**Online**

**STUDENT HANDBOOK**

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Central Methodist University

Graduate and Extended Studies

Last Revised April 2015

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# ABOUT CENTRAL METHODIST UNIVERSITY

## MISSION

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

## WHO WE ARE

Central Methodist University is known for its high quality undergraduate and graduate educational programs, its values-centered learning experiences and longstanding church relationship, its strong liberal arts tradition, its emphasis on character and leadership development, and the success of its graduates through their further educational and professional pursuits. Characterized by academic excellence and proactive, personalized student services, programs are offered in Fayette and statewide via distance learning technologies as well as through partnerships with schools, churches, hospitals, and other institutions of higher education.

## VALUES

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

## EDUCATIONAL GOALS

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to:

## ACADEMIC GOALS

* Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
* Think critically and conceptually and apply their knowledge and skills to the solving of problems.
* Communicate accurately and effectively through listening, speaking, and writing.

## CHARACTER GOALS

* Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
* Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
* Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.
* Have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences.
* Commit themselves to a life exemplifying values in relationships with self, family, church, University, and community.

# CONTACT INFORMATION

**OFFICIAL UNIVERSITY WEB SITE**

Web Address: <http://www.centralmethodist.edu>

**OFFICIAL UNIVERSITY COURSE MANAGEMENT SYSTEM (known as myCMU)**

Web Address: <https://compass.centralmethodist.edu>

myCMU Manual: <https://compass.centralmethodist.edu/ICS/Student_Help/>

**BUSINESS OFFICE**

Online Resources: <http://www.centralmethodist.edu/businessoffice/index.php>

Phone: 660-248-6670

Email: jmmiles@centralmethodist.edu

Online Bill-Pay: <http://www.centralmethodist.edu/businessoffice/ecashier.php>

**FINANCIAL ASSISTANCE**

Online Resources: <http://www.centralmethodist.edu/finaid/index.php>

Phone: 660-248-6245

Email: finaid@centralmethodist.edu

**LIBRARY REFERENCE ASSISTANCE**

Online Resources: <http://www.centralmethodist.edu/library/index.php>

Phone: 660-248-6271

Email: library@centralmethodist.edu

**CAREER DEVELOPMENT ASSISTANCE**

Online Resources: <http://www.centralmethodist.edu/career/index.php>

Phone: 660-248-6986

Email: career@centralmethodist.edu

**CENTER FOR LEARNING AND TEACHING (TUTORING ASSISTANCE)**

Online Resources: <http://www.centralmethodist.edu/learn/index.php>

Phone: 660-248-6287

Email: targent@centralmethodist.edu

**TECHNICAL ASSISTANCE** (Monday – Friday, 8:00 a.m. – 5:00 p.m.)

Phone: 660-248-6197

Email: helpdesk@centralmethodist.edu

Web Address: <http://www.centralmethodist.edu/technology/index.php>

Be sure to include as much information as possible when submitting a request for technical support (course number, phone number, full details of your question or issue)

**UNIVERSITY ADDRESS AND CONTACT INFORMATION**

Address: Central Methodist University

College of Graduate and Extended Studies

411 Central Methodist Square

Fayette, MO 65248

Phone: 660-248-6384

Fax: 660-248-6392

**ASSISTANT DEAN OF ONLINE PROGRAMS**

Phone: 660-248-6639 (office)

 573-823-8594 (cell)

Fax: 660-248-6392

Email: sbrink@centralmethodist.edu

**OTHER UNIVERSITY ONLINE RESOURCES**

Web Address: <http://www.centralmethodist.edu/online/index.php>

(Announcements from the University, book information, and downloadable forms)

NOTE: If the required textbook is not listed, please contact the College of Graduate and Extended Studies

# UNIVERSITY POLICIES

## Non-Discrimination Policy and Disability Accommodations

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The university’s educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The university complies with all federal and state non-discrimination requirements. If you feel you have been the subject of such discrimination, contact the Provost, Brannock Hall, 2nd floor, (660)248-6211.

**Services for Postsecondary Students with Disabilities.** Section 504 of the Rehabilitation Act states, "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity received Federal financial assistance..."

Title II of the ADA states, "A public entity shall make reasonable modifications in policies or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity."

**Postsecondary School Provision of Auxiliary Aids.** Section 504 of the Rehabilitation Act states, "A recipient... shall take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills."

The Title II regulation states, "A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy and benefits of, a service, program, or activity conducted by a public entity."

**Disability Accommodations.** The Center for Learning & Teaching at Central Methodist University is committed to ensuring nondiscrimination and equal access to all programs, service, and activities for qualified students with a disability.   The procedures described here are intended to guide and assist faculty, staff, and students in complying with this policy, and in determining what reasonable accommodations must be made for the claimed disability. All materials and information regarding disabilities will be governed by the University's normal policies regarding privacy.

**Student and University Responsibilities.**

It is the responsibility of any student who wishes to claim a disability and seek an accommodation to file official documentation confirming the disability and a completed Disability Services Student Information Form with the Center of Learning and Teaching prior to seeking any accommodation based on the disability.

1. A *Disability Services Student Information Form* must be completed, signed by the student, and delivered or faxed to the Center for Learning and Teaching.
2. Official documentation of the disability must be sent directly from the originating office (e.g. high school, testing center, certified professional center, or physician) directly to the Center for Learning and Teaching. All such official documentation must be for an *evaluation dated no more than eighteen (18) months prior to being received by the University*. All official documentation which the student wishes to have the University consider in providing a reasonable accommodation for the disability must be included (e.g. Individual Education Plan [IEP] and related materials, 504 Plan, professional diagnosis, and recommendations). Professional diagnosis must include a diagnosis of the student's current disability; the date of the diagnosis; how the diagnosis was reach; the credentials of the professional making the diagnosis; how the student's disability affects a major life activity; and how the disability affects the student's academic performance. The documentation should provide enough information for the student and the University to consider what may be an appropriate academic adjustment. Each student's accommodation(s) will be considered on a case-by-case basis. The University is not responsible for conducting or paying for a new evaluation to document a disability or the need for an academic adjustment.

The Center for Learning and Teaching will work with the student to develop a reasonable accommodation for the disability only after adequate documentation and a completed Disability Services Student Information Form have been received. Under emergency needs, temporary accommodations may be approved by the Director of the Center for Learning and Teaching while waiting for adequate documentation. Any information received by the Center for Learning and Teaching will be held in confidence and not released directly or indirectly without the written consent of the student except for the purpose of providing services.

At the beginning of each new semester/term, the student will be required ***to re-register*** with the Center for Learning and Teaching and request his or her Letter of Accommodation.

The *Disability Services Accommodations Application* (semester application) must be completed, signed, and returned to the Center before accommodations for that semester will be granted.

1. Students attending the main campus in Fayette are required to make an appointment with the Director of the Center for Learning and Teaching to discuss any changes in their accommodation(s) and to pick up their Letter of Accommodation. Failure to re-register could result in the student not receiving his or her accommodation(s) until a re-register form is completed and received by the Center for Learning and Teaching. Students must allow the Center time to complete the process and produce the possible Letter of Accommodation after receiving the re-register form.
2. Once the student (Fayette Campus students) has received his or her Letter of Accommodation, he or she is responsible to meet and/or communicate with his or her instructor to discuss his or her Letter of Accommodation and to identify how any accommodation(s) will be implemented.
3. Online or Extended Studies students must complete an online re-register form and contact the staff of the Center for Learning and Teaching to request that his or her Letter of Accommodation be sent to the instructor. Students must make sure the instructor has received the Letter of Accommodation.

In addition to making reasonable accommodations for any confirmed disability, the Center encourages students to make full use of the various learning resources available to all students. These include regular conversations with their instructors and faculty advisor, work with departmental tutors when they are available, assistance and support from the Center for Learning and Teaching, campus computing, the services of the Office of Student Development, and counseling services.

Students should understand that all requests for reasonable accommodations for documented disabilities must be made in advance. Faculty and staff will not be asked to adjust grades or to provide alternative evaluation measures for work that students have already completed prior to the request for reasonable accommodation based on disabilities being made.

**Auxiliary Aids of a Long-Term or Permanent Nature.** Central Methodist University believes that its mission can best be met by assisting students with disabilities in obtaining auxiliary aids of a long-term or permanent nature from governmental units (such as state vocational rehabilitation agencies) or from private charitable organizations (such as the March of Dimes, etc.). Students with disabilities are expected to exercise initiative in identifying and obtaining auxiliary aids and assistance through every reasonable channel available to them. The primary role of the University in this effort should be informative/supportive of the active self-advocacy on the part of the student. The Director of the Center for Learning and Teaching will serve as a resource in this process. If outside agencies cannot provide the auxiliary aids that the student needs, the University has a responsibility to determine the aid necessary to ensure that the student is not denied the right to participate in a program, benefit, class, or a service because of the absence of an auxiliary aid that would make participation possible. It is the responsibility of the University to provide the auxiliary aid or find a reasonable alternative that will allow the student full participation, unless the request is determined to be unreasonable or will impose undue hardship on the University.

Every attempt will be made to ensure availability of necessary aids at the time the student begins classes. A minimum of four weeks' notice should be given to ensure this result. In any event, the University must have sufficient time to evaluate the request, determine the necessary aid to be provided, and identify sources for obtaining it. Late requests cannot be guaranteed but will be evaluated on a case-by-case basis, and, when determined necessary, provided as soon as reasonably possible under the circumstances presented.

It is the student's responsibility to keep The Center for Learning and Teaching informed about the need for auxiliary aids such as timely semester-to-semester schedules for the use of an interpreter, ordering large print books and materials, or any other specific needs. If the student does not keep the Center informed, the Center cannot be expected to provide the auxiliary aid determined to be required.

**Academic Accommodations.** The appropriate academic accommodation(s) must be determined based on the student's individual disability needs. Academic accommodations include modifications to academic requirements, auxiliary aids, and services (for example, extended time for testing, testing in a quiet area or providing notetakers, recording devices, and sign-language interpreters). The University does not have to provide as academic accommodations personal attendants, individual prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

**Disability Discrimination & Complaint Procedures**

Students who are registered with the Center for Learning and Teaching as having documented disabilities and who believe they have been discriminated against on the basis of their disability may file a grievance with the Director of the Center for Learning and Teaching.

If the complaint is against the Center for Learning and Teaching, the student may appeal any decisions regarding reasonable accommodations provided by the Center for Learning and Teaching and faculty to the Provost of the University.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY

The federal government requires that the University obtain from every enrolled student a signed *Permission to Release Education Information* form. Each student may waive or not waive his or her rights of educational privacy as spelled out under the Family Education Rights and Privacy Act (FERPA). Photographs and other visual images taken by the university of people, places, or events related to the university’s programs and activities are property of the university and may be used at its discretion.

What is FERPA? FERPA provides a student the right to examine his educational records and to request amendment of erroneous information. FERPA also allows each student to restrict the release of information or to grant CMU limited permission to release information in the student’s interest.

Waiving or Not Waiving Individual Rights. When a student completes the *Permission to Release Educational Information* form, he must either waive or not waive his FERPA rights of privacy.

Waiving FERPA rights of privacy: When a student waives his FERPA rights of privacy, he grants permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development.

Not Waiving FERPA rights of privacy: When a student does not waive his FERPA rights of privacy, he does not grant permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The non-waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development.

Exception 1:CMU may disclose educational information to parents if the student is a dependent (claimed on the parent’s or parents’ federal tax forms).

Exception 2:CMU may disclose personally identifiable information without consent if there is an articulable and significant threat to the health or safety of the student or other individuals.

A copy of each student’s signed *Permission to Release Educational Information* form is kept on file in the office of student development and with the student’s faculty advisor.

Even though a student may not waive his FERPA rights of privacy, this non-waiver does not restrict communications among CMU’s educational officials concerning the student’s academic performance or progress.

Directory Information and FERPA.Unless specifically prohibited by the student, CMU may release “Directory Information” at its discretion for news releases and other purposes which it believes serve the student’s interest. “Directory Information” includes name, mailing and e –mail address, telephone number, dates of attendance, date and place of birth; awards, honors, degrees, and major field of study; and records of participation and accomplishments in sports and other university activities for athletes this includes physical factors such as height and weight. To withhold any Directory Information, within ten days after registration each semester the student must notify the office of student development in writing of the information which may not be released.

Educational Information and FERPA. In the student’s interest and without the student’s written consent, CMU Educational Information may be shared confidentially with educational officials of the university whose duties require such knowledge. “CMU Educational Information” may include academic records, employment records, financial aid records, and - on a restricted basis -discipline records and some counseling records.

MyCMU Grade Entry and FERPA. All CMU instructors and students have access to MyCMU,

and all students should consult their respective MyCMU course sites for grade information.

## SEXUAL HARASSMENT POLICY AND PROCEDURE

Harassment of any kind, and sexual harassment in particular, of any student, faculty member, or employee by any other student, faculty member, or employee is prohibited and will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature.

It should be noted that the prohibition of sexual harassment includes a condemnation of sexual assault and rape, both of which are criminal offenses.

Persons who take retaliatory action against a person who reports, complains about, or participates in the investigation of reports of sexual harassment, sexual assault, or rape are subject to disciplinary sanctions as outlined by the university.

Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned, and must anticipate the closest scrutiny of his or her actions.

Central Methodist University disapproves of sexual relationships between a faculty member and his/her students, given the potential abuse inherent in such relationships. The essential principle of academic freedom is recognized by Central Methodist University. Prohibited conduct perpetrated under the disguise of academic freedom is an abuse of the principle and will be questioned.

Because sexual harassment may also constitute a violation of federal and state law, anyone who believes he or she has been subjected to sexual harassment has the right to institute legal proceedings in addition to or in lieu of a complaint pursuant to this policy.

Should a sexual harassment situation occur the reporting party has the option of reporting it to either an administrator in the office of student development, to the CMU nurse practitioner or to one of the counselors, whomever that person feels most comfortable seeing. One of these people will investigate the incident and report the findings along with a recommendation to the president of the university. Every attempt will be made to make the reporting party as comfortable as possible during the investigation.

In accordance with the requirements of federal and state civil rights acts, including Title VI and VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972, among others, Central Methodist University is committed to creating a learning and work environment free from all forms of discrimination, including harassment. Every member of the University community should be aware that unlawful discrimination and harassment, either intentional or unintentional, of any student, faculty member, employee or third party by another student, faculty member, employee or third party is strictly prohibited by law and University policy.

CMU’s Title IX Compliance Coordinator is Ken Oliver, Vice President for Institutional Growth and Student Engagement. He is located in the Inman Student & Community Center, 2nd floor. He may be reached at 660-248-6224 or via email at koliver@centralmethodist.edu. The Title IX Coordinator is responsible for monitoring and overseeing implementation of Title IX compliance at Central Methodist, including coordinating training, education, communications, and initiating the grievance procedures for faculty, staff, student and other members of the University community, as well as visitors to the campus.

## STUDENT CODE OF CONDUCT

The University’s governance is established to maintain wholesome conditions whereby students may develop intellectually, socially, and spiritually. Students are expected to conduct themselves as persons of good character. Regulations governing students are made by the faculty, students, and administration in order to clarify the standards of the institution and secure the cooperation of all who are involved. The student’s registration each term constitutes the student’s agreement to comply with all of the University’s policies and regulations.

The University supports federal, state, and local laws and regulations relating to alcoholic beverages and controlled substances and will cooperate in the enforcement of these laws. In addition, the University specifically prohibits the use or possession of alcoholic beverages or illegal drugs on the campus. Students who are on the campus under the influence of either alcohol or drugs are subject to disciplinary action. Gambling, hazing, and immoral practices are forbidden. Students who bring discredit to the University are subject to disciplinary action, including dismissal. Students are expected to adhere to all policies related to data, voice, and video transmissions.

Students may be removed from one or more classes, assigned failing grades, placed on probation, suspended, or dismissed for any infraction of University regulations or for other serious misconduct. Students may be suspended or dismissed from the University when their conduct becomes injurious to the reputation of the University, or when their behavior or actions are harmful, or potentially harmful, to themselves or a threat to other individuals within the University community. When students are placed on conduct probation, they are ineligible to represent the University in extracurricular activities and their guardian or parents are notified.

## STUDENT RECORDS

Student records are located in the office of student development, the business office, and the registrar’s office. The Family Educational Rights and Privacy Act of 1974 states students have the right to inspect and review their educational records and to request an amendment if the records are incorrect. The student must give written consent in order for any office to disclose files to individuals who do not fall under the need-to-know guidelines. If the university fails to comply with these requirements, the student may file a complaint with the office for civil rights in the United States

Department of Education.

# ACADEMIC POLICIES

*FEDERAL DEFINITION OF CREDIT HOUR*

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 600.2)

*CMU’S CALCULATION OF CREDIT HOUR*

CMU will observe the following minimum time requirements for courses:

* Online courses are as rigorous as on-ground courses and typically require as much time to complete the coursework as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.
* Hybrid courses combine on-ground and online study. These courses are as rigorous as completely on-ground courses and typically require as much time to complete the coursework as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.

Students will have the opportunity to meet learning outcomes in a number of ways through online and/or hybrid coursework.

* Direct faculty instruction will include:
	+ Weekly threaded discussion forums
	+ PowerPoint Presentations without audio
	+ PowerPoint Presentations with audio
	+ Lecture notes
	+ Video lectures
	+ Face-to-Face meetings (hybrid only)
* Out of class student work will include:
	+ Readings
	+ Assigned videos (does not include lecture videos)
	+ Written assignments (papers, journals, reviews, etc)
	+ Research
	+ Quizzes/Exams
	+ Case Studies
	+ Power Point Presentations
	+ Assigned homework problems
* Clinical/Practicum/Internship/Lab

Calculations for an 8-week course:

|  |  |  |  |
| --- | --- | --- | --- |
| Credit Hours | Direct Instruction Hours | Student Work Hours | Total Course Hours |
| 1 |  15  | 30 | 45/8-weeks |
| 2 | 30 | 60 | 90/8-weeks |
| 3 | 45 | 90 | 135/8-weeks |
| 4 | 60 | 120 | 180/8-weeks |
| 5 | 90 | 150 | 240/8-weeks |

Calculations for a 16-week course:

|  |  |  |  |
| --- | --- | --- | --- |
| Credit Hours | Direct Instruction Hours | Student Work Hours | Total Course Hours |
| 1 | 15 | 30 | 45/16-weeks |
| 2 | 30 | 60 | 90/16-weeks |
| 3 | 45 | 90 | 135/16-weeks |
| 4 | 60 | 120 | 180/16-weeks |
| 5 | 90 | 150 | 240/16-weeks |

\*\*Final exams and/or presentations are completed during the 16th week.

Calculations for direct faculty instruction:

|  |  |
| --- | --- |
| Weekly threaded discussion forums | 1 post + 2 replies = 1 hour |
| PowerPoint Presentations without audio | 1 slide = 3 minutes |
| PowerPoint Presentations with audio | 1 side variable = 5-10 minutes |
| Lecture notes | 1 page = 5 minutes |
| Video lectures | Variable = 30 minutes – 1 hour |
| Face-to-Face meetings (hybrid only) | 1 hour = 1 hour |

Calculations for student work:

|  |  |
| --- | --- |
| Readings | 10 minutes per page |
| Assigned videos (does not include lecture videos) | Variable 30 minutes – 1 hour |
| Written assignments (papers, journals, reviews, etc.) | 1 hour per page |
| Research | 1 hour per article/source |
| Quizzes/Exams | Variable 30 minutes – 1 hour |
| Case Studies | 1 hour per page |
| PowerPoint Presentations | 30 minutes per slide |
| Assigned homework problems | 10 minutes per problem |

Calculations for Clinical/Practicum/Internship/Lab:

|  |  |
| --- | --- |
| Clinical | 45 work hours = 1 credit hour |
| Practicum | Variable 20-40 observation hours = 1 credit hour |
| Internship | 40 work hours = 1 credit hour |
| Lab | 30 contact hours = 1 credit hour |

## COURSE DELIVERY DEFINITION

The following definitions of educational delivery methods are based on the Sloan Consortium’s (2010) course classification system. For the purposes of these definitions, synchronous is defined as class instruction and student learning occurring at the same time (for example: in the classroom at 9:00 a.m. on Monday, Wednesday, Friday); asynchronous is defined as class instruction and student learning occurring at different times (for example: viewing a recorded lecture for the first time three days after it is conducted). Please note that these definitions pertain to the delivery method not course content.

**Traditional course:** 0% of course content delivered online. No online technology is used. Course content is delivered in the classroom. Instructor and student interactions occur face-to-face in the classroom.

**Web Facilitated:** 1-29% of course content delivered online. Web-based technology is used to enhance a face-to-face course. Course materials (handouts, assignments, lecture notes, syllabi) are stored and available to students online in the Learning Management System. Instructor and student interactions occur face-to-face in the classroom.

**Hybrid/Blended course:** 30-79% of course content delivered online. Instructor and student interactions occur both in the classroom and online. The number of classroom meetings is reduced to a minimum of two meetings for an eight-week course and a minimum of four meetings for a sixteen-week course. All classroom meetings are synchronous.

**Online course:** 80+% of course content is delivered online. Instructor and student interactions occur online through: discussion, chat, web conferencing, and other activities. Asynchronous class meetings may be conducted using BlackBoard Collabortate; however there is no requirement for a minimum number of meetings. Students are able to interact with one another and the instructor through the online Learning Management System.

## DISTANCE-DELIVERY APPROVAL PROCESS

Central Methodist University (CMU) adheres to and follows all appropriate federal legislation as it relates to the gaining of approvals for distance delivery in each state. Central Methodist University filed letters with each individual state indicating possible distance delivery of education in each state and requested information regarding approval processes in the Spring of 2010. Since that date, CMU has tracked and created a spreadsheet to identify those states in which approvals are required and which states approval is not necessary. CMU requires students to inquire prior to enrollment to verify if CMU is authorized to operate in their state.

## STUDENT ACADEMIC RESPONSIBILITIES

Because education is a uniquely personal experience, it is the individual responsibility of each student (1) to know the degree requirements for his or her own course of study; (2) to know the rules, regulations, and deadlines which govern the academic programs which are published in this catalog; and (3) to develop and follow schedules which comply with these course and program requirements. The University's faculty, advisors, and staff support each student's education in every way they can, but students must assume final responsibility to establish the timeline for advancing and completing their course of study, to register for the appropriate courses, and to complete all degree requirements. Students are also responsible for knowing and adhering to all University policies published in *The Online Student Handbook*. Registration in the University confirms students' acceptance of these obligations.

## ACADEMIC ADVISING

In addition to maintaining a personal relationship between student and instructor in the classroom and beyond, the Registrar, regional site coordinators, and directors advise students and monitor their programs and progress. Staff and faculty advisors assist students in planning academic work, registration, and management of problems during their college career. They assist students in interpreting degree requirements and in determining which requirements have or have not been met. The University also keeps students informed of their academic progress through an academic monitoring system. The Registrar's Office sends students and their advisors final grade reports each term.

The University holds each student to be finally responsible for being fully informed about the graduation requirements for his or her own degree program and for arranging academic schedules to meet graduation requirements on the timetable the student establishes. Faculty advisors will do all they can through the advising processes to assist students in meeting their educational goals.

## CLASSIFICATION OF STUDENTS

Students are classified by the Hours of credit achieved.

Freshman                    1-29 Hours

Sophomore                  30-59 Hours

Junior                           60-89 Hours

Senior                          90 or more Hours

**Special Students** are not matriculating for a degree but wish to enroll in specific courses. They may be full- or part-time and may or may not have a baccalaureate degree.

**Part-Time Students** have matriculated for a degree but in any given term are registered for fewer than six semester hours of credit.

**CMU First Class (Dual Credit) Students** are enrolled in college courses while concurrently enrolled in a high school program.

**Graduate Students** have received an undergraduate degree and are enrolled in a graduate program of study.

## COURSES, GRADES, AND GRADE POINT AVERAGES

Courses and grades are given on a semester-hour basis. Grade reports are issued to students at mid-term and following the end of each semester. Only final grades for courses are entered on the student's transcript. The transcript is the individual student's permanent academic record, maintained and secured by the Registrar's Office.

The University uses the system of grades, grade symbols, and quality points described below to report each student's academic achievement on grade reports and transcripts.

A             Grade Points         4

B              Grade Points        3

C              Grade Points        2

D             Grade Points         1

F              Grade Points         0

P              Pass, credit hours only

I               Incomplete

W            Withdrawal

AU           Audit, no credit hours

All courses taken on a letter grade basis (A through F) are used to compute Grade Point Averages (GPA). For grades in courses repeated, see below. A student's GPA is calculated by dividing the number of grade points earned by the number of credit hours attempted on a letter grade basis. As a result, GPAs range from 0 to 4.0. Courses taken on a Pass/Fail (P/F) basis are not computed in the student's GPA. Few courses are offered on a P/F grade basis. The grades of "I," "W," and "AU" earn no credit and are not computed in GPA.

The grade of "I"(Incomplete) can be given by an instructor at the end of the term only when both of the following conditions are met: (1) the student is unable to finish the work of a course because of exceptional circumstances which can be documented, and (2) the student has completed at least three-fourths of the coursework and can complete the remaining work apart from class meetings. Faculty should file a plan for completion of incomplete work with the Registrar. All incomplete work must be completed by mid-term of the following term. After this time, if the "I" has not been removed, it will automatically convert to a grade of "F." Additional work will no longer be accepted, and the grade appeals policy (see page 36) will apply.

A student may withdraw from a class with a grade of "W" defined by the Academic Calendar. The grade of "W" will not be calculated into the student's GPA. A student may not withdraw from a class after this date.

The grade of "AU" is given to students who formally register as "auditors." Auditors must have the approval of the instructor prior to registering and are expected to attend regularly. They receive no credit, and no grade is given, but the hours are included in determining a student's academic load. Upon the report from the professor that an audit has been satisfactorily completed, notation of the audit is made on a permanent record. Special or part-time students pay normal tuition rates to audit courses.

## REPEATED COURSES

Students may repeat any course in which they received a grade of A, B, C or D one time and receive financial aid for the course.  If the course was taken as dual credit the student may repeat it twice while receiving financial aid because they did not receive financial aid for taking it in high school.  If a student receives a grade of F in a course, the student may repeat that course as often as necessary to achieve a passing grade.  The most recent grade earned will be counted in the student's grade point average. All registrations and grades will be entered on the permanent record, but a notation that the course has been repeated will be added to previous enrollments in the course.

## CATALOG IN EFFECT – GRADUATION REQUIREMENTS

Students' degree requirements are generally governed by the catalog in effect when they matriculate for a degree so long as enrollment is continuous. Students may choose to meet the requirements of any subsequent catalog published during their enrollment but not of an earlier catalog. Former students who are readmitted must meet the graduation requirements in the catalog at the time of re-enrollment.

Generally, students need to have earned at least 124 credit hours with a cumulative GPA of 2.0 to graduate. Some programs have other requirements, so students should check with their advisors and with division chairs.

## ACADEMIC BANKRUPTCY

To declare “academic bankruptcy” a student must petition the academic standards and admissions committee specifying the courses the student requests to be dropped. Only courses with grades of "D" and "F" may be dropped. Only courses taken ten semesters (excluding summer sessions) or more before the student’s application for readmission may be dropped.

The petition for academic bankruptcy must be made within six months following the student’s readmission. Only students who are readmitted to and currently attending the university may petition the academic standards and admissions committee for academic bankruptcy. When the committee approves a petition for academic bankruptcy, the original grades will be shown on the transcript but a notation will be made and these grades will not be included in the calculation of grade point averages or the satisfaction of degree requirements.

## ACADEMIC LOAD

**Undergraduate Sub-sessions T1, T2, T3, T4, and S8**

* Ten (10) hours of academic credit is considered the normal load per sub-session for undergraduate students registered in CGES terms T1, T2, T3, T4, and S8.
* No undergra­duate CGES student may register for more than 10 hours of academic credit per sub-session T1, T2, T3, T4, and S8unless that student has a grade point average of 3.20 in the previous term and obtains written permission from the Dean of the University.
* No CGES student may register for more than 12 hours in any single sub-session (T1, T2, T3, T4, and S8)under any circumstances.
* No CGES student may exceed 21 hours in a "semester" or combination of terms.

**Undergraduate Semesters (EXFA, EXSP, and EXSU)**

* Eighteen (18) hours of academic credit is considered the normal load per semester for undergraduate students registered in CGES semesters EXFA, EXSP, and EXSU.
* No undergra­duate CGES student may register for more than 18 hours of academic credit per semester EXFA, EXSP, or EXSU unless that student has a grade point average of 3.20 in the previous semester and obtains written permission from the Dean of the University.

**Graduate Semesters (GRFA, GRSP, and GRSU)**

* Six (6) hours of academic credit is considered the normal load per term for CGES graduate students registered in semesters GRFA, GRSP, or GRSU.
* Graduate students may not register for more than nine (9) hours per semester GRFA, GRSP, or GRSU without written permission of the Dean of the University.

## ACADEMIC PROBATION

Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 24 hours during a calendar year, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPA’s) each semester listed below. During the second semester of probation, the student is ineligible to represent the university by participating in any extracurricular or off-campus activities. These privileges will be returned when the student is removed from probation.

**Weighted Hours Minimum Cumulative &**

**Attempted Cumulative Resident GPA’s**

1-29 1.80

30-59 1.90

60-89 2.00

90 or beyond 2.00

## ACADEMIC SUSPENSION

Academic suspension is imposed for one of four reasons: (1) the failure of any student to rise above the probation level at the end of two consecutive semesters on probation, (2) the failure of any student to rise above the probation level at the end of a third semester on probation counting all semesters of attendance at CMU, (3) the failure of any student to achieve a 1.0 or above semester grade point average for any semester, or (4) the failure of any student to attain at least the following cumulative and cumulative residential grade point average for his or her attempted hours.

**Weighted Hours Minimum Cumulative &**

**Attempted Cumulative Resident GPA’s**

1-29 1.30

30-59 1.50

60-89 1.70

90 or beyond 1.90

* A student on academic suspension may not return the following spring or fall semester. A suspended student must petition the Extended Studies Committee for readmission. Any hours earned at other accredited institutions during the period of suspension will be subject to review before a student is readmitted.
* A student who has been suspended twice may not re-enroll at Central Methodist University without completing one semester at another school (12 hours or more) with a “C” average or better to be considered for readmission by the committee.
* A suspended student may enroll as a part-time student at the discretion of the committee.
* Financial aid considerations are the purview of the Financial Aid committee

## ACADEMIC CONDUCT POLICY

Central Methodist University believes that adhering to acceptable professional practices throughout life is a significant foundation of character and personal integrity. The University’s Academic Conduct Policy applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. By registering at the University, every student accepts the obligation to abide by this policy. Students also are responsible for understanding the particular policy applications required by each of their instructors and to ask instructors to clarify any areas of uncertainty.

Academic Conduct requires that each person accept the obligation to uphold professional standards in all academic endeavors. Any conduct that unprofessionally represents a student’s academic performance violates CMU’s Academic Conduct Policy. Unprofessional practices include but are not limited to the following:

1. **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
2. **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
3. **STEALING** or having unauthorized access to examination or course materials,
4. **FALSIFYING INFORMATION** (records, or laboratory or other data);
5. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
6. **ASSISTING ACADEMIC MISCONDUCT** (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
7. **PLAGIARISM**. Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The University will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from the University. Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor. Students can appeal instructors’ internal course penalties to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions); the decision of either committee is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean of the University, so that all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty. These penalties include but are not limited to notations in the student’s file, notations on the student’s transcript, probation, suspension, and expulsion. A decision by the Dean of the University can be appealed to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions); the decision of either committee is final.

## INCOMPLETE GRADES

The grade of “I”, or Incomplete, can be given by an instructor only when both of the following conditions are met: (1) the student is unable to finish the work of a course because of exceptional circumstances which can be documented, and (2) the student has completed at least three-fourths of the course work and can complete the remaining work apart from class meetings. All incomplete work must be completed by mid-semester of the following semester. After this time, if the “I” has not been removed, it will automatically convert to a grade of “F” and additional work will no longer be accepted. The grade appeals policy (below) will apply.

## GRADE APPEALS

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted and the burden of proof is on the student. Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results. If the issue is not resolved with the course instructor, the student should next appeal to their site coordinator or advisor. In these appeals, the course instructor will be consulted and the grade cannot be changed without the instructor’s consent.

If the issue is still not resolved, and the student wishes to continue the appeal, the student should consult the site coordinator, or advisor, who will direct the student in presenting a petition to the Extended Studies Committee. The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a two-thirds majority of the Extended Studies Committee judges that a grade change is warranted, the committee will direct the Registrar to make the change. The decision of this Committee is final and binding on all parties.

***Students who wish to file an academic grievance not involving a grade appeal should contact the instructor (if appropriate), followed by the Regional Site Coordinator (if necessary), and if a resolution has not been reached, the Office of the Provost of the University (660-248-6211).***

## TRANSCRIPTS

Student’s permanent records are confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of a student’s record are not issued except upon receipt of a signed request from the student. A fee of $7.25 is charged for each transcript. Priority mailing for official transcripts is available for an additional $20.00 per address and FAX service for unofficial transcripts costs an additional $7.50 per transcript.

Official transcripts are issued directly to other schools, employers, and official governmental agencies, or other persons or organizations entitled to receive an official statement of the student's record. Unofficial transcripts are issued to the student or parents. No transcripts will be issued for any student or former student who is not financially in good standing with the university. Transcripts will not be issued to current students during the last two weeks of the term, until grades for that term are recorded.

To have a transcript issued, write to: The Registrar’s Office, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. Indicate clearly the name and address to which the transcript is to be sent. Enclose a check for the transcript fees, and sign the request. Such requests will also be accepted by Fax at 660-248-2622 including credit card charge authorization information for the proper amount. A transcript request may also be completed through the National Student Clearinghouse by visiting: <http://www.centralmethodist.edu/registrar/transcript.php>

For further information call the Registrar’s Office: 660-248-6208.

## TRANSFER CREDIT AND CREDIT BY EXAMINATION

**Current CMU Students Transferring Credit to CMU**

CMU strongly encourages CMU students to get prior written approval (from the Dean of the University and the Registrar) before enrolling for any courses at another institution and then attempting to transfer the credit to apply to any CMU degree program. This will ensure that the proposed transfer coursework will apply to their degree programs as they intend. If students take courses at another institution without advanced written CMU approval (from the Dean of the University and the Registrar), CMU accepts no responsibil­ity for the applicability of these courses to the student’s degree program.

Courses not listed in the CMU catalog and earned at a regionally accredited university will be accepted as elective credit on a case-by-case basis.  The Registrar, in consultation with Division Chairs, is responsible for making these determinations.

**Students Transferring to Central Methodist University**

CMU subscribes to the guidelines of the Coordinating Board for Higher Education of the State of Missouri. CMU welcomes students with coursework or associate’s degrees from other accredited colleges and pledges to seek harmonious solutions to any problems that transfer students may encounter. Transfer credit from an accredited institution may be used to satisfy any course requirements where the courses or course categories are generally equivalent to CMU requirements. Credit from non-regionally accredited institutions will be considered on a case-by-case basis. CMU will accept as general elective courses those courses meeting graduation requirements from the transferring accredited institution but not counting toward specific major or general education require­ments at CMU. CMU computes cumulative grade point averages on the basis of all hours attempted at all colleges attended. Courses that cannot transfer are not used in GPA calculations. CMU does not accept for transfer those courses in which failing grades were received.

When CMU accepts associate’s and bachelor’s degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.). [12/11]

**General Education Requirements for Transfer Students with a Bachelor's Degree**

Students with a CMU Degree. To be eligible for a second bachelor's degree, a student must complete at least 26 hours in addition to those counted for first degree. These hours must be earned in courses approved by the Dean of the University, must be taken at Central Methodist University, and must satisfy all specific course requirements for the second degree.

Students with a Bachelor's Degree from another accredited institution have met all General Education requirements but must satisfy any additional General Education requirements for each program and/or degree.

When CMU accepts associate's and bachelor's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.). [12/11]

**General Education Requirements for Transfer Students with an Associate's Degree**

Students transferring to CMU with a post-1995 Associate of Arts degree and Associate of Arts in Teaching degree (and 60-89 hours of transfer credit) from a Missouri institution of higher education (or with a completed general education program consistent with the "42-hour General Education Curriculum" described in the Missouri State Transfer and Articulation Agreement) are required to complete an advanced writing course, foreign language (for students pursuing the Bachelor of Arts degree), analytical skills (for students pursuing a Bachelor of Science degree), and any specified courses for a specific degree (BSE, BAcc, etc.) as identified in the catalog or as designated in any subsequent catalog. Students are cautioned, however, that Associate of Arts coursework might not meet individual program requirements.

When CMU accepts bachelor's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.). [12/11]

**General Education Program Transfer Policies**

CMU will accept transfer credit for courses generally equivalent to those in the General Education Program.

**Earning Non-Transfer Academic Course Credit**

CMU recognizes the need for students to earn credit in a variety of ways. The following information recognizes different ways in which CMU will accept credit other than transfer credit from other institutions of higher education. A maximum of 32 hours of such credit may be counted toward the hours required for graduation. Such non-transfer academic credit appears on the student's transcript as being non-transfer academic credit earned with "P" as the grade received.

* **Credit by Institutional Examination:** Students enrolled in the University may receive credit for 100-level courses if they earn at least a "C" on a comprehensive institutional examination approved by the appropriate Division Chair, Dean, and Registrar. CMU charges an examination fee for such institutional examinations. Consult with the appropriate Division Chair for additional information. Students may receive credit by institutional examination for courses beyond the 100 level only if the instructor agrees that the course can be adequately assessed by an examination the instructor provides and administers, and only with the approval of the Division Chair and the Dean. Students must complete the process of receiving credit for all prerequisite courses before taking the next course above the course taken by examination.
* **CLEP (College-Level Examination Program) Credit:** When approved by the appropriate Division Chair, Dean, and Registrar, CMU gives 100-level credit for subject examinations administered by the College-Level Examination Program (CLEP).
* **AP (Advanced Placement) Credit:** CMU affirms the intellectual achievement of students who have participated in the Advanced Placement program. Students may apply for credit for Advanced Placement (AP) courses that they have successfully completed with an AP score of 3 (three) or higher; acceptance of any AP examination or examination score is subject to approval by appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from AP, sent directly to the Office of the Registrar.
* **IB (International Baccalaureate) Credit:** CMU recognizes the high achievement and academic excellence of students who have participated in the International Baccalaureate degree program. IB's breadth of focus and commitment to scholarship are commensurate with the mission and educational goals of CMU. Usually, a score of 4 (four) or above on the Higher Level IB exam or a score of 5 (five) or above on the Standard Level IB exam will be assessed as equivalent credit for specific courses. Specific course equivalents will be designated in consultation with the appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from IB, sent directly to the Office of the Registrar.
* **DANTES (Defense Activity for Non-Traditional Educational Support) Credit:** CMU awards semester-hour credit recommended by the American Council on Education (ACE) upon attainment of an acceptable passing score per section, or CMU awards credit as determined by the testing authority at the time the test was taken. Students must provide an official copy of the test results, sent directly to the Office of the Registrar. At the time of application, students must send an official record of test results to the Office of Admission. Acceptance of any DANTES credit score is subject to approval by the appropriate Division Chair, Dean, and Registrar.
* **Military Credit:** Military veterans may receive limited credit for military training as recommended in the *Handbook of the American Council on Education*. CMU will review all credit on an individual basis. Please consult CMU's Office of the Registrar for more information. Acceptance of any military credit is subject to approval by the appropriate Division Chair, Dean, and Registrar.

## WITHDRAWAL FROM CLASSES

No student may withdraw from classes the last week of classes.

A student who wishes to withdraw from the University must obtain a withdrawal form from the regional site coordinator. **It is the student's responsibility to see that this withdrawal form is completed and filed in the regional site coordinator.** The completed withdrawal form—together with the student ID Card— is filed with the regional site coordinator. An honorable dismissal will be granted to all students who desire to withdraw from the University if they are in good academic standing, are not subject to discipline, have made satisfactory arrangements for settling their financial account, and file the completed withdrawal form.   Students who withdraw from the University will receive grades for the courses in which they are registered according to the grading policies published in this catalog.

The University reserves the right to withdraw any student from one or more classes or from the University for academic misconduct, excessive absence, disruptive behavior, or other sufficient cause.

**Withdrawal from CMU First Class (DUAL CREDIT)**

A CMU First Class (dual credit) student who wishes to withdraw from the University must obtain a withdrawal form from the CMU First Class (dual credit) coordinator at the High School who will outline the proper procedure for withdrawal. It is the student's responsibility to see that this withdrawal form is completed, signed, and sent to the University.

**Iowa Military Deployment Policy**

Central Methodist University will offer the following options to a student who is a member or the spouse of a member if the member has a dependent child, of the Iowa National Guard or U.S. forces who is ordered to state or federal military service or duty:

Withdraw the student's entire registration and receive a full refund of tuition and mandatory fees. The Office of the Registrar, in concert with the Business Office, will assure the timely processing of all withdrawal requests and refunds.

If requested by the student, make arrangements with the student's instructors to assist in the request to receive an Incomplete in accordance with institutional policy. All coursework must be completed in accordance with the Incomplete Policy found in the college catalog. If such arrangements are made, the student's registration and all applicable fees will be assessed for courses in full.

**Medical Withdrawal**

Students may withdraw from classes at any time during the term for medical reasons.

Requests made after the last day to drop with a "W" must be approved by the Dean of the University. The Registrar will indicate the withdrawal by placing a "W" on the transcript. A student (or someone representing the student) must initiate the medical withdrawal process by notifying the Dean of the University or regional site coordinator who will outline the proper procedures for withdrawal. The student seeking a medical withdrawal must present a bona fide medical excuse signed by a physician. The regular refund schedule (see page 33) will apply to medical withdrawals.

Students who have been granted a medical withdrawal and wish to re-enter the University must follow the standard re-admission policies and must provide satisfactory evidence that their medical condition will no longer impede their academic performance.

# BUSINESS OFFICE POLICIES

## OUTSTANDING FINANCIAL ACCOUNTS

Students not up to date in paying their bills to the university will have a “delinquent” account. All payments not received within 10 days of the due date will be assessed a monthly late fee of $25.00. There will be a $25.00 charge on all returned checks/electronic transfers.

Students delinquent on their account at the end of a term may have a hold placed on their account. *Financial obligations which are not honored will be denied certain university services* such as, registration, have transcripts issued, or be issued diplomas until appropriate arrangements have been made with the Business Office.

## REFUNDS

STUDENT LOANS OR OUTSIDE ASSISTANCE/SCHOLARSHIP

These are refunded after receipt and completion of processing on the student account. Refunds are mailed on Mondays and Thursdays after 2:00PM.

WITHDRAWAL

A student wishing to withdraw from a course *must* initiate a Withdrawal Form from their site coordinator or advisor. Upon completion of this withdrawal process, tuition will be adjusted in accordance with the following refund schedule:

*16 Week (Semester) Course:*

Withdrawal Week 1-2 – 90% of tuition

Withdrawal Week 3-4 – 50% of tuition

Withdrawal Week 5-8 – 25% of tuition

Withdrawal after Week 8 – None

*8 Week (Sub-session) Course:*

Withdrawal Week 1 – 90% of tuition

Withdrawal Week 2 – 50% of tuition

Withdrawal Week 3 & 4 – 25% of tuition

Withdrawal after Week 4 – None

*4 Week (Intersession) Course:*

Withdrawal 1-2 day of class – 90% of tuition

Withdrawal 3-5 day of class – 50% of tuition

Withdrawal 6-10 day of class – 25% of tuition

Withdrawal after 10th day – None

*3 Week (Intersession) Course:*

Withdrawal 1-2 day of class – 90% of tuition

Withdrawal 3-4 day of class – 50% of tuition

Withdrawal 5-8 day of class – 25% of tuition

Withdrawal after 8th of class – None

Institutional financial assistance will be charged back at the corresponding tuition refund percentage. Federal assistance will be refunded according to federal guidelines. Students are required to follow all the steps listed on the Withdrawal Form.

***The Withdrawal is deemed final by the Registrar ONLY after t*his form is processed through the universityoffices.**

# FINANCIAL AID POLICIES

## ASSISTANCE PROGRAMS

Central Methodist University offers all major state and federal financial assistance-based programs, such as the Pell Grant, the Access Missouri Grant, the Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan (formerly NDSL), and the Stafford Loan or the Plus Loan for parents. To apply for aid the student must complete the Free Application for Federal Student Aid (FAFSA) and designate Central Methodist University as the recipient of the need analysis report. These applications are available online and can be completed starting January 1. To be considered for the Missouri Access Grant the applicant must have a GPA of 2.5 and the application must be received at the processing center on or before April 1. For complete and current information contact the office of financial assistance, Brannock Hall 1st floor, extension 56245 on campus or call 248-6245 from off campus.

## ACADEMIC PROGRESS

All students who receive CMU, federal, or state financial assistance must make satisfactory progress academically. In order to assure that the full-time student makes satisfactory progress, the following normal and minimally acceptable standards of academic progress by semester will be used, along with a satisfactory grade point average (GPA) as listed below:

|  |
| --- |
| **UNDERGRADUATE STANDARDS** |
| SemestersCompleted | Normal Credit Hours Completed (Semester) | Cumulative Minimum Acceptable Credit Hours Completed | Minimum GPA Required |
| 1 | 15 | 9 | 1.80 |
| 2 | 31 | 21 | 1.80 |
| 3 | 46 | 35 | 1.90 |
| 4 | 62 | 49 | 2.00 |
| 5 | 77 | 61 | 2.00 |
| 6 | 93 | 73 | 2.00 |
| 7 | 108 | 85 | 2.00 |
| 8 | 124 | 98 | 2.00 |
| 9 |  | 111 | 2.00 |
| 10 |  | 124 | 2.00 |
| **GRADUATE STANDARDS** |
| 1 | 9 | 6 | 2.75 |
| 2 | 18 | 12 | 2.75 |
| 3 | 27 | 18 | 2.75 |
| 4 | 36 | 24 | 2.75 |

If a student begins a semester as a full-time student, that semester is counted for student aid eligibility even if the student withdraws or becomes a part-time student during the semester.

Transfer students will be evaluated individually according to the above standards of progress to determine the number of semesters of aid eligibility.

A student who does not meet the minimum acceptable standard after two semesters will be placed on financial assistance probation and has the following options:

1. The student may enroll for the necessary number of hours during the summer term. Upon successful completion, aid eligibility is re-established for the following fall semester.
2. The student may receive financial assistance for the following semester but must successfully complete the minimum hours and attain the GPA required at that level by the end of the semester. If the option followed does not succeed financial assistance will be suspended.

A student who is receiving financial assistance but fails to meet the above standards of progress and so loses financial assistance eligibility may appeal the decision. The student may petition for reinstatement by submitting an appeal in writing to the office of financial assistance for review by the enrollment management committee. Mitigating circumstances, if any, will be given due consideration.

# TECHNOLOGY POLICIES

## ACCEPTABLE USE POLICY

By using or accessing Central Methodist University technology resources, the user agrees to the terms and conditions of this Acceptable Use Policy:

* Using Central Methodist University technology resources in a manner that does not violate University policies, local, state, or federal laws and the rights and privacy of others;
* Respecting the integrity and security of Central Methodist University technology resources and avoiding any action that interferes with the efficient operation of the technology resources or impedes the flow of information necessary for academic or administrative operations of the University;
* Using Central Methodist University technology resources in a manner that does not infringe upon or otherwise impair, interfere with or violate any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to music, video and software;
* Protecting your assigned Central Methodist University account information from unauthorized use and accessing information that is your own, which is publicly available, or to which you have been given authorized access;
* Respecting the rights and property of others, including privacy, confidentiality and intellectual property.

**Records of Electronic Communication**

Users should be aware that their uses of Central Methodist University technology resources are not completely private. Central Methodist does not routinely monitor individual usage of its technology resources; however, the normal operation and maintenance of the University's technology resources require the backup and caching of data and communications. The logging of activity, the monitoring of general usage patterns, and other such activities are necessary for the rendering of service. The University may also specifically access and monitor the activity and accounts of individual users of University technology resources, including individual log in session and communications, without notice, when:

* the user has consented, or has voluntarily made information or communications accessible to the public, as by posting them to a web page or listserv;
* it is necessary to maintain University business functions and the user is no longer with the University, is suspended, or is otherwise unavailable;
* an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
* it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other technology resources or to protect the University from liability;
* there is reasonable cause to believe that the user has violated, or is violating, this policy or other University policies as reflected in information for faculty, the employee handbook, student handbook or other official University documents.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

**Scope**

This policy applies to all entities using Central Methodist University technology resources which includes (but is not limited to) Central Methodist University students, alumni, faculty, staff, administration, and special guests.

Technology resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered by the University, personally-owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

**Enforcement**

Penalties for violating the Acceptable Use Policy may include restricted access or loss of access to the Central Methodist University technology resources, monetary reimbursement to the University or other appropriate sources, termination and/or expulsion from Central Methodist University and in some cases, civil and/or criminal liability.

Questions about this Acceptable Use Policy should be directed toward the Vice-President of Information Services.

## UNACCEPTABLE USE POLICY

Use of University computer and communication resources is a privilege. As an authorized user, you are responsible for the security and use of your computer accounts. You accept full responsibility for your accounts, your data and all activity performed on university computing resources by you or through your accounts.

You may not perform these activities:

1. Trying to gain unauthorized access to or modification of information and files stored on Central Methodist computing systems.
2. Use Central Methodist computers and network for commercial purposes.
3. Transmitting inappropriate images, sounds, or messages which might reasonably create an atmosphere of discomfort or be considered harassing.
4. Using Central Methodist computing resources for commercial use resulting in a financial gain to you or someone else.
5. Using the Central Methodist technology resources to violate copyright laws. The majority of software and information for use on Central Methodist computers and network is protected by federal copyright laws. In addition, software is usually protected by a license agreement between the purchaser and the software manufacturer. (The software provided through the University for use by faculty, staff and students may be used ONLY on University equipment and in the quantities specified in the various software agreements). It is Central Methodist policy to respect the copyright protections given to owners by federal law. It is against Central Methodist policy for faculty, staff or students to copy or reproduce any copyrighted material or licensed software on Central Methodist computing resources, except as expressly permitted by the owner or software agreement.
In addition, faculty, staff and students may NOT use unauthorized copies of copyrighted material or software on University-owned computers or its network. Any Central Methodist user who reproduces copyright-protected material in "excess" of the "fair use" doctrine on Central Methodist resources including, but not limited to, email, Internet and other Central Methodist resources may be liable for copyright infringement.
6. Interfering with normal operations of networks and servers. Examples include:
	* Generating excessive network traffic - Users are strongly encouraged to limit network and computer usage to legitimate academic and administrative pursuits. Generating traffic that impacts normal, daily network operations in a harmful manner is prohibited and is subject to disciplinary action and/or violation of Missouri statutes. Hardware connected to the Central Methodist network that is faulty or is interfering with the normal operations MUST be disconnected upon request. Failure to disconnect malfunctioning equipment WILL result in disconnection of network connection.
	* Network games - Any game that utilizes the Central Methodist network and impacts its normal operations/bandwidth in a detrimental fashion is a violation of University policy and may result in a fine or suspension of network resources.
	* Running unauthorized servers in residence hall rooms and offices. Computers providing resources to other users and computers are classified as a server. Server resources allowed in residence hall rooms and offices are:
		+ Sharing a printer
		+ Sharing of files on your computer for your personal use.
	* Server resources prohibited in residence halls and offices include:
		+ WINS (Windows Internet Name Service)
		+ DHCP (Dynamic Host Control Protocol)
		+ DNS (Domain Name System)
		+ FTP (File Transfer Protocol)
		+ HTTP (World Wide Web Server, Master Browser)
		+ Peer-to-Peer services (LimeWire, BearShare, etc.)
		+ MP3 Server (Napster)
		+ Mail Servers
		+ Sharing of files to an unreasonable number of users as determined by context of usage and content.
7. Attempting to bypass security measures. Examples include:
	* Password capturing/cracking programs
	* Packet sniffing/analyzing programs
	* Port scanning
	* Launching and creation of computer viruses
	* Using passwords and usernames you are not authorized to use
	* Accessing systems, data files or resources without authorization
	* Using false (spoofed) IP address or Domain name.
8. Misusing University property which includes theft or damage of equipment or software
9. Fraudulently accessing and interfering with computer systems, resources, data or other users-for more information, see sections 569.094-569.099 of the Missouri Revised Statutes
10. Using open mail relays on University equipment.
11. Sharing your University accounts passwords with others, allowing anyone else to use your account, or use someone else's account.

If you are unsure, always check with the Office of Technology Services or review other University policies. Be sure to review the section on breach of policy.

**Breach of Policy**

For any alleged breach of CMU's policies, the reporting procedure is as follows:

* Report of an incident must be in writing and given to the Office of Technology Services. The Technology Services Policy Committee will review the report. Reports must be first-hand accounts.
* Report should include all pertinent information (i.e. names, dates, times). Reports must be signed and dated.

## TECHNICAL ISSUES

**Viruses**

Students are responsible for ensuring their computer has adequate virus protection and it is recommended that you scan your computer for viruses on a regular basis. The instructor will refuse emails and assignments from students if a virus has been detected from that student.

**Internet Connection**

Students are responsible for ensuring their computer has a reliable connection to the internet. It is *not* the responsibility of the instructor or the University to trouble-shoot issues associated with your internet connection. When choosing an internet service provider (examples Earthlink, AOL, Socket), be sure they have extended support hours in the event you experience any issues.

**Other Technical Issues**

Issues related to the operation of your computer or internet connection is the responsibility of the student and is not an acceptable excuse for failure to submit assignments by the designated dates.

**Backup**

It is the student’s responsibility and a safe practice to back up your course-related files.