00 noon)	Midterm grades due
Tues., Oct 27	Last day to withdraw from courses without a grade
Fri., Nov 20	<b>Entrepreneurship Convocation at 12:00 noon</b>
Wed.-Sun., Nov 25-29	Thanksgiving Recess
Mon., Nov 30 (8:00 a.m.)	Classes convene
Mon.-Thurs., Dec 7-10	Final examinations for Fall term
Tues. Dec 15 (12:00 noon)	Final grades for Fall term due

### Spring Term 2016

Tues., Jan 26	<b>FIRST DAY OF CLASS!</b>
Mon., Feb 1	Last day for course change or enrollment
Fri., Feb 26	End of first five weeks
Tues., Mar 1	<b>Faculty Development - No Afternoon Classes</b>
Fri., Mar 11	Midterm
Tues., Mar 15 (12:00 noon)	Midterm grades due
Sat.-Sun., Mar 19-27	Spring Break
Tues., Mar 29	Last day to withdraw from courses without a grade
Fri., Apr 29 (12:00 noon)	<b>Awards Convocation; Tentative senior grades due</b>
Mon. -Thurs., May 9-12	Final examinations for Spring term
Fri., May 13 (12:00 noon)	Final senior grades due, All Schools Day holiday
Sat., May 14	Commencement rehearsal and photos; Alumni Day
Sun., May 15 (2:00 p.m.)	Commencement
Tues., May 17 (12:00 noon)	Final grades for Spring term due

## General Information

### Bookstore Hours

The Bookstore is located on the lower level of Hoffman Student Union. Bookstore hours are Monday - Friday 9:30 a.m. - 2:30 p.m. The bookstore carries a variety of McPherson College clothing and gifts and distributes the mail. Textbook information can be found at [www.mcpherson.bkstr.com](http://www.mcpherson.bkstr.com)

### Identification Cards

Students are provided with a photo id card upon arrival. Id cards are required for participation in the campus meal plan, and for admission to athletic or student activities events. Replacement cards are available. (ext. 2500)

### Name and/or Address Change

Changes of name and/or address should be reported to the Registrar's Office in the Dean's Suite to keep records and mailing addresses accurate.

### Students with Disabilities

Efforts are made in every department to inform students and prospective students of the rights of disabled persons under the law and the commitment of McPherson College to non-discrimination toward disabled persons. Students who have either a temporary or permanent disability are welcome at McPherson College under regular admissions requirements. These students are urged to inform the College of their disability and special needs prior to arrival to allow the College ample time to determine necessary resources and accommodations, including appropriate classroom and housing arrangements. Persons may notify Carole Barr in the Royer Center for Academic Development. (ext. 2507)

### Transcript Request

Federal law requires that students provide a written request for the release of their transcript. An \$8.00 fee is charged for each official transcript. Electronic transcripts are available through Parchment at [exchange.parchment.com](http://exchange.parchment.com). Transcripts WILL NOT be released for students who have not paid their account in full.

## Payment of Accounts

Accounts are due and payable in full on the day of enrollment. For families interested in the monthly payment plans, information on the McPherson College Payment Plan is available in the Financial Services Office. Interest on past due accounts will be charged 1% per month on outstanding balances. **Past due accounts may result in the inability to receive transcripts, prevent future enrollment, and may result in a referral for collection.**

*Please Note:* Books are not included in student charges, and must be purchased separately.

## Refunds

Students who are recipients of Title IV funds and who withdraw before completing sixty percent (60%) of the semester will be required to return unearned Title IV funds in accordance with federal regulations. The same refund policy applies to institutional, state, and outside aid. The percentage of the semester that the student completes is determined by dividing the number of days the student attended by the number of days in the semester. Calendar days are used, but breaks of at least 5 calendar days are excluded. Tuition, fees, room, and board charges will be pro-rated at the same rate. No refunds are given after the ninth week of the semester. Bookstore charges, fines, and other personal costs are not pro-rated and are non-refundable. It is possible that a student who withdraws will still have an outstanding balance due.

## Course Information

### Advisor Change

Requests may be made with the Registrar's Office for a change of advisor.

### Audits, Repeats, Pass/Fail

Students wishing to audit or who are repeating a course must declare this at registration. Students wishing to request pass/fail must do so within the first two weeks of the term. General education courses and courses required for majors are not available for pass/fail.

### Credit by Examination

Credit by Examination can be earned in those courses which are designated for such credit by departments or divisions. Applications are available from the Registrar's Office.

### Drop/Add

To drop or add a course during the first week of classes, students need to contact their advisor. After the first week, students will need to complete the Drop/Add form (available in the Registrar's Office or online through Bulldog Connect). The student is also responsible for obtaining the necessary signatures and returning the form to the Registrar's office. A student may not add a class after the first week of class.

### Incompletes

Incomplete courses must be finished by mid-term of the following semester. Any change of grade will be reported to the Registrar by the instructor.

### Withdrawal

Any drop received after the second week of classes (first week of Interterm), is automatically processed as a withdrawal and will show as such on student reports and transcripts. A \$50.00 charge applies to this procedure.

## Special Courses

**A Course Taken by Appointment** is a course formally offered and listed in the catalog, but may only be taken by appointment if circumstances do not permit a student to take the course when it is formally offered. An application form (signed by the course instructor and the provost/dean of faculty) is due on the first day of the term.

**Independent Study**, ordinarily initiated by the student with the advice of the academic advisor, presumes a special interest which will form the basis for a project in original research. Applicants must have 3.0 grade-point average when they apply. Application is due at registration.

## Student Services

### Campus Ministries

The Director of Campus Ministries directs religious life programming, provides pastoral care and counseling, serves as the sponsor for religious life student groups, and coordinates McPherson College's service learning programs. The Campus Ministries Office is located in Hoffman Student Union. (ext. 2508)

### Career Services

The Career Services Office provides career counseling for students during all phases of career decisions; internships, job search skills, resume writing, interviewing techniques, and other aspects of life planning that are relevant. Further services include assistances in setting up a credential file with references and pertinent materials. The Career Services Offices is located in the Royer Center in Miller Library. (ext. 2436)

### Counseling Services

McPherson College believes that the counseling process is a close adjunct to its educational program. Counseling services are available through the office of the Dean of Students. (ext. 2501)

## Summer 2015 Course Schedule

<i>Crs #</i>	<i>Title</i>	<i>Curriculum/Instruction</i>			<i>Location</i>	<i>Instructor</i>	<i>Notes</i>
		<i>Sec</i>	<i>Hrs</i>	<i>Schedule</i>			
CI645	Data Collection and Proposal Development	A	6.0	4:30- 8:30PM ---W---	BE	Lott Malaby, M	
		B	6.0	4:30- 8:30PM --T----	ML 124	Malaby, M Lacy, L	
CI650	Mentoring the Researcher	A	1.0-6.0	TBA -----		Staff	

## Fall 2015 Course Schedule

<i>Crs #</i>	<i>Title</i>	<i>Curriculum/Instruction</i>			<i>Location</i>	<i>Instructor</i>	<i>Notes</i>
		<i>Sec</i>	<i>Hrs</i>	<i>Schedule</i>			
CI650	Mentoring the Researcher	A	1.0-6.0	TBA -----	MI	Staff McDonald	
CI660	Resource Development	A	3.0	8:00-10:00PM - --W---	BE	Staff Malaby, M	
		B	3.0	4:30- 6:20PM --T----	ML 124	Staff Malaby, M	
CI670	Legal Issues: Litigation vs Advocacy	A	3.0	5:30- 7:50PM - --W---	BE	Malaby, M Staff	
		B	3.0	6:30- 8:30PM --T----	ML 124	Malaby, M Staff	

## Spring 2016 Course Schedule

<i>Crs #</i>	<i>Title</i>	<i>Curriculum/Instruction</i>			<i>Location</i>	<i>Instructor</i>	<i>Notes</i>
		<i>Sec</i>	<i>Hrs</i>	<i>Schedule</i>			
CI650	Mentoring the Researcher	A	1.0-6.0	TBA -----	MI	Staff McDonald	
CI675	Project Implementation	A	6.0	5:30- 8:30PM ---W---	BE	Malaby, M	
		B	6.0	4:30- 8:30PM --T----	ML 124	Malaby, M	