

Attachment A

Address of this school in all in other states, and in foreign countries

(State/Country)	Address
California	
	Camp Pendleton Center
	Attn: CMU, Building 1331, Joint Education Center
	Room 209/210, Marine Corps Base
	Oceanside, CA 92055-5016
	USA
	(760) 725-0485
Canada (Ontario)	
	Humber College (Cohort)
	205 Humber College Blvd.
	Toronto, ON M9W 5L7
	CANADA
	(877) 268-4636
	Durham College (Cohort)
	2000 Simcoe Street N.
	P.O. Box 385
	Oshawa, ON L1H 7L7
	CANADA
	(877) 268-4636
	Georgian College (Cohort)
	One Georgian Drive
	Barrie, ON L4M 3X9
	CANADA
	(877) 268-4636
	George Brown College (Cohort)
	200 King Street East
	P.O. Box 1015, Station B
	Toronto, ON M5T 2T9
	CANADA
	(877) 268-4636
	Loyalist College (Cohort)
	Wallbridge/Loyalist Road
	P.O. Box 4200
	Belleville, ON K8N 5B9
	CANADA
	(877) 268-4636

Attachment A

Address of this school in all in other states, and in foreign countries

Maryland	
	Aberdeen Proving Ground Center
	4305 Susquehanna Avenue, Room 209
	Army Education Center, USAG-APG
	Aberdeen Proving Ground, MD 21005-5001
	USA
	(410) 272-1532
	Joint Base Andrews Center
	1413 Arkansas Road
	Room 109, 316 FSS/FSDE
	Joint Base Andrews, MD 20762-6405
	USA
	(301) 568-0545
	Fort Meade Center
	CMU, Army Education Center
	Building 8601, Room 113, Zimborski Avenue
	Fort Meade, MD 20755-5093
	USA
	(301) 621-9796
Mexico	
	Universidad Autonoma de Guadalajara (Cohort)
	Av. Patria No. 1201, Lomas del Valle
	3a. Seccion,
	Zapopan, Jalisco, Mexico 1440
	MEXICO
	(877) 268-4636
Michigan	
	Auburn Hills Center
	3201 University Drive, Suite 200
	Auburn Hills, MI 48326-2392
	USA
	(248) 364-4230
	Clinton Township Center
	44575 Garfield Road
	Room 202, University Center at MCC
	Clinton Township, MI 48038-1139
	USA
	(586) 228-3160
	CMU Online
	802 Industrial Drive
	Mount Pleasant, MI 48858-4646
	USA
	(800) 688-4268

Attachment A

Address of this school in all in other states, and in foreign countries

	Dearborn Center
	1 Parklane Blvd.
	Suite 122 East, Parklane Towers
	Dearborn, MI 48126-2402
	USA
	(313) 441-5300
	East Lansing Center
	2900 West Road
	Suite 301
	East Lansing, MI 48823-6386
	USA
	(517) 337-8360
	Flint Center
	5161 Gateway Centre
	Suite 100
	Flint, MI 48507-3928
	USA
	(810) 235-7530
	Grand Rapids Center
	1633 East Beltline Avenue, NE
	1st Floor
	Grand Rapids, MI 49525-7073
	USA
	(616) 361-4160
	Holland Hospital
	602 Michigan Avenue
	Holland, MI 49423-4918
	USA
	(616) 361-4160
	Livonia Center
	38695 Seven Mile Road
	Suite 120
	Livonia, MI 48152-7097
	USA
	(734) 464-5900
	Northern Michigan University
	1401 Presque Isle Avenue
	Marquette, MI 49855-5305
	USA
	(231) 995-1756

Attachment A

Address of this school in all in other states, and in foreign countries

6

	Petoskey-North Central Michigan College (Cohort)
	1515 Howard Street
	North Central Michigan College
	Petoskey, MI 49770-8717
	USA
	(231) 995-1756
	Saginaw Center
	6200 State Street
	Suite 4
	Saginaw, MI 48603-3490
	USA
	(989) 790-0200
	Southfield Center
	26555 Evergreen Road
	Travelers Tower, Suite 119
	Southfield, MI 48076-4204
	USA
	(248) 357-8600
	Traverse City Center
	2200 Dendrinos Drive
	NMC/University Center, Suite 101
	Traverse City, MI 49684-8069
	USA
	(231) 995-1756
	Troy Center
	1650 Research Drive
	Suite 165
	Troy, MI 48083-2100
	USA
	(248) 526-2610
	Warren Center
	28241 Mound Road
	Warren, MI 48092-5504
	USA
	(586) 558-4300
	West Shore Community College
	3000 N Stiles Road
	Scottville, MI 49454-9791
	USA
	(231) 995-1756

Address of this school in all in other states, and in foreign countries

	Wright Patterson AFB Center
	2130 Fifth Street
	Building 50, Area B
	Wright Patterson AFB, OH 45433-7024
	USA
	(937) 252-5600
Pennsylvania	
	Defense Supply Center (Cohort)
	700 Robbins Avenue
	Philadelphia, PA 19111-5092
	USA
	(703) 684-9601
Virginia	
	Alexandria Center
	1775 Duke Street, Suite B
	Alexandria, VA 22314-6114
	USA
	(703) 684-9601
	Defense Supply Center - Richmond
	8000 Jefferson Davis Highway
	Richmond, VA 23297-5002
	USA
	(804) 732-6082
	Fort Belvoir Center
	9625 Belvoir Road, Building 1017
	Barden Education Center, Room 139
	Fort Belvoir, VA 22060-1598
	USA
	(703) 360-5336
	Fort Lee Education Center
	700 Quarters Road, Building 12400, Room 105
	Fort Lee, VA 23801-1811
	USA
	(804) 732-6082
	Joint Base Myer-Henderson Hall (JBMHH)
	Combined Operations Facility
	Building Number 417, Room 215, 239 Sheridan Avenue
	Fort Myer, VA 22211-1223
	USA
	(703) 525-4971

Attachment A

Address of this school in all in other states, and in foreign countries

	Pentagon Center
	CMU, Air Force Education Center
	The Pentagon, Room 1A934
	Arlington, VA 22215-6281
	USA
	(571) 256-4725
	Richmond Center
	6800 Paragon Place, Suite 137
	Richmond, VA 23230-1649
	USA
	(804) 484-6023
	Saint Paul's College
	115 College Drive
	Lawrenceville, VA 23868-1200
	USA
	(804) 484-6023

Attachment B

Tuition charges, fees and other costs payable to the school by a student [(261B.4(3))]

Program to be Offered in Iowa	Tuition (2012-2013 tuition rate)	Fees (Application & Graduation Fees)	Books and Supplies (estimated)	Other	Total (Estimated Total - Yearly Board of Trustee Review of Tuition Rates)
Bachelor of Applied Arts (BAA) - Major in Administration; Concentrations in Organization Administration, Building Code Administration	\$362/credit hour (124 credit hours)	\$100	\$1000 per academic year	NA	\$48,988
Bachelor of Science (BS) - Major in Administration; Concentrations in Organization Administration, Building Code Administration	\$362/credit hour (124 credit hours)	\$100	\$1000 per academic year	NA	\$48,988
Bachelor of Science (BS) - Major in Integrated Leadership Studies	\$362/credit hour (124 credit hours)	\$100	\$1000 per academic year	NA	\$48,988
Bachelor of Science (BS) - Major in Political Science	\$362/credit hour (124 credit hours)	\$100	\$1000 per academic year	NA	\$48,988
Bachelor of Science (BS) - Option in Community Development; Concentrations in Community Services, Health Science, and Public Administration	\$362/credit hour (124 credit hours)	\$100	\$1000 per academic year	NA	\$48,988
Undergraduate Certificate - Social Media	\$362/credit hour (15 credit hours)	\$100	\$1000 per academic year	NA	\$6,530

Attachment B

Tuition charges, fees and other costs payable to the school by a student [(261B.4(3))]

Graduate Certificates - ERP Using SAP Software, General Administration; Human Resources Administration; Information Resource Management, International Administration, International Health, Leadership, Logistics Management, and Research Administration	\$477/credit hour; SAP courses \$1,000/credit hour (15-18 credit hours)	\$100	\$1000 per academic year	NA	\$8,255 - \$17,100
Master of Arts (MA) - Education; Concentration in Instruction	\$477/credit hour (33 credit hours)	\$100	\$1000 per academic year	NA	\$18,341
Master of Arts (MA) - Educational Technology	\$477/credit hour (33 credit hours)	\$100	\$1000 per academic year	NA	\$18,341
Master of Arts (MA) - School Principalship, Emphasis in Charter Schools Leadership and Emphasis in Site-Based Leadership	\$477/credit hour (33 credit hours)	\$100	\$1000 per academic year	NA	\$18,341
Master of Arts (MA) - Teacher Leadership	\$477/credit hour (33 credit hours)	\$100	\$1000 per academic year	NA	\$18,341
Master of Business Administration (MBA) - ERP Emphasis using SAP Software; Logistics Management; Value-Driven Organization Emphasis	\$655/credit hour; SAP courses \$1,000/credit hour (30-48 credit hours)	\$100	Tuition rate includes textbooks	NA	\$19,750-\$36,960

Attachment B

Tuition charges, fees and other costs payable to the school by a student [(261B.4(3))]

Master of Science in Administration (MSA) - Concentrations in General Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Research Administration	\$477/credit hour (36 credit hours)	\$100	\$1000 per academic year	NA	\$19,772
Master of Science (MS) - Nutrition and Dietetics	\$534/credit hour (31-37 credit hours)	\$100	\$1000 per academic year	NA	\$19,154-\$22,358
Doctor of Health Administration	\$850/credit hour (63 credit hours)	\$200	\$1000 per academic year	NA	\$56,750

REGISTRATION

Orientation

Once admitted to CMU, completion of the New Student Orientation is recommended. Orientation can be done at a CMU center or online at <http://global.cmich.edu/orientation>. Orientation will familiarize new or returning students to CMU with processes and policies and provide helpful information for academic success.

Registration for Classes

Registration for classes offered by CMU is done by the student through CentralLink during open registration periods and is available on a priority basis related to the number of credits a student has earned. For more information, see <http://global.cmich.edu/regnews>. Fall registration generally begins in April, spring registration generally begins in October and summer registration generally begins in March. For specific dates and times related to registration, and other general help with registration, please go to http://www.cmich.edu/academics/off_campus_online/regnews/Pages/regInstructions.aspx. If you have a hold on your account preventing registration or you are unable to register yourself for any other reason, contact an Global Campus registration specialist by e-mailing globalreg@cmich.edu or calling 800-664-2681, option 1.

Due to the modular nature of many Global Campus courses, it is sometimes possible to register for courses outside the normal "open" registration periods. To inquire about registration outside the normal period, contact the program administrator at the site where the course is being held (including online courses) using the following link: <http://global.cmich.edu/locations/>. Students are not allowed to enroll in courses after the course has started.

Although every effort is made by CMU to adhere to its published schedule, the university maintains the right to add and cancel or change scheduled courses and course dates.

Graduate students are limited to 15 credits per semester while undergraduate students may take up to 21 credits. This includes credits taken in all class formats. The ending date of the course determines which semester the course belongs to. Generally classes ending after August 16 and before December 31 constitute the fall semester; January 1 to May 15 the spring semester and May 16 to August 15 the summer semester. Exceptions to this credit hour limitation will be granted for extenuating circumstances only and require approval of your academic advisor.

Undergraduate students are eligible to enroll in course levels numbered 100-599. Many 500 level courses can be considered either graduate or undergraduate, depending on the students' status. Courses numbered 600-900 are open only to graduate students.

Registration for Independent Study

MSA students desiring independent study must submit an *MSA 691 Independent Study Request* to the academic advisor. The application must contain a detailed explanation of the proposed study, the purpose of the study, and the methodology to be employed. The academic advisor will review the application to ascertain whether:

- a. The independent study is directly related to the student's academic program.
- b. The student cannot obtain equivalent experience through a regular course.
- c. The proposed study is of the quality and level expected for the student's degree program.

The academic advisor has the prerogative of altering the number of hours requested for the independent study, but in no case may the number of hours exceed the number stated for the specified course in the current *CMU Bulletin*. For example, MSA 691 is 1-2 semester hours.

The academic advisor of the student may recommend an independent study instructor (if the student suggests an instructor, the student should notify the individual that her or his name will be suggested). The faculty assignment coordinator will assign the instructor. The instructor recommends approval, with modification, or disapproval of the independent study. The instructor will be responsible for providing the student with guidance throughout the study and for evaluating the student's work at the end of the study.

If the independent study is approved by the appropriate main campus academic unit, the student will be sent a copy of the independent study form confirming the instructor for the course, the amount of credit permitted for the course, the course number, and the fee for registration. The student must complete registration for the study by sending a completed *Registration and Payment Receipt Form* and payment to the program center office. If the student does not complete registration within 90 days, the independent study approval will be canceled unless the student applies (in writing) and receives an extension.

The student must submit two copies of the final project to the instructor. If the student wants copies of the instructor's final comments, the student should include a stamped, self-addressed envelope.

Fees

All fees are set by the University Board of Trustees and are subject to change without notice. Fees are assessed independently of the tuition rate and tuition refunds are provided according to the Refund Policy. Fees are payable by check, money order, electronic check online, American Express, Discover, Mastercard, or Visa. Students receive electronic statements from the CMU Student Account Services and University Billing office. Students are responsible for accessing their e-mail messages for monthly account balances and payment due dates on <https://central.link.cmich.edu/>.

Application, Standard.....	\$50.00
Application, Doctorate in Health Administration	200.00
Application, Disney - in addition to Standard Application Fee	250.00
Withdrawal	50.00
Graduation/Certificate	50.00
Application, Prior Learning	125.00
Prior Learning Assessment (per credit hour)	85.00
Competency Assessment Workshop	150.00
Online Oral English Competency	45.00
Registration for Continuing Education Units (CEUs) or State Board Continuing Education Units (SB-CEUs)	25.00

Application Fee. Fee is assessed with the initial application to cover all application handling costs and admission materials.

Withdrawal Fee. Any Global Campus student who drops or withdraws from a course after the start date will be charged a withdrawal fee and any tuition refunds are provided according to the Refund Policy. If the reason for withdrawal is that the student is being sent out of the area by her or his military employer and if a copy of TDY (Temporary Duty) orders or a letter from the employer confirming the assignment accompanies the request, no fee will be assessed.

Graduation/Certificate Fee. A graduation fee is assessed at the time a student applies for graduation or for a graduate certificate.

Library Fees. If checked out items are not returned 7 days after the due date, a \$5.00 fee will be assessed for each overdue item. If still not returned by 14 days after the due date, a replacement charge of \$60.00 and a total processing fee of \$20.00 will be assessed against each item. Upon return of each item, the replacement charge will be waived.

Global Campus Tuition

The base tuition rate per credit hour for all Global Campus courses for which academic credit is given below. The President or designee may vary these tuition rates and fees according to cohorts, programs, locations, or terms of contracts.

Undergraduate, Standard.....	\$362.00
¹ Undergraduate, Military	263.00
CMU Online, Undergraduate	362.00
² CMU Parent Rate, Undergraduate	326.00
Graduate, Standard	477.00
¹ Graduate, Military	288.00
CMU Online, Graduate	477.00
² CMU Parent Rate, Graduate.....	429.00
Educational & Professional Development	300.00
^{3,4} Master of Business Administration - Online	
Rate for Students beginning before 8/16/12	655.00
Rate for Students beginning 8/16/12 and after	600.00
SAP Concentration Courses.....	1,000.00
M.S. in Nutrition and Dietetics	534.00
Specialist in Education (Ed.S.).....	497.00
Doctor of Education (Ed.D.).....	514.00
Doctor of Audiology (Au.D.) (Non-Government).....	511.00
Doctor of Audiology (Au.D.) (Government)	446.00
Doctor of Health Administration (DHA).....	850.00

Notes:

- Military Rates are applicable to programs that do not exceed the standard undergraduate and graduate rates. However, the graduate military rate is also applicable to the Master of Science in Nutrition and Dietetics program.
- The Parent Rate is for parents of current CMU students and CMU alumni. It is applicable to programs that do not exceed the standard undergraduate and graduate rates.
- Tuition includes textbooks.
- MBA program changed structure for students starting in Academic Year 2012-13 and beyond. The number of credits awarded per course will increase, as will the number of credits in the program.

Main Campus Tuition and Fees

Tuition rates are established by the Board of Trustees and are subject to change without notice.

Tuition Rates* for Main Campus Credit Courses

Level of Courses	2012-13 Rates Per Credit Hour*	
	Michigan Residents	Non-Michigan Residents
New Undergraduate students:	365.00	789.00
Graduate Students:	476.00	766.00
Doctoral Students:	548.00	850.00

- The credit by examination fee is \$40 per credit hour.
- Students initiating their registration on or after the first day of the session will be charged a \$100 late registration fee.
- Students not paying their tuition by the due date will be charged a \$100 non-payment of tuition fee.
- Other fees may apply.

*Contact Student Account Services and University Billing at 989-774-3618 for updated information or see http://www.cmich.edu/registrar_office/RegistrarRegistration/Pages/Tuition_and_Fee_Schedule.aspx for updates.

Prior Learning Assessment Credit Fees

A one-time processing fee of \$125 is assessed when the Prior Learning Portfolio is submitted for evaluation. The student is required to pay only for prior learning assessment credits posted on her or his transcript. Both undergraduate and graduate students are assessed a prior learning assessment credit recording fee of \$85 per credit hour.

If the student chooses, credits not accepted for the program plan by the academic advisor may be posted as excess credits. Prior learning assessment credit is entered on the student's official transcript after the successful completion of five semester hours of coursework from CMU and after the appropriate recording fee has been paid.

Third-Party Payer

Tuition and fees are the responsibility of the student. If a third-party payer fails to make payment on behalf of a student, the student will be billed and held responsible for all appropriate tuition and fees. An Employer voucher or promise to pay can be e-mailed to tvoucher@cmich.edu or faxed to 989-774-3542.

Refund Policy

Application fees, main campus enrollment fees, prior learning assessment credit fees, and graduation fees are not refundable. Competency Assessment Workshops are fully refundable prior to the first meeting time and nonrefundable after the first meeting time.

Tuition refunds requested prior to the beginning of the course shall be made in full. Tuition refunds requested after the beginning of the first class meeting time or within the first week of an online class and before the second class meeting or before the second week of an online class shall be refunded 100%, less the \$50 withdrawal fee. Tuition refunds requested after the beginning of the second class meeting time or in the 2nd week of an online class and before the midpoint of the course shall be refunded in proportion to the calendar time remaining in the course, less a \$50 withdrawal fee, according to the refund chart at the end of this section. Students may not withdraw after the midpoint of the course.

20 Registration

Army Tuition Assistance

The Army portal is exclusively the reference point for all enrollment, withdrawal and drop transactions in terms of Army tuition assistance.

	<u>Refund</u>
Up to 12.5% of Course Completion	100%
12.501% to 25% of Course Completion	75%
25.001% to 50% of Course Completion	50%
50.001% and thereafter	0%

CMU Online Courses

To ensure success in online classes, CMU encourages students to familiarize themselves with the online learning environment prior to enrolling in CMU Online courses. Preview a sample online class, run a diagnostics check on your computer and take the Online Learning Assessment on our website at: <http://global.cmich.edu/cmionline/about>.

All CMU Online courses start on a Monday and end on a Friday. Tuition refunds requested prior to the beginning of the course shall be made in full. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a \$50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Students may not withdraw after the midpoint of the course.

Refunds requested after the midpoint of the course shall not be made except as follows: Full refunds shall be made when requested any time prior to the last class session, if the reason for withdrawal is that the student is being sent out of the area by her or his military employer and if a copy of TDY (Temporary Duty) orders or a letter from the employer confirming the assignment accompanies the request. In unusual circumstances such as illness or death in immediate family, refunds may be considered, provided appropriate documentation has been submitted to CMU Online administration.

Students who cease/fail to attend (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of "E." A charge-back for financial aid may be incurred based on student's last day of attendance. See Financial Aid section of this Bulletin for additional information.

Insufficient Funds/Declined Credit/Nonpayment

A student who issues an insufficient funds check, whose credit card is declined, who has nonpayment status, or who has incorrect billing forms will be contacted in writing by Central Michigan University and given a time period within which payment must be made.

If the student does not respond to the letter or if payment is not completed within the designated time period, the student may be declared not to be in good standing (see "Good Standing"), and a money order may be required for all future transactions with Central Michigan University. In addition to not being able to register for classes or graduate from her or his academic program, academic transcripts will not be issued for any student who is not in good standing because of debts owed to the university.

Delinquent Account Policy

Central Michigan University sends monthly billing statements electronically to the CMU student e-mail addresses. Students are responsible for accessing these monthly e-mail statements for their account balances and payment due dates. Students may incur late fees if the monthly balance is not paid by the scheduled due date. Past due accounts may be referred to a collection agency and, if referred, the fees assessed to the University by the collection agency will be added to the student's account. Once the account is referred to a collection agency, the past due account will be reported to the Credit Bureau. Past due accounts may also be referred to the University Counsel's Office for litigation. All additional fees, including court costs will be charged to the past due account.

Drop or Withdraw from a CMU Global Campus Course

- A Drop occurs prior to the course start or prior to the 2nd meeting time for face-to-face classes or the 2nd week for CMU Online classes.
- A Withdrawal occurs after second meeting time for face to face classes or after the second week for online classes and before the midpoint.

Important Information Regarding Course Drops and Withdrawals for All Global Campus Classes

- Drops and withdrawals are done by the student, within the permitted time frame for doing so, through the Course Search and Registration System within CentralLink.
- Withdrawals after the midpoint are not permitted.
- Students who cease or fail to attend (virtual or otherwise), without formally dropping or withdrawing from the course will receive a grade of "E."
- Telephone requests to drop or withdraw will not be accepted.
- In the event that a student is not able to drop or withdraw from a course online through CentralLink, the student must immediately notify their program administrator in writing for assistance.
- Drops and withdrawals can and do affect your financial aid eligibility. For more information go to <http://global.cmich.edu/courses/drop-withdraw.aspx>.

Refund Chart for Course Drops and Course Withdrawals

All students dropping or withdrawing from courses after the start date and time will be assessed a \$50.00 fee in addition to the refund percentage in the chart below. Also, all withdrawals and drops require written notification to the center in which you are taking the course. See chart below for refund percentages.

CMU ONLINE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	N/A	5-WEEK CLASS	N/A	N/A	N/A
FACE-TO-FACE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	5-WEEK CLASS	4-WEEK CLASS	1-WEEK CLASS	4 WYNS	3 WYNS
FACE-TO-FACE COURSE MEETING TIMES	16 MEETINGS	12 MEETINGS	8 MEETINGS	10 MEETINGS	8 MEETINGS	5 MEETINGS	8 MEETINGS	6 MEETINGS
COURSE DROPS:								
Prior to the second meeting time for face-to-face or prior to the start of the second week for CMU Online	100%	100%	100%	100%	100%	100%	100%	100%
COURSE WITHDRAWALS:								
Prior to the third meeting time for face-to-face or prior to the start of the third week for CMU Online.	75%	75%	75%	75%	75%	50%	75%	75%
Prior to the fourth meeting time for face-to-face or prior to the start of the fourth week for CMU Online.	75%	75%	50%	75%	50%	0%	50%	0%
Prior to the fifth meeting time for face-to-face or prior to the start of the fifth week for CMU Online.	75%	75%	0%	50%	0%	NA	0%	NA
Prior to the sixth meeting time for face-to-face or prior to the start of the sixth week for CMU Online.	50%	50%	NA	0%	NA	NA	NA	NA
Prior to the seventh meeting time for face-to-face or prior to the start of the seventh week for CMU Online.	50%	0%	NA	NA	NA	NA	NA	NA
Prior to the eighth meeting time for face-to-face or prior to the start of the eighth week for CMU Online.	50%	NA	NA	NA	NA	NA	NA	NA
Prior to the ninth meeting time for face-to-face or prior to the start of the ninth week for CMU Online.	0%	NA	NA	NA	NA	NA	NA	NA

Notes:

1. If a class has a format that is not listed on the grid, please compute total number of days in the course and divide by the number of course dates occurring before the withdrawal date to find the percent of completed course time. If the course is 10-33% over, the amount to be refunded is 75%; if the course is 34-49% over, the amount to be refunded is 50%; if the course is more than 49% over, no refund will be generated. CA workshops are non-refundable after the first meeting. A "W" grade will be given to any student who formally withdraws from a course prior to its midpoint.
2. If you are a financial aid student and you withdraw from or drop classes to a point where you are considered less than half time for the semester after a financial aid disbursement has been made and a refund check sent, you could be billed back for the full amount of the disbursement.
3. Students who cease/fail to attend (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of "E." A charge back for financial aid received may be incurred based on student's last day of attendance.
4. To drop a weekend course, the drop must be completed prior to 9 a.m. (EST) of the second class meeting date. After 9 a.m. and up to the midpoint, it will be classified as a course withdrawal. To drop a weekday course, the drop request must be completed prior to 6 p.m. (EST) of the second class meeting date. After 6 p.m. and up to the midpoint, it will be classified as a course withdrawal.
5. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a \$50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week.

Attachment D

CMU Global Campus Student Orientation



Home > Student Orientation > You and CMU

Module 1: You and CMU

CMU Global Campus

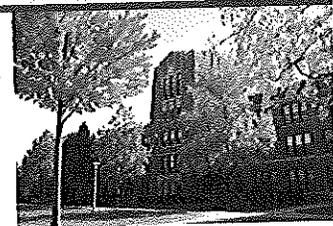
Welcome to Central Michigan University (CMU). You have become an integral part of a nationally accredited university located in Mount Pleasant, Michigan. CMU offers more than 200 programs at the bachelor's, master's, specialist and doctoral levels.

CMU Global Campus was established in 1971 and has grown to over 60 locations throughout North America. CMU is committed to providing opportunities to students seeking to achieve individual educational goals for personal growth and career development.

Thank you for choosing Central Michigan University.

[Next Page](#)

Progress: 15%



- [Print Orientation](#)
- [Print Orientation Checklist](#)

Call Toll Free:
877.268.4636



[Feedback](#) | [CMU Mission Statement](#) | [CMU Copyright](#) | [CMU Web Policy](#) | [CMU Privacy Policy](#)
CMU Global Campus Central Michigan University 802 Industrial Drive Mount Pleasant, MI 48858
CMU, an AA/EI Institution, strongly and actively strives to increase diversity within its community. (see www.cmich.edu/aaeo)

CMU Global Campus Student Orientation



Home > Student Orientation > You and CMU > Your Support Team

Module 1: You and CMU

Your Support Team

Online



Program Administrator, Online Graduate
Colleen Zeh
(989) 774-1366 or (800) 688-4268



MBA Enrollment Specialist
Erica Stephenson
(989) 774-3867 or



Program Administrator, Online Undergraduate
Karen Ranzenberg
(989) 774-3719 or (800) 688-4268



MSA Academic Advisor
Jamie Guigar
(989) 774-1470 or



Administrative Aide, Online Graduate
Vicky Kauffman
(989) 774-1001 or (800) 688-4268



Undergraduate Academic Advisor, A-K
Jamie Guigar
(989) 774-1470 or (866) 774-1018



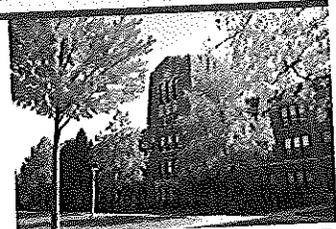
Administrative Aide, Online Undergraduate
Kimberly Bendele
(989) 774-3505 or (800) 688-4268



Undergraduate Academic Advisor, L-Z
Izzy Castellon
(989) 774-2036 or



MS In Nutrition and Dietetic Representative
Candace Maylee
(989) 774-2613 or



[Print Orientation](#)

[Print Orientation Checklist](#)

Call Toll Free:

877.268.4636

Follow us on:



[Previous Page](#)

[Next Page](#)

Progress: 15%

[Feedback](#) | [CMU Mission Statement](#) | [CMU Copyright](#) | [CMU Web Policy](#) | [CMU Privacy Policy](#)
CMU Global Campus Central Michigan University 602 Industrial Drive Mount Pleasant, MI 48858
CMU, an AA/EI institution, strongly and actively strives to increase diversity within its community. (see www.cmich.edu/aaeeo)

CMU Global Campus Student Orientation



Home > Student Orientation > You and CMU > Global Campus Bulletin

Module 1: You and CMU

CMU Global Campus Bulletin

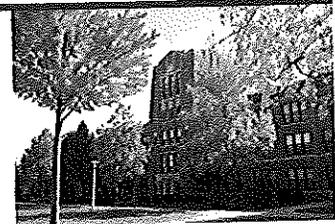
The *CMU Off-Campus Bulletin* contains important information with which all students are expected to be familiar. The *Bulletin* contains information on the following topics:

- General Information
- Academic Programs
- Programs
- General Education Requirements
- Admission
- Undergraduate Degree Offerings
- Registration
- Graduate Degree Offerings
- Financial Aid
- Course Descriptions
- Academic Information
- Student Rights and Responsibilities
- Academic Policies and Procedures
- Academic Integrity
- Graduation Requirements
- Academic Overview

The complete *Bulletin*, including archived copies of prior academic years, is available online at global.cmich.edu/bulletin.

Students are responsible for:

- Meeting the university's degree requirements described in the edition of the *CMU Global Campus Bulletin* in effect at the time the student is admitted.
- Observing all of the university's regulations and policies currently in effect.
- Complying with the procedures, requirements, regulations, and deadlines printed in the *Bulletin*.



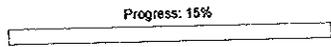
[Print Orientation](#)

[Print Orientation Checklist](#)

Call Toll Free:
877.268.4636



[Previous Page](#) [Next Page](#)



[Feedback](#) | [CMU Mission Statement](#) | [CMU Copyright](#) | [CMU Web Policy](#) | [CMU Privacy Policy](#)
 CMU Global Campus Central Michigan University 802 Industrial Drive Mount Pleasant, MI 48858
 CMU, an AA/EI institution, strongly and actively strives to increase diversity within its community. (see www.cmich.edu/aaei)

Central Michigan University

Board of Trustees

cmich.edu > About CMU > University Leadership > Board of Trustees > Mr. Brian W. Fannon, vice chair

Mr. Brian W. Fannon, vice chair

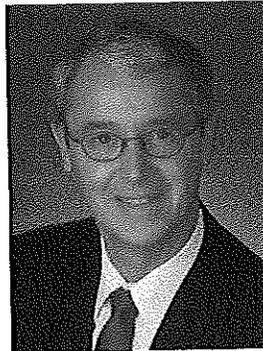
President
Strategic Operational Solutions, LLC

21555 Chase Drive
Novi, MI 48376
(248) 379-2941
fanno1bw@cmich.edu

Term expires:
December 31, 2014

Board committees:
College of Medicine
Finance and Facilities, chair
Trustees-Faculty Liaison

Fannon, President of Strategic Operational Solutions, LLC, a business management consulting firm, was appointed to the Board of Trustees by Governor Jennifer Granholm for an eight-year term beginning June 14, 2007. He received his bachelor's degree and a Master of Business Administration degree from the University of Detroit. He and his wife are residents of Novi.



- [About Board of Trustees](#)
- [Members](#)
- [Meeting Schedule](#)
- [Agendas and Minutes](#)
- [Staff](#)
- [Office of the President](#)

CMU, an AA/EQ institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.
Copyright Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | Privacy Policy | Feedback/Report a problem

Central Michigan University

Board of Trustees

cmich.edu > About CMU > University Leadership > Board of Trustees > Mr. John D. Hurd

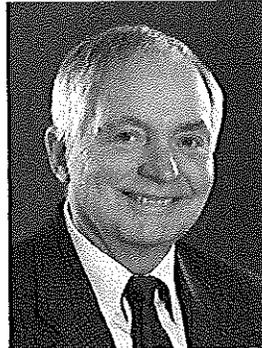
Mr. John D. Hurd

(retired: president, Cabrillo Community College)

603 West Jefferson Street
Ann Arbor, MI 48103
hurd1jd@cmich.edu

Term expires:
December 31, 2016

Board committees:
Academic and Student Affairs
Audit, chair
Policy and Bylaws
Trustees-Faculty Liaison



Hurd, retired president of Cabrillo Community College, Santa Cruz, California, was appointed to the Board of Trustees by Governor Jennifer Granholm on January 27, 2009, for an eight-year term. He has also served as president of Mohegan Community College in Norwich, Connecticut, and vice president of instruction and student services at Washtenaw Community College in Ann Arbor. Hurd was a member of the faculty at University of Wisconsin-Whitewater and Eastern Michigan University. He also served as Washtenaw County Administrator/Controller, as the elected township supervisor of Lyndon Township in Washtenaw County, and was the chair of the Jackson County Road Commission. Mr. Hurd has a B.B.A and an M.B.A. from the University of Michigan. He is a resident of Ann Arbor.

- About Board of Trustees
- Members
- Meeting Schedule
- Agendas and Minutes
- Staff
- Office of the President

Central Michigan University

Board of Trustees

[cmich.edu](#) > [About CMU](#) > [University Leadership](#) > [Board of Trustees](#) > [Mr. William R. Kanine](#)

Mr. William R. Kanine

Certified Public Accountants
William R. Kanine, P.C.

405 North Division Road, Suite 1
Petoskey, MI 49770
(231) 348-7900
kanin1wr@cmich.edu

Term expires:
December 31, 2018

Board committees:
Academic and Student Affairs
College of Medicine
Finance and Facilities
Trustees-Faculty Liaison, chair

Kanine, a certified public accountant and shareholder of William R. Kanine P.C. Certified Public Accountants in Petoskey, was appointed to the Board of Trustees by Governor Rick Snyder on January 18, 2011, for an eight-year term. William R. Kanine P.C. provides accounting and audit, tax and advisory services to individuals and businesses in the Petoskey and surrounding area. Bill graduated from Central Michigan University in 1982 with a Bachelor of Science in Business Administration with a major in accounting. Bill and his wife Carla (CMU 89) have two daughters and five grandchildren and reside in Petoskey.



- [About Board of Trustees](#)
- [Members](#)
- [Meeting Schedule](#)
- [Agendas and Minutes](#)
- [Staff](#)
- [Office of the President](#)

CMU, an AA/E/O institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.
Copyright Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | [Privacy Policy](#) | [Feedback/Report a problem](#)

Central Michigan University

Board of Trustees

[cmich.edu](#) > [About CMU](#) > [University Leadership](#) > [Board of Trustees](#) > [Dr. Patricia A. Maryland](#)

Dr. Patricia A. Maryland

Post Office Box 1065
Bloomfield Hills, MI 48303
(586) 753-0710
mary1pa@cmich.edu

Term expires:
December 31, 2018

Board committees:
College of Medicine
Finance and Facilities
Policy and Bylaws
Trustees-Student Liaison



Maryland is president and CEO of St. John Providence Health System and the Michigan Ministry Market Leader for Ascension Health and was appointed to the Board of Trustees by Governor Rick Snyder on January 18, 2011, for an eight-year term. Maryland has extensive experience in strategic planning, patient care operations, finance, service line management, human resources, capital development, and corporate and governmental relations. Maryland has a B.A. from Alabama State University, an M.A. from University of California-Berkeley, and Dr.PH degree from the University of Pittsburgh. Dr. Maryland resides in Bloomfield Hills with her husband and two college age children.

- [About Board of Trustees](#)
- [Members](#)
- [Meeting Schedule](#)
- [Agendas and Minutes](#)
- [Staff](#)
- [Office of the President](#)

CMU, an AA/E/O Institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.
Copyright Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | [Privacy Policy](#) | [Feedback/Report a problem](#)

Central Michigan University

Board of Trustees

cmich.edu > About CMU > University Leadership > Board of Trustees > Ms. Sarah R. Opperman

Ms. Sarah R. Opperman

(retired: vice president, The Dow Chemical Company)

3001 Scarborough Lane
Midland, MI 48640
(989) 492-4179
opper1sr@cmich.edu

Term expires:
December 31, 2016

Board committees:
Academic and Student Affairs, chair
Audit
Trustees-Student Liaison



Opperman was appointed to the Board of Trustees by Governor Jennifer Granholm on January 27, 2009, for an eight-year term expiring December 31, 2016. Ms. Opperman joined Dow in 1981 and retired from the company in 2009 as global vice president of government affairs and public policy. She now owns a public affairs consultancy. A 1981 graduate of CMU, Ms. Opperman previously served on the CMU Alumni Association Board of Directors and CMU's Development Board. She is a 2006 inductee to CMU's Journalism Hall of Fame and previously served on the Journalism Department Professional Advisory Board. Ms. Opperman and her husband, Dan, have two sons.

- About Board of Trustees
- Members
- Meeting Schedule
- Agendas and Minutes
- Staff
- Office of the President

CMU, an AA/E/O Institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.
Copyright Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | Privacy Policy | Feedback/Report a problem

Central Michigan University

Board of Trustees

[cmich.edu](#) > [About CMU](#) > [University Leadership](#) > [Board of Trustees](#) > [Mr. Robert F. Wardrop II](#)

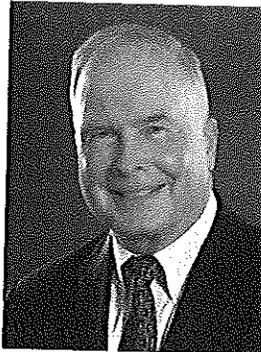
Mr. Robert F. Wardrop II

President and Attorney
Wardrop & Wardrop P.C.

300 Ottawa Avenue, N.W.
Suite 150
Grand Rapids, MI 49503
(616) 459-1225
wardr2rf@cmich.edu

Term expires:
December 31, 2014

Board Committees:
Audit
Policy and Bylaws, chair
Trustees-Student Liaison, chair



Wardrop was appointed to the Board of Trustees by Governor Jennifer Granholm on March 24, 2010, to complete a term ending December 31, 2014. Wardrop is a practicing attorney with Wardrop & Wardrop, P.C., and has a lifelong affiliation with Central Michigan University. Wardrop grew up in Mount Pleasant and attended grade school on the campus of CMU. He earned a bachelor's degree in math from CMU and a master's degree in economics. He subsequently taught for two years in the economics department. After graduating magna cum laude from the University of Detroit School of Law, Wardrop served 18 years on the CMU Alumni Association Board of Directors, including two as president. Mr. Wardrop and his wife Rae Marie, who also attended CMU, are residents of Grand Rapids and Atlantic Beach, Florida.

[About Board of Trustees](#)

[Members](#)

[Meeting Schedule](#)

[Agendas and Minutes](#)

[Staff](#)

[Office of the President](#)

CMU, an AA/E/O institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.
Copyright Central Michigan University, Mount Pleasant, Mich. 48859 | Phone 989-774-4000 | [Privacy Policy](#) | [Feedback/Report a problem](#)



Snyder makes appointment to Central Michigan University board of trustees

LANSING, Mich. - Gov. Rick Snyder has appointed Bill Weideman, of Midland, to the Central Michigan University board of trustees.

The eight-person board is the governing body of the university.

“Bill is an outstanding, experienced professional,” said Snyder. “He has shown great commitment to Central Michigan University and I am confident he will do exceptional work in this role.”

Weideman is executive vice president and chief financial officer of The Dow Chemical Co. During his 36-year tenure with Dow, he has held numerous leadership positions, including global business finance director, vice president and corporate controller. In August 2012, Weideman also assumed responsibility of corporate strategic development and executive oversight of Dow AgroSciences. He is a member of Central Michigan University’s accounting advisory committee and development board. Weideman holds a bachelor’s degree in business administration from Central Michigan University. He replaces Sam Kottamasu.

Weideman will serve an eight-year term that expires Dec. 31, 2020, and his appointment is subject to the advice and consent of the Senate.

Office of the *President*

CMU
CENTRAL MICHIGAN
UNIVERSITY



Gov. Snyder appoints CMU trustee

Gov. Rick Snyder has announced the appointment of Tricia Keith of Royal Oak to the Central Michigan University Board of Trustees. Keith is a 1993 graduate of CMU and serves as senior vice president and corporate secretary for Blue Cross Blue Shield of Michigan.

Keith replaces CMU trustee Marilyn French Hubbard, whose term expired Dec. 31, 2012.

Keith has worked at BCBSM since 2006. She serves on the boards of the Michigan Economic Development Foundation, Michigan Minority Supplier Development Council and the Detroit Regional Chamber.



In October, Keith was recognized by the National Management Association as the 2012 Executive of the Year for her leadership and career accomplishments in business and philanthropy. She earned a bachelor's degree with a dual major in German and political science from CMU and a master's degree in business administration from Michigan State University.

Keith previously served as director of the business office for the Michigan House of Representatives and as vice president of external relations for the Michigan Economic Development Corp.

"Each of our board members provides critical expertise in guiding the university to long-term strength and success," said CMU President George E. Ross. "We welcome Ms. Keith as a high-achieving alumna who brings outstanding leadership, deep community and professional insights, and a commitment to academic excellence."

The eight-year appointment, which expires Dec. 31, 2020, is subject to Senate confirmation. Bill Weideman of Midland was announced earlier this month as a CMU trustee replacing Sam Kottamasu, whose term also expired in December.

Attachment F_c

Graduation Ceremonies

All students receiving degrees and graduate certificates are invited to participate in the official graduation ceremonies conducted in May and December of each year on the Central Michigan University campus in Mount Pleasant. Campus graduation ceremonies will be held December 15, 2012 and May 4, 2013.

Due to the nature of doctoral ceremonies, all doctoral candidates must meet all required deadlines and requirements for graduation prior to the graduation ceremony in which they are participating. To be considered for attendance at doctoral ceremonies, students must have submitted their committee approved thesis, dissertation or doctoral project by the required deadline set by the department and/or the College of Graduate Studies. Failure to meet this deadline will prevent doctoral candidates from participating in any ceremony. Contact your Program Administrator for these deadlines.

Information about graduation ceremonies on CMU's main campus is mailed to prospective graduates four to six weeks prior to the event.

Diplomas are not distributed during the graduation ceremonies but are sent to students by mail. Graduates generally receive their diplomas within two months following the ceremony.

Graduation ceremonies are also scheduled at a number of Global Campus locations. Detailed information and schedules may be obtained through the program administrator.

Transcripts

Any current or former student desiring an official transcript of his or her record from this university should submit a written or faxed, hand-signed request to Office of the Registrar, Attention: Transcripts, Central Michigan University, Mt. Pleasant, MI 48859; Fax: 989-774-3783.

You may use the "Official Transcript Request Form" located online at http://www.cmich.edu/registrar_office/RegistrarRecords/Pages/Transcript_Information.aspx. Type in the required information on-line, then print and sign the form and either mail, fax, or bring it into the Registrar's Office. Transcript Request forms will not be accepted by e-mail.

Ordinarily, transcripts are processed within one to three business days. There is no charge for a transcript, unless a student orders more than 5 transcripts per week. Priority service is available by specifically requesting the priority service and paying a \$10.00 priority charge. Priority requests will be prepared in time for the next outgoing mail. Priority transcripts requested in person will be prepared immediately.

Transcripts of students with a financial obligation to the university are not released until the obligation is paid.

Course Delivery Formats

Courses in distance learning format (e.g. Web-based courses and other non-face-to-face formats for delivering instruction) may be used to complete degree requirements unless otherwise specifically excluded. CMU courses and programs approved for distance learning delivery (as well as restrictions) are given in the descriptions of courses, majors, minors and degrees in this *Bulletin*.

Student Records

A separate university policy, titled "Policies and Procedures Concerning the Custody of Student Educational Records," explains in detail the procedures to be used by Central Michigan University for compliance with the provisions of the Family Educational Rights and Privacy Act. Copies of the policy are available in the program center office.

Official student records are maintained on the campus in Mount Pleasant, Michigan. Permanent records or transcripts are maintained on all individuals who earn credit at Central Michigan University. These permanent records are maintained by the Registrar of Central Michigan University.

Records of applications and correspondence regarding admission, academic transcripts from other institutions, transfer credit, prior learning, graduation, and other academic issues are maintained on CMU's main campus. See admissions section for information on inactive and no-show students.

California: In compliance with California's Reform Act, Central Michigan University's Camp Pendleton office will maintain records for a minimum period of five years. These records include written records and transcripts used in the admission decision process, financial aid, registration information, final grade lists, and copies of the CMU transcripts.