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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: <http://www.centralmethodist.edu/tutorials/students.php>

BUSINESS OFFICE

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

Phone: 660-248-6207

Email: busservice@centralmethodist.edu

Online Bill-Pay: <http://www.centralmethodist.edu/finaid/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/support/>

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)

Fax: 573-823-8594 (cell)
660-248-6392
Email: sbrink@centralmethodist.edu

OTHER UNIVERSITY ONLINE RESOURCES

Web Address: <http://www.centralmethodist.edu/cges/online.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

DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

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 Dean, Brannock Hall, 2nd floor.

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.

ACADEMIC ACCOMODATIONS 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>

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 con-trolled 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.

ACADEMIC POLICIES

CREDIT HOUR DEFINITION

The semester credit hour is the unit of measure for college-credit course work. The Carnegie unit is generally the guideline used to determine credit hour worth, with one hour of credit equated to 750 minutes plus the final exam. Additional hours may be required for laboratory, clinical, internships, practicums, music performance courses in which additional instructional time is required to achieve learning objectives.

For distance learning courses (e.g., online and hybrid), the Carnegie unit is applicable in the sense that students meet the same objectives as those delivered in traditional coursework; therefore, students are expected to spend comparable amounts of time in achieving these objectives. However, because learning is difficult to quantify in terms of minutes and hours in online and hybrid courses, more emphasis is placed upon evidence of student learning. In order to earn credit hours, students must meet stated learning outcomes at a satisfactory level.

CMU will observe the following minimum time requirements for courses:

- Online courses are as rigorous as or more rigorous than on-ground courses and typically require as much as or more time to complete the course 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 or more rigorous than completely on-ground courses and typically require as much as or more time to complete the course as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.

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 Elluminate; 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.

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 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	1.80
60-89	1.90
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 Attempted	Minimum Cumulative & 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.);