

- Course set-up evaluated by Course Review Specialist
- Course content evaluated by Division Chair and faculty
- Recommendations submitted to Course Developer
- See evaluation form at the end of the handbook
- Revisions (15 days)
 - Make corrections based on recommendations
- Final check by Course Review Specialist
- Pay revision contract
- Course offered for instruction

Online Course Instruction

- Course schedules are created in the spring for the next academic year.
- Faculty will be assigned to courses in July for the next academic year.
- It is the faculty member's responsibility to request a textbook if necessary.
- Course content will be made available through myCMU to all instructors 2 weeks prior to the start of the course.
 - Courses will be copied so students are unable to access content while updates are made.
 - DO NOT copy courses from previous terms.
 - Update syllabus and dates to reflect the appropriate term.
 - Due dates must fall within the start and end dates of the term.
 - Email the Assistant Dean of Online Programs when updates are complete.
 - Updates must be complete no later than the Friday before courses start.
 - Do not delete content from the course that is provided. You may add additional assignments, but you may not alter current content.
- A copy of the course syllabus MUST be emailed to the Dean's office no later than the Friday before classes start.
- The instructor who teaches the course is responsible for daily maintenance of the course in regards to the instructional aspects of the course, including updating contact information as necessary and communication with students.
- Instructors MUST use a University issued email account for email correspondence with students.
- The instructor is required to respond to student questions within 24 hours.
- Students should be given a clear statement of the instructor's expectations, instructions, about activities, assignments, deadlines and announcements.
- In order to achieve compliance with federal financial aid policies, CMU faculty are required to assign an activity to be completed by students no later than the third day of class. Students who fail to complete this activity will be removed from the course.
- Faculty will receive a letter of intent 1-2 weeks before the start of the course outlining the assigned course(s) and expectations.

- Faculty will receive a contract the 3rd week of class that should be signed and returned to the Dean’s office.
- Payment for instruction will be processed after the last day of class
- Courses will be selected at random throughout each term for evaluation by the Course Review Specialist and/or the Assistant Dean of Online Programs. To ensure an accurate evaluation please consider the following:
 - Do not set discussion posts to be deleted; instead, set them to be hidden or read-only.
 - Maintain an active presence in the Discussion Forums section of myCMU.
 - Provide appropriate feedback on written assignments and projects.
 - Papers/Projects should not be submitted via email; instead utilize the file upload feature in Assignments/Coursework.
 - Do not delete content from the course that is provided. You may add additional assignments, but you may not alter current content.
 - See evaluation form at the end of the handbook

Pay Scale for Online Instructors

Effective 1 May 2012, this teaching pay scale takes effect for all new online instructors in the College of Graduate and Extended Studies.

	1-hr. course	2-hr. course	3-hr. course	4-hr. course
# of students	Pay per student	Pay per student	Pay per student	Pay per student
1-12 students	# of students x \$100	# of students x \$150	# of students x \$200	# of students x \$250
13-25	\$1,200	\$1,800	\$2,400	\$3,000
26 and above	\$1,200 + \$100 per student beyond 25	\$1,800 + \$150 per student beyond 25	\$2,400 + \$200 per student beyond 25	\$3,000 + \$250 per student beyond 25

Academic Accommodations Notice for Disability Services

The Center for Learning and Teaching (CLT) at Central Methodist University is committed to ensuring nondiscrimination and equal access to all programs, services, and activities for qualified students with a disability.

Students requesting disability services must apply for accommodations through the CLT. Registration notification with the CLT is required for each semester or term that a student plans to use academic accommodations.

Please note: It is the student’s responsibility to request academic accommodations and to inform instructors of his or her need for the accommodations. Instructors are not required to provide accommodations until the student has requested with the CLT and can provide instructors with a letter from the CLT, authorizing specific needs for accommodations.

To find more information or to register, please visit the Center for Learning & Teaching website at <http://www.centralmethodist.edu/learn/disability.php>

The Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students the right to restrict the release of information or to grant the University limited permission to release information in the student’s interest.

Unless specifically prohibited by the student, the University may release “Directory Information” at its discretion for news releases and other purposes which it believes serve the student’s interest. “Directory Information” includes: (1) name, mailing and email addresses, telephone number, dates of attendance, date and place of birth, and stated religious preference, (2) awards, honors, degrees, and major field of study, and (3) 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 Graduate and Extended Studies in writing of the information which may not be released.

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

In compliance with FERPA, Central Methodist University shall obtain written consent from students before disclosing any personally identifiable information from their education records.

Photographs and other visual images taken by the University of persons, places, or events related to the University’s programs and activities are property of the University and may be used at its discretion.

Courses, Grades and Grade Point Averages

Courses and grades are given on a semester hour basis. Normally, one semester hour of credit means one hour of instruction per week for a 16 week semester plus two hours of study for each hour of instruction, but instructional time and credit hours may vary. Grade reports are issued to students following the end of each term. 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 College uses the system of grades and grade symbols described below to report each student’s academic achievement grade reports and transcripts.

Grade	Explanation	Grade Points
A	Grade points	4
B	Grade points	3
C	Grade points	2
D	Grade points	1
F	Grade points	0
I	Incomplete	N/A
RP	Course repeated later	N/A
W	Withdraw before failing	N/A

It is the responsibility of faculty members to set the grading scale by which grades will be assigned in accordance to the grading scale above. This grading scale must be outlined in the syllabus. If an instructor is teaching to multiple sites the grading scale must be the same for all sites.

All courses taken on a letter grade basis (A through F) are used to compute Grade Point Averages (GPA). 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. The grades of "IP", "W", earn no credit and are not computed in GPA.

The grade of "IP," 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 an emergency which is beyond the student's control and which can be documented; and (2) the student has successfully completed at least three-fourths of the course work and can finish the required work apart from class attendance. Incomplete grades 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". Once the "I" has been converted to an "F," additional work will no longer be accepted and the grade appeals policy will apply (see next page).

The grade of "W" is given for courses dropped prior to the last week of a term and the last two weeks of a semester. A student may not withdraw from a class after this period. The grade of "RP" signifies that the course was later repeated, and the grade and credit have been "Replaced" by the last time the course was taken.

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 the Dean or Director. 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 Dean or Director for directions 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 respective 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. (Faculty initiated grade change requests must be completed and filed with the registrar within one calendar year of the date the grade is first posted).

Repeated Courses

Students may repeat any course in which they have an "F" or "D" recorded grade until a grade of "C" or above is achieved. 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 previous grades for the course will be changed to "RP" with a notation that the course has been repeated.

Withdrawal and Refunds

A student who wishes to withdraw from the University must obtain a withdrawal form from the 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.** A withdrawal form is attached for your convenience. Absence from class does not constitute withdrawal from the class or from Central Methodist University. Students who leave school without completing the withdrawal process will forfeit their claim to honorable dismissal and will receive a grade of "F" for all courses in progress. An honorable dismissal will be granted to all students who desire to withdraw from the College 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.

Students who have not paid by dates noted under the Section – Enrollment fees and Regulations - will automatically be withdrawn. 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.

When the completed withdrawal form is filed with the University, the University will adjust tuition in accordance with the following refund schedule:

Fall, Spring Semesters	Refund
Withdrawal 1 st and 2 nd weeks	90% of tuition
Withdrawal 3 rd and 4 th weeks	50% of tuition
Withdrawal 5 th through 8 th weeks	25% of tuition
After 8 th week	none

8-Week Term	Refund
Withdrawal 1 st week	90% of tuition
Withdrawal 2 nd week	50% of tuition
Withdrawal 3 rd or 4 th weeks	25% of tuition
After 4 th week	none

4-Week Summer Term	Refund
Withdrawal by Wednesday week 1	90% of tuition
Withdrawal by Friday week 1	50% of tuition
Withdrawal 2 nd week	25% of tuition
After 2 nd week	none

Student Requirements of Admission

See the current Catalog.

Enrollment Fees and Regulations

- *Total Cost per Credit Hour* - \$230 plus \$10/student service fee

Tuition and fees are due and payable at the start of each term.

Payments: Remittances should be made out to Central Methodist University and paid locally or mailed to: Extended Studies, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. For questions, call (660) 248-6292. MasterCard and Visa are accepted.

Outstanding Accounts: Students who have outstanding accounts *will not be allowed* to pre-register for the next term or have transcripts issued, until appropriate financial arrangements have been made. Past due accounts may be turned over to a collection agency with all related legal and collection fees also due from the student.

Transcripts

The student's permanent record is confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of the student's record are not issued except upon receipt of a signed request from the student. A fee of \$5.00 is charged for each transcript official and/or unofficial. 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, 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 College. 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: Dual Credit Transcripts, 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 student must sign the request. For your convenience a transcript request form is attached to the back of this handbook.

Such requests will also be accepted by Fax at 660-248-2622 including credit card charge authorization information for the proper amount. For further information call the CGES/Registrar office at 660-248-6994.

College Standards and College Subjects

On the average, college students should plan to study at least two hours a week for every hour spent in the classroom. Some students will need to study more, especially when exams or course projects are due. College courses are both interesting and challenging; you will learn a great deal while being expected to work hard. College courses sometimes deal with controver-

sial issues or subject matter that high school courses would ordinarily avoid.

Class Attendance

Students may not be successful in college for many reasons, but the principal reasons for student failure are lack of participation and the lack of study. The faculty and administration expect students to participate in classes regularly and to establish adequate study patterns. Individual instructors establish their own participation policies. Students are responsible for any work missed. They should consult with each instructor to make satisfactory arrangements for academic work missed. This should be done in advance whenever possible.

Syllabus Preparation

As faculty prepare for the start of each term, the Office of the Vice President and Dean of the University requires the following:

- Online faculty **prior** to the start of each term.
- All faculty must provide detailed information on each syllabus (use the approved online syllabus template).
- All faculty must send to the Dean's office—via Debbie Himmelberg (dhimmelb@centralmethodist.edu)—an electronic copy of each course syllabus each term. Send this electronic copy by the Friday before the term starts.

Why should faculty provide detailed syllabi?

- Maximize each student's potential performance in a course: provide clear course information, objectives, expectations, and assessment procedures (assignments, examinations, projects, grading rubrics, grading breakdowns).
- Should a student challenge a grade in which absences, academic conduct, or insufficient course work is a factor, the faculty member and administrators must have clear syllabus information for reference and for sanctions determined by the instructor and by the institution.
- The new General Education curriculum for the College of Liberal Arts and Sciences (CLAS) went into effect in Fall 2009 (and in the College of Graduate and Extended Studies in late 2010). As part of that new General Education curriculum, the faculty has approved a select number of courses to satisfy specific competencies. If applicable, faculty must detail how a specific course will satisfy those competencies.
- If a student wishes to transfer credit from CMU, a detailed syllabus will allow administrators at another institution to evaluate the course for transfer.
- CMU or its individual programs are accredited by a number of outside agencies. During accreditation reviews, detailed course syllabi allow reviewers to determine the scope of our curriculum, which courses have met our curricular objectives, and how those objectives were assessed by our faculty.

As much as possible, provide the following information on each course syllabus:

1. FACULTY CONTACT INFORMATION:

- Name
- Office room number
- Office hours
- Office phone number
- CMU email address

2. COURSE INTRODUCTION

- Course Description
- Course Prerequisites
- Course Objectives/Outcomes
- Course Required Textbook(s) and Readings
- Course Special Requirements
- Course Announcements and Communication Policies

3. COURSE ASSESSMENT

- Grading Scale
- Grading Criteria
- Grading Criteria Expectations
- Due Dates and Deliverables
- Late Work Policy
- Instructor Academic Conduct Policy

4. COURSE STUDY PLAN WEEKS 1-8

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.

Students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the College outlined elsewhere. When they are participating in a class, whether in the classroom, a lab, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic misconduct, exces-

sive absence, or disruptive or other unacceptable classroom behavior. With the approval of the Dean of the College, or, at the Dean's request by the Graduate or Extended Studies Committee, a student will be withdrawn from the course.

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:

- a. **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.);
- b. **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;
- c. **STEALING** or having unauthorized access to examination or course materials,
- d. **FALSIFYING INFORMATION** (records, or laboratory or other data);
- e. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
- f. **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
- g. **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 uncredited use of significant phrases to the uncredited 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 Committee on Academic Standards and Admissions, whose decision is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean, 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 can be appealed to the Faculty Committee on Academic Standards and Admissions, whose decision is final.

Academic Conduct Policy Statements

STATEMENTS APPEARING ON SYLLABI	REACTIONS FROM THE DEAN'S OFFICE
A.	Unfortunately, this is a typical (non)statement by faculty. It neither warns students of the boundaries of academic behavior nor supports the instructor's potential sanctions should misconduct occur.
B. <u>Academic Conduct Policy</u> : Central Methodist University believes that honesty . . .	This replication of the University's entire policy occurs often. However, while University policy defines "misconduct," it lists potential sanctions that could be leveled at the student by the Dean's Office rather than by the individual instructor (internal sanctions). Refer to the University's policy (rather than replicating it entirely), and detail potential internal sanctions. Otherwise, the instructor may have difficulty justifying course sanctions should misconduct occur.
C. Plagiarism will result in the failure of the assignment without any chance to resubmit, and a lowering of your grade for the course. If academic dishonesty is severe enough, it may result in failure of the class or expulsion from the school.	First, this instructor suggests that academic misconduct is limited to plagiarism. Second, when does the instructor consider misconduct to be severe, let alone severe enough? Third, we no longer refer to <i>academic dishonesty</i> but to <i>academic misconduct</i> . The policy is the <i>Academic Conduct Policy</i> .
D. In addition to the University-wide policy, students in this course exhibiting this type of inappropriate activity can expect consequences up to and including failure in the course, dismissal from the course, or both.	While Statement C (above) clarifies lower-end sanctions, Statement D does not detail what sanctions might occur "up to" failing the course. Statements C and D complement each other somewhat, but see Statements F and G, in which the instructors meld the two kinds of statements.
E. You must properly cite another's work. Failure to do so will result in a minimum of: (1) a zero for an assignment; (2) an F in the course; (3) notification sent to the appropriate university officials.	This statement, while clear, seems to apply only to citing one's sources improperly, not to the litany of academic misconduct noted in the University policy. SUGGESTION: Reword this: <i>Any academic misconduct will result in</i>
F. Students are expected to follow Central Methodist University's code of academic conduct and honesty as outlined in the current CMU catalog and on the CMU website. Any evidence of cheating or plagiarism may have any or all of the following consequences: <ol style="list-style-type: none"> 1. Grade of zero on the individual assignment 2. Grade of F in the class 3. Dismissal from the class 4. Dismissal from the education program 5. A notation of academic misconduct on your transcript. 	While this statement applies to a specific division on campus (Professional Education), it both references the University's policy and details internal course sanctions.
G. Any student found guilty of cheating on any assignment, quiz or exam in this class will earn a zero for that assignment, quiz or exam. Furthermore, that student will come under the auspices of the Academic Conduct Policy of CMU. It is the student's responsibility to review and understand the CMU Academic Conduct Policy.	This statement is clear: the instructor has his/her own (internal) policy against academic misconduct, and the instructor references the University's policy. SUGGESTION: Use the term <i>academic misconduct</i> rather than <i>cheating</i> . And by all means, avoid terms such as "guilt"; instead, consider stating, <i>Any student caught committing academic misconduct . . .</i>