

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

WITHDRAWAL -MEDICAL

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 academic Dean. 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 office of student development or the Registrar's office and they 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 will apply to medical withdrawals.

Students who have been granted a medical withdrawal and wish to re-enter CMU must follow 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:

1st and 2nd week, 90 percent of tuition

3rd and 4th week, 50 percent of tuition
 5th, 6th, 7th and 8th week, 25 percent of tuition
 After 8th week, no tuition refund

8 Week (Term) Course:

1st week, 90 percent of tuition
 2nd week, 50 percent of tuition
 3rd and 4th week, 25 percent of tuition
 After 4th week, no tuition refund

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 this form is processed through the university offices.

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			
Semesters Completed	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.

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 a grievance not involving a grade appeal should contact the Office of the Vice President and Dean 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 \$5.00 is charged for each transcript. Priority mailing for official transcripts is available for an additional \$15.00 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. A transcript request form is also available for your convenience at http://www.centralmethodist.edu/registrar/_docs/TranscriptRequest.pdf. 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 Registrar's Office: 660-248-6208.

WITHDRAWAL

No student may withdraw from any class the last week of the term. A student who wishes to withdraw from the university must obtain a Withdrawal Form from their site coordinator or advisor. It is the student's responsibility to see that this withdrawal permit is completed. The completed withdrawal permit is filed in the office of student development.

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 will receive grades for the courses in which they are registered in accordance with the university's grading policies. *A Withdrawal is not deemed final by the Registrar until the Withdrawal Form is processed through the university offices.* CMU 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.