



STUDENT HANDBOOK 2011 • 2012

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President

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*411 CMU Square
Fayette, Missouri 65248*

1-877-CMU-1854

This planner belongs to:

NAME _____

ADDRESS _____

PHONE _____

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Note – All policy, procedure, and information contained in this handbook is subject to change during the academic year. Check the CMU website for the most up to date version

of this information.

*WELCOME
TO CENTRAL METHODIST UNIVERSITY!*

Dear Student

Your decision to join the Central Methodist University family will have an impact on you always. Everyone here is important, and everyone makes a difference in our common life. In this learning and living environment, there are many opportunities to participate, be involved, and exercise leadership.

The university years are a time for growth, exploration, and learning. In addition to the intellectual growth that you will experience through your classes and other academic pursuits, you will find many other avenues for your development on a social, physical, and spiritual level. As a church-related institution that emphasizes character development, Central Methodist University is built on solid values that will serve you well throughout your life.

By attending CMU you have chosen to be part of a caring, concerned community, and you play an important role in maintaining and improving that community for yourself as well as for every other person in it. This handbook offers guidelines for your full involvement as a responsible contributor to the spirit of this community. Faculty and staff members and our student leaders will be glad to assist you in understanding the history and traditions of Central Methodist University as you take your place among the many students and alumni who have gone before you.

We're all very glad that you're here, and we look forward to a wonderful year together.

Marianne Inman
President

OUR UNITED METHODIST HERITAGE

“Unite the pair so long disjoined--knowledge and vital piety.” These words from Charles Wesley provide the basis for (United) Methodism’s involvement in higher education. John Wesley, Charles’ older brother and the founder of Methodism, was the catalyst for uniting religious studies with the traditional liberal arts since John and Charles had grown up in an environment that stressed both religious and traditional educational formation. Thus, the Wesleyan heritage has from the beginning incorporated both the religious and the liberal arts aspects of education.

When Jesus was questioned by a young lawyer as to what was the greatest commandment in the law, Jesus answered: “Love the Lord with all your heart, with all your soul, and with all your mind” (Matthew 22:37).

To love God with one’s mind implies an intellectual love of God. It has always been the nature of the church to express itself through this form of love and worship of God. It is from this understanding that the Methodist Church launched its involvement in higher education on December 24, 1784, at the Christmas Conference in Baltimore, Maryland. The newly formed Methodist Church passed a resolution authorizing the establishment of Cokesbury College in Abingdon, Maryland. This event marked the beginning of a commitment to higher education by the church that has continued for more than 200 years. Since that time the (United) Methodist Church has established more than 1,500 colleges and universities. In those years some have closed, some have merged with other colleges, and some have become state-supported institutions. Today in America there are 124 colleges, universities, and schools related to the United Methodist Church.

On April 13-14, 1853, Central Methodist University was founded by Nathan Scarritt and David Rice McAnally. The University was chartered on March 15, 1855, and the first classes were held September 18, 1857, with one building, on one acre of ground, 114 students, and three faculty members. In what was to become a prophetic statement, Scarritt said: “Let our motto be, One Methodist College in Missouri, and Only One . . .” Over the years eight other Methodist colleges and one high school were established in Missouri. Today the words of Scarritt have come to fruition, as there is only one United Methodist-related College in the State of Missouri, Central Methodist University.

Throughout two centuries of church-related higher education, our “Wesleyan tradition has endeavored to avoid narrow sectarianism.” (quote from *A College-Related Church* by the National Commission on United Methodist Higher Education). That is, United Methodist institutions are committed to values-centered inquiry, critical thinking, and a liberal arts curriculum. The United Methodist Church has stressed four major concepts that have been the basis for the church to continue its support and involvement in higher education. Our Wesleyan heritage and traditions are defined by these four concepts:

- Education should be available to all people regardless of social standing, ethnic identity, or gender.
- Education should appropriately relate faith and reason.
- Liberal and classical learning is critical, along with professional and vocational training. Neither is subservient to the other.
- Education should aim at high standards of student achievement based on deep concern for what is best for the person (from *To Give the Key of Knowledge* by the National Commission on United Methodist Higher Education).

Today new issues and challenges face all levels of education. The more than 200-year tradition of the United Methodist Church and what it believes vital in education continue to inform the current policy of church-related higher education. The United Methodist Church is involved in higher education because it is the nature of the church to express itself in the intellectual love of God. The Wesleyan heritage has supported the ideal of uniting knowledge and vital piety within a

diverse community from the very beginning. This nature and this ideal are clearly reflected in the statements of values, mission, and educational goals of Central Methodist University.

SECTION I

IMPORTANT DATES

Payment Contracts Due for All Students	August 9
Payment Plan I –Due Before First Day of Classes	August 9
Payment Plan II –First Payment Due	August 9
New Student Orientation	August 20-22
Returning Resident Students Arrive	August 21
Transfer Student Orientation	August 22
All Returning Students’ Validation	August 22
Fall Classes Begin.....	August 23
Convocation.....	August 25
Last Day to Add a Course, or Drop One Without a “W” Recorded	August 30
Labor Day (No classes).....	September 5
Last Day to Withdraw From Courses With 90% Tuition Refund	September 6
Payment Plan II –Second Payment Due	September 15
Last Day to Withdraw From Courses With 50% Tuition Refund	September 20
Family Weekend.....	September 23-25
Homecoming Weekend	October 7-9
Payment Plan II –Third/Final Payment Due	October 15
Fall Break	October 17
Last Day to Withdraw From Courses With Any Tuition Refund (25%)	October 19
Pre-Registration Begins for Spring	October 24
Thanksgiving Recess	Nov. 21-Nov. 27
Last Day to Drop Courses	November 28
Last Day of Classes.....	December 9
Final Exams	Dec. 10-Dec. 15
Spring Term Payment Contracts Due for All Students	January 2
Payment Plan I –Due Before First Day of Classes	January 2
Payment Plan II –First Payment Due	January 2
January Term	online courses begin December 19; January 2
January Term Ends	January 6
Residence Halls Open.....	January 8
New Student Orientation.....	January 9
All Returning Students’ Validation	January 9
Spring Classes Begin	January 10
Martin Luther King, Jr Day (no class)	January 16
Last Day to Add a Course, or Drop One Without a “W” Recorded	January 17
Last Day to Withdraw From Courses With 90% Tuition Refund	January 24
Last Day to Withdraw From Courses With 50% Tuition Refund	February 7
Payment Plan II –Second Payment Due	February 15
Last Day to Withdraw From Courses With Any Tuition Refund (25%)	March 6
Payment Plan II –Third/Final Payment Due	March 15
Spring Break.....	March 12-19
Pre-Registration Begins for Fall	March 26
Good Friday (no classes)	April 6
CMU Service Day.....	April 12
Last Day to Drop Courses	April 13

Last Day of Classes.....	April 27
Final Exams.....	April 28-May 3
Commencement.....	May 5
May Intersession Begins.....	May 7
May Intersession Ends.....	May 25
Summer Term I Begins.....	TBA
Summer Term II Begins.....	TBA
Summer Term III Begins.....	TBA

HELPFUL PHONE NUMBERS

Emergency- Central Dispatch for Howard County 660-248-2241, or 911
Non-emergency local dispatch 660-248-3605

Campus Security, cell.....	660-202-0848
Police.....	248-2241
Sheriff.....	248-2477
After 5 p.m.....	248-2490
Fire Department.....	248-3344
Ambulance.....	248-2220
Missouri State Highway Patrol.....	1-314-751-1000
Emergency only.....	1-800-525-5555
Statewide Road Conditions, use internet at www.MoDOT.gov	1-800-222-6400

Medical Concerns

CMU Health Clinic.....	660-248-6285 (campus phone 58285)
Family Health Inc, Fayette.....	248-2900
University Physicians - Fayette.....	248-2217
Campus Counselor.....	248-6274 (campus 58274)
Campus Minister.....	248-6222 (campus 58222)
Family Counseling Center, Fayette.....	248-3313

ON-CAMPUS PHONE NUMBERS

Main Switchboard.....	248-3391 or 877-268-1854
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Academic Concerns

Dean of the University.....	660-248-6211 (campus phone 56211)
Registrar's Office	248-6265 (campus 56265)

Academic Assistance

Student Success Director.....	660-248-6279 (campus phone 58279)
Center for Learning & Teaching.....	248-6287 (campus 54287)

Complaints or Concerns

Campus Counselor.....	660-248-6274 (campus phone 58274)
Dean of Students & Vice president of Campus Life.....	248-6223 (campus 58223)

ON-CAMPUS PHONE NUMBERS - Continued

Departments and Offices

Admissions	660-248-6251(campus phone 52251)
Alumni Relations.....	248-6214 (campus 56214)
Ashby-Hodge Gallery of American Art, Cupples Hall	248-6324 (campus 54234)
Athletic Department.....	248-6346 (campus 58346)
Band Room	248-6326 (campus 53323)
Bookstore	248-6990 (campus 58990)
Business Office	248-6207 (campus 56207)
Career Development.....	248-6255 (campus 58255)
Church Relations Director, Holt Hall.....	248-6390 (campus 56390)
Church office, Linn Memorial United Methodist Church	248-3157 (campus 53380)
Counseling Services	248-6274 (campus 58274)
Financial Aid	248-6245 (campus 56245)
Fresh Ideas Food Service	248-6988 (campus 58988)
Learning & Teaching Center.....	248-6287 (campus 54287)
Givens Hall guest room reservations	248-6221 (campus 56221)
Mail Room, Student & Community Center	248-6203 (campus 58203)
Mail Room, Brannock Hall.....	248-6215 (campus 56215)
Maintenance (Plant Operations).....	248-6295 (campus 55295)
Phillips Recreation Center.....	248-6349 (campus 64349)
President's Office	248-6221 (campus 56221)
Public Relations	248-6238 (campus 56238)
Smiley Library.....	248-6271 (campus 54271)
Stephen's Gallery and Museum , T Berry Smith Hall.....	248-6334 (campus 59334)
Student Development Office.....	248-6223 (campus 58223)
Swinney Conservatory of Music	248-6317 (campus 53317)
Technology Helpdesk	248-6197 (campus 56197)

LOCAL AREA NUMBERS

Food

Breadeaux Pizza	660-248-1900
C&R Supermarket	248-3321
Casey's	248-1382
Dairy Queen.....	248-2555
Dos Primos	248-2800
Emmet's Kitchen	248-3363
Great Wall.....	248-1881
Main Street Grill	248-9911

McDonalds 248-5249

LOCAL PHONE NUMBERS - Continued

Food

Sonya's Bistro & Bakery 248-2253

Subway 248-5000

The Brick House 248-2745

Banks

Commercial Trust Company 660-248-2222

Exchange Bank of Missouri 248-3388

Merchants & Farmers Bank 248-3337

Lodging

Givens Hall guest room reservations 248-6221

Sweetbriar Bed & Breakfast, 506 N. Church St. 248-1117

Silver Bell Motel, 201 Hwy. 5 & 240 248-3335

Churches

Assembly of God Church 660-248-2400

Church of Christ 248-3380

Faith Family Fellowship 248-2209

First Baptist Church 248-3144

First Christian Church 248-3795

Grace Fellowship 248-1997

Holy Ground Tabernacle 248-1417

Linn Memorial United Methodist Church 248-3157

St. Joseph Catholic Church 248-2439

St. Mary's Episcopal Church 248-3490

Shepard of the Hills Lutheran Church 248-3486

St. Paul's United Methodist Church 248-3340

Second Baptist Church 248-3308

Unity Baptist Church 248-3263

Other

Fayette City Offices, 117 S Main St 660-248-5246

Fayette Post Office, 111 W Morrison St 248-3309

License Bureau, Commercial Trust Building 248-3731

Local Public Library, 201 S Main St 248-3348

Market Street Floral 248-2141

Peak Performance 248-3053

Sam's Drugstore 248-2275

T&T Auto, towing 248-2757

STUDENT SERVICES

Athletic Intramurals Information.....	660-248-6387 (campus phone 58387)
Business Office	248-6207 (campus56207)
Brannock Hall, 1st floor	
Campus Bookstore.....	248-6990(campus 58990)
SACC, 2nd floor	
Campus Chaplain.....	248-6222(campus 58222)
SACC, 2nd floor	
Career Development.....	248-6255(campus 58225)
SACC, 2nd floor	
Counselors.....	248-6274(campus 58274)
SACC, 2nd floor	
Financial Assistance.....	248-6245(campus 56245)
Brannock Hall, 1st floor	
Greek Life Director	248-6279(campus 58279)
SACC, 2nd floor	
Health Clinic.....	660-248-6285 (campus phone 58285)
SACC, 2nd floor	
Help and Information.....	248-6223 (campus 58223)
Learning & Teaching Center.....	248-6287 (campus 54287)
Cupples Hall, 3rd floor	
Library front desk.....	248-6271 (campus 54271)
Smiley Library, Cupples Hall	
Registrar's Office	248-6265 (campus 56265)
Brannock Hall, 1st floor	
Security Officer	cell 660-202-0848
Duty hours: Mon. - Thur. 5PM - 6AM, and Fri. 5PM until Mon. 6AM	
Student Activities Director	248-6387 (campus 58387)
SACC, 2nd floor	
Student Government Association (SGA)	248-6642 (campus 58642)
SACC, 2nd floor	
Student Success Director	248-6279(campus 58279)
SACC, 2nd floor	

WHO'S WHO ON CAMPUS

UNIVERSITY OFFICERS

Dr. Marianne Inman..... President of the University
Mr. Chad Gaines..... Vice-president of Information Services
Dr. Rita Gulstad..... Vice-president and Dean of the University
Ms. Donna Merrell..... Vice-president for Advancement
Ms. Julee Sherman..... Vice-president for Finance and Administration
Mr. Jay Webster..... Vice-president for Campus Life, Athletic Director and
Dean of Students

CAMPUS ADMINISTRATION

Mr. Larry Anderson..... Director of Admissions
Ms. Rebecca Bonuchi..... Student Accounts Receivable Cashier
Mr. D. Bryant..... Director of Burford Hall
Ms. Ruth Ann Conrow..... Manager, CMU Bookstore
Mr. Kent Propst..... Director of Public Relations
Ms. Sharon Cravens..... Director of Food Service, Fresh Ideas Management
Ms Deborah Degan-Dixon..... Assistant Dean, Western Region, CGES
Ms. Cynthia Dudenhoffer..... Director of Information Services, Smiley Library
Dr. Alan Dykens..... Assistant Director of Athletics and
Head Football Coach
Ms. Amy Dykens..... Assistant Dean for Institutional Research
Dr. Dan Elliott..... Director of the Stephens Museum and Gallery
Mr. Lucas Endicott..... Campus Chaplain
Mr. Terry Flanagan..... Director of Health Services and
Nurse Practitioner
Ms. Joy Flanders..... Director of Student Success
Dr. Joseph Geist..... Director of the Ashby-Hodge Gallery of American Art
Ms. Dionne George..... Director of Holt Hall
Ms. Connie Hayes..... Director of Special Services
Dr. John Healy..... Associate Dean of the College of Liberal Arts &
Sciences
Ms. Brianne Hildgedick..... Assistant Registrar
Ms. Patricia Jarrett..... Assistant Registrar
Ms. Linda Lorenz..... Director of Career Development
Ms. Linda Mackey..... Director of Financial Assistance
Mr. Sam Mason..... Assistant Dean, Eastern Region, CGES
Rev. Eric Moore..... Pastor, Linn Memorial United Methodist Church
Ms. Debbie L. Nation..... Business Office Manager
Dr. Larry Peery..... Curator of the Observatory

Mr. Ryan Peterson..... Director of Woodward Hall
 Mr. Toussaint Peterson..... Director of Howard-Payne Hall
 Mr. Michael Pope United Methodist Church Liaison
 Dr. John Porter..... Director of Freshmen Programs
 Mr. Pat Reardon Assistant Director of Athletics and
 Head Softball Coach
 Mr. Mark Robb..... Assistant Director of Athletics and
 Phillips Recreation Center Manager
 Ms. Maryann Rustemeyer..... Director of the Center for Learning & Teaching
 Ms. Aimee Sage Lead Admissions Counselor, CGES
 Mr. Mark Stone Director of Student Activities and
 Director of McMurry Hall
 Mr. Salum Stutzer Associate Director of Campus Life
 Ms. Susan Wason..... Campus Counselor
 Ms. Kay Winegard..... Registrar
 Mr. Derry Wiswall..... Director of Plant Operations

ACADEMIC DIVISION CHAIRS

Prof. Sally Hackman..... Chair, Division of Accounting, Business and
 Economics
 Dr. Nancy Hadfield..... Chair, Division of Professional Education
 Dr. Daryl Jefferies..... Chair, Division of Humanities
 Prof. Megan Hess Chair, Division of Health Professions
 Dr. James Gordon Chair, Division of Science, Mathematics, and
 Computer Science
 Dr. Barbara Hamel Chair, Division of Fine and Performing Arts
 Dr. Brent Myer..... Chair, Division of Social Sciences

STUDENT CLUBS AND ORGANIZATIONS

Student organizations are valuable assets of the university. They provide opportunities for students to use, hone, or develop any number of skills that will supplement the classroom education. They give students an opportunity to lead others, solve problems, represent their peers, plan programs, and work in the community through volunteer opportunities. All student organizations must register each semester and have organization information on file with the office of student development. There are many activities to choose from. Find the one or two that meet your needs and GET INVOLVED!

The Student Government Association (SGA) includes all regular, full-time and part-time students of the university. The president and vice president are elected through a general election. Other representatives are either elected or appointed. The SGA sponsors the publication of the Central Collegian, the university newspaper, and also the Ragout, the university yearbook. SGA also assists in the coordination of student activities on campus and sponsors a number of special events each year. To get involved call the SGA office at 248-6642 (campus 58642) or the office of student development at 248-6223 (campus 58223).

STUDENT CLUBS AND ORGANIZATIONS - Continued

<u>Organization</u>	<u>Description</u>	<u>Advisor</u>
Alpha Chi	National Honor	Dr. Richard Bradley
Alpha Epsilon Delta	Pre-Med	Dr. Michael Tilley
Alpha Gamma Psi	Social sorority	Ms. Jenny Anspach
Alpha Lambda Delta	Scholastic	Dr. Richard Bradley
Alpha Phi Gamma	Social fraternity	Mr. Collin Brink
Alpha Phi Omega	Service	Ms. Joy Flanders, Dr. Daryl Jeffries
Beta Beta Beta	Biology	Dr. Michael Tilley
Catholic Student Assoc.	Religious	Mr. Lucas Endicott
Chi Delta	Social fraternity	Mr. Eric Robinette
C-MENC	Music	Mr. John Perkins, Mr. Skip Vandelicht
Delta Mu Delta	Business	Ms. Sally Hackman
Delta Pi Omega	Social sorority	Ms. Carrie Flaspohler, Dr. Beth Gold
Fellowship of Christian Athletes	Social	Mr. Lucas Endicott
Gamma Sigma Epsilon	Chemistry honorary	Dr. "Tiger" Gordon
Greek Council	Social	Ms. Joy Flanders
International Eagles	Social	Ms. Catherine Baxter, Dr. Michael Tilley
Kappa Mu Epsilon	Math	Dr. Linda Lembke, Dr. Jerry Priddy
Lambda Alpha Epsilon	Criminal Justice	Prof. Teri Haack
Navigators	Religious	Dr. "Tiger" Gordon
Omicron Delta Kappa	Leadership	Dr. John Bellefeuille
Phi Alpha Delta	Pre-Law	Dr. John Carter
Phi Delta Theta	Nat'l social fraternity	
Phi Mu Alpha	Music	Mr. Skip Vandelicht
Pi Gamma Mu	Social Science honorary	Ms. Kristen Cherry
Pre-Law Club	Pre-Law	Dr. John Carter
Psychology Club	Psychology	Ms. Beth Gold
SAACS	Chemistry	Dr. James Gordon
SATA	Athletic Training	Mr. Wade Welton, Ms. Jill Pratte
Scholarly Com. Society	Communications	Dr. Kristin Cherry
SIFE	Business	Ms. Julie Bennett, Ms. Amy Dykens
Sigma Alpha Iota	Music	Dr. Barbara Hamel
Sigma Epsilon Pi	Honorary	Mr. John Flanders, Ms. Maryann Rustemeyer
Sigma Pi Alpha	Social sorority	Ms. Barbara Thurmon
Sigma Tau Delta	English	Dr. John Porter
SMSTA	Education	Ms. Barbara Thurmon
Student Government Assoc.	CMU governing org.	Mr. Mark Stone
Student Nurses Assoc.	Nursing	Ms. Brandy Parker

STUDENT CLUBS AND ORGANIZATIONS - Continued

<u>Organization</u>	<u>Description</u>	<u>Advisor</u>
Student Sociological Soc.	Social Science	Dr. Brent Myer
Tau Kappa Epsilon	Nat'l social fraternity	Mr. Greg Thurmon
Zeta Psi Lambda	Local social sorority	Dr. Brent Myer, Dr. John Porter

MEDIA

The Collegian, the oldest continuously published university newspaper west of the Mississippi, is published by student staff.

Eagle Radio is broadcast and produced by students under the direction of the advisor, Dr. Kristin Cherry. Participation is open to all students.

The Ragout is the Central Methodist University yearbook. It is published once a year and delivered at the beginning of the fall semester. Students interested in working on the yearbook should contact Advisor Joy Flanders.

RELIGIOUS ORGANIZATIONS

Campus Ministry coordinates religious activities on the Fayette campus. Though rooted in the Methodist tradition, campus ministry at CMU is interdenominational in composition. Faculty, students, and staff assist in the planning, participation, and leadership of the weekly chapel service and small group meetings. Local churches offer study and discussion groups on campus.

Campus ministry provides students a variety of retreats, events, and service opportunities throughout the academic year. Students are encouraged and equipped to assume leadership roles ranging from leading Bible studies to organizing international mission trips.

Campus ministry is provided oversight by the Religious Life Committee: a committee of faculty, staff and students. This committee also oversees student group organizations with a religious focus involved on CMU's campus. **Currently, these student groups are Navigators and the Catholic Student Group.** Collectively, 10% to 15% of the student population regularly participates in campus ministry at CMU.

Fellowship of Christian Athletes' vision is to see the world impacted for Jesus Christ through **the influence of athletes and coaches.** **"Our mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."**

Note – All policy, procedure, and information contained in this handbook is subject to change during the academic year. Check the CMU website for the most up to date version of this handbook.

End of Section I-----

SECTION II

HOW DO I...?

Add or Drop a course – **Go to the registrar's office to complete** a Change of Course form. Changes are not official until this form is filed with the registrar. See complete information in the Academic Policies section.

Apply for Financial Assistance – Contact the office of financial assistance located on the first floor of Brannock Hall or call 248-6245. Apply as soon as you can each year after January 1st.

Arrange for guest parking – The office of student development can arrange for temporary parking. Student & Community Center (SACC), 2nd floor.

Cash a check – The business office in Brannock Hall on first floor will cash personal checks for up to \$25. Business office hours are Monday through Friday, 8:00AM - 5:00PM.

Change an “Incomplete” grade – refer to the Academic Policies that follows this section.

Get change for a dollar – A change machine is located next to the ATM on the 2nd floor of the SACC. The business office in Brannock Hall has change available during regular business hours, 8:00AM - 5:00PM.

Change my major or a grade – See your academic advisor.

Change rooms in my residence hall – You must stay in your original room for the first two weeks of the semester. During the third week, you may move within your building by making arrangements with your residence hall director (RHD). Residents paying for a double room are responsible for maintaining a double room even if it means moving to a different room with a student who needs a roommate. Students are responsible for finding their own roommate. Single rooms are provided only to those students who pay for a single room. All students living in a double as a single, or in a triple or quad at less than full capacity, will be charged the single room fee on the date specified in the CMU calendar. If you are interested in a single room talk to your RHD for availability and waiting list registration.

Determine my class year – Classification is determined by the number of semester hours you have *completed*, often listed as Earned Credit Hours (ECH):

-Freshman 1-29 semester hours
-Sophomore 30-59 semester hours
-Junior 60-89 semester hours
-Senior 90 hours or more

Figure my Grade Point Average (GPA) - **Grades and GPA's are reported at mid-term** and at the end of each semester. Averages are computed by dividing honor points earned by the number of credit hours attempted. Honor points are totaled up as follows.

Each “A” final grade equals 4 honor points, each “B” equals 3 points, each “C” equals 2 points, and each “D” equals 1 point

The following do not carry honor points and are not included in computing the GPA:

“I” (incomplete) and “W” (withdraw)

Incomplete grades must be completed by mid-semester of the following semester. After this time if the incomplete grade has not been completed, it will automatically convert to an “F” grade with no honor points.

Find Lost items – Check the webpage *myCMU* for Lost & Found listings. If your item is not listed then check at the office of student development. If the item was left at the recreation center in-

quire at that office. If you find something, you can turn it in to either of these same offices.

Find someone to talk to – Feel free to approach your resident assistant (RA), residence hall director (RHD), the office of student development staff, or the pastor of Linn Memorial Church United Methodist Church. The campus counselor is located in the Student & Community Center, room 206, and can be reached at 248-6274.

Forward my mail – It is the responsibility of the student to leave a forwarding address with the office of student development so that mail can be forwarded during the summer or if a student withdraws from the university. According to US Postal Service regulations *only first-class mail can be forwarded*. First Class does not include magazines and other periodicals. Mail is not forwarded during university holidays including the winter break.

Get a CMU ID card – Photos are taken and cards made for registered students at the office of student development on the 2nd floor of the SACC. This is usually done for new students as part of their orientation program. Do not bend or punch holes in the card. Replacement cards can be made after loss or damage. Replacement cards costs \$15.

Get medical attention – Central Methodist University provides a health services clinic in the Student & Community Center, second floor. Hours of operation are Monday-Thursday, 8:00AM and Noon and 1:00PM and 5:00PM Mon-Thur and on Friday from 8:00AM - 1:00PM. All CMU students have access to this service while the university is in session during the fall and spring semesters. Faculty and staff will be seen for a small office fee. Patients are seen on a walk-in basis. Services include office visits for illness or injury, blood counts and urinalysis done in the course of **treating problems, diet counseling, women's and men's health issues, and physical exams**. Students are required to pay for some laboratory tests and immunizations. Other medical facilities are located in town, see phone listings.

Get a parking permit – *All* campus parking requires a permit during the fall and spring semesters. **The vehicle's** license plate number is required for registration. Standard permits are \$30 per semester; there is also a no-cost option. The office of student development in the Student & Community Center issues all parking permits. Spaces designated for VISITORS are not to be used by students, faculty, or staff. Students should obtain a temporary permit for overnight guests.

Get an on-campus job – Student work-study job openings are posted online in the Eagle Job-Net beginning on August 1st. Students must complete a work-study application and apply for the positions. Before work may begin a work-study agreement is signed by both the student and the supervisor. Students turn in timesheets to their supervisors on the last day of the month. Paychecks may be picked up at the business office on the 10th of the month. Inquire at The James C. Denny, Jr. Career Development Center located in the Student & Community Center, room 209.

Get into my residence hall room when you are locked out – Students should carry their room keys at all times even when going to the shower. Locked-out residents can gain access to their rooms by contacting a resident assistant (RA) in the hall or the residence hall director (RHD).

Get a sack lunch – If you are on the meal plan and cannot attend a regularly scheduled meal due to a class conflict or other university-related activity, you may order a sack lunch from Fresh Ideas. Call 248-6988 (campus phone 58988). Orders should be made 48 hours in advance and must be picked up at the dining hall.

Get a sick tray – If you are too sick to eat in the dining hall you may have a friend bring a meal to you. The patient or friend needs to call the food service office stating food times and time of pick up, 248-6988. **The sick student's ID number is required for placing the order and the ID card is required for pick up.** Meals should be picked up during regular serving hours.

Get a transcript – Go to the office of the registrar on the first floor of Brannock Hall. Tran-

scripts are issued with a *written* request from the student. Or, use the transcript request form located on the CMU website. There is a \$5.00 charge.

Mail a letter or package – You may pay for postage and have letters, bills, etc., mailed at the Student & Community Center Mail Room located on the 2nd floor. The mail window is open Monday-Friday 9:00AM - 2:00PM. Packages may be mailed at the Brannock Hall Mail Room Monday-Friday 8:00AM - 5:00PM. Postage stamps are available from the campus bookstore or the US Post Office, 111 W. Morrison St, Fayette.

Make the Dean's List – You will make the Dean's List if you carry at least 12 academic hours during the semester that the scholastic average is based upon, have a grade point average of at least 3.5 for that semester, and have **no mark lower than a "C" for that semester**. You must also be considered a good citizen of the university community.

Notify my professors about missing class – It is your responsibility to contact your instructors in advance if you will need to miss class for any reason. For extended illness or for an emergency contact the office of student development, 660-248-6223, and they will notify your professors of your absence. However, this does not excuse you from any missed classes, exams, or course work. You are expected to discuss this with your professors promptly after your return.

Pay a parking citation – Parking citations (tickets) can be paid at the business office

Pick up a package – You will receive notice in your mailbox or by email with instructions where to pick up the package, either in the Brannock Hall mail room or at the student center mail room. Pick up is available only during regular open hours: Brannock Hall Monday-Friday 8:00AM - 5:00PM, SACC Monday-Friday 9:00AM - 2:00PM.

Report sexual harassment – refer to *Policies of the University*, Section IV.

Receive mail – All students may sign up for a personal mailbox located on the 2nd floor of the Student & Community Center. Box assignments are changed each academic year. The campus mailing address is:

Student Name (or contact person *and* Box Number (or Department)
Central Methodist University
411 CMU SQ
Fayette MO 65248-1198

* *CMU is not responsible for lost or stolen mail.*

Repeat a course – You may repeat a course in which a grade of "F" or "D" was initially recorded. Talk to your academic advisor about this process.

Report a residence hall room problem – Report all maintenance concerns and requests for repairs to your resident assistant (RA) or residence hall director (RHD). *In an emergency only*, you may call the plant operations office at extension 55295 on the campus system or 248-6295 from off campus.

Schedule events on campus – Reservations need to be made for all events held on campus and should be posted on the campus Event Calendar. Contact the student development office, 2nd floor of the SACC.

Sign up for an Intramural athletic team – Announcements about upcoming intramural activities are posted in the Daily Announcements email. There is also an *Intramural Activities* link on the CMU Athletic webpage. Contact the director of student activities, located in the office of student development, student center second floor, 248-6387 (campus phone 58387).

Start a Job Placement file – Go to the James C. Denny, Jr., Career Development Center located in room 209 of the Student & Community Center (SACC) or call to make an appointment, 248-5986 (campus phone 58986).

Withdraw from the University – An honorable dismissal will be granted if you are in good academic standing, not subject to discipline, and have made arrangements to settle your financial account. Start the process by obtaining a Withdraw form at the office of student development. *Withdrawal is not complete until all required signatures are obtained and the paperwork is signed by the business office.*

CMU reserves the right to authorize the campus counselor, in cooperation with the office of student development, to:

1. Recommend that a student withdraw from CMU at any time if he/she has a medical condition that significantly interferes with his/her attendance or progress at school;
2. Require a student to withdraw from CMU at any time if he/she has a medical or psychological condition that constitutes a hazard to him/herself, to other students, or to the campus community.

CAMPUS RESOURCES

ALUMNI HOUSE (GIVENS HALL) – The guest rooms of the Alumni House (Givens Hall) are available on a first-come-first-reserved basis. Reservations must be made with the administrative assistant to the President at 248-6221 (campus phone 56221). Friends of students and others will not be housed unless an office of Central Methodist University makes specific arrangements. There is a charge of \$25 or \$40 per room.

Keys for rooms may be picked up at the president's office between the hours of 8:00AM and 5:00 PM the day of arrival. Keys must be picked up on Friday or special arrangements must be made for weekend reservations.

ATM – Located in the student center across from the mail room.

BOOKSTORE - The CMU Bookstore features emblematic sportswear, gifts and school supplies as well as textbooks. It is located on the 2nd floor of the Student & Community Center. Hours are 8:30 AM - 5:00PM Monday through Friday and as announced on occasional Saturdays.

JAMES C. DENNEY, JR. CAREER DEVELOPMENT CENTER – The center assists CMU **students with developing the 'tools' needed** to successfully transition from campus life to a professional career. Located on the second floor of the Student & Community Center, it offers a variety of services to assist students in obtaining a part-time job on campus, choosing a major and with their career plans. Throughout the year workshops and events are offered on topics ranging from resume writing to applying to graduate school. A list of events and services can be found on the website at www.centralmethodist.edu/career/index.php. The center is open Monday through Friday from 8:00AM to 5:00PM. To schedule an appointment stop by the office, call 248-6986 (campus phone 58696), or e-mail career@centralmethodist.edu.

CHAPEL SERVICES – The university community is invited to attend inter-denominational chapel services which are held every Tuesday at 10:00AM during the fall and spring semesters. For more information contact the campus chaplain at 248-6222 (campus phone 58222). His office is located on the 2nd floor of the student center.

DINING SERVICES – Fresh Ideas Services, a national corporation, is contracted to meet the food service needs of the university. Catered events may be arranged through the food service director. The food service director is also willing to discuss any concerns, questions, comments, or suggestions regarding the food. Contact her at extension 248-6996 (campus phone 58988). CMU student identification cards are required for all meals.

Dining Hall Hours - Hours may be adjusted; check dining hall postings and the Daily Announcements for the most current information.

Weekdays	Weekends	Eyrie Snack Bar
Hot Breakfast.. 7:15AM – 9:00AM	Brunch:	Monday-Friday:
Continental... 9:00AM – 10:00AM	11:00AM – 12:30PM	7:30AM – 10PM
Lunch 11:00AM – 1:00PM	Dinner:	Saturday:
Deli 1:00PM – 3:00PM	5: 30PM – 6:30PM	1:00PM – 5:00PM
Dinner 5:30PM – 7:15PM		Sunday: 2:00PM – 5:00PM

FINANCIAL ASSISTANCE- The primary responsibility for financing a university education rests with the student and his/her family. Through its many resources and programs Central Methodist University offers a wide variety of financial assistance and scholarship opportunities in order to assist each student and/or his/her family. The office of financial assistance can be reached at 248-6245 (campus phone 56245).

HEALTH CARE IN FAYETTE – In addition to the free services provided by the CMU campus health clinic, located in the Student & Community Center, the town of Fayette has other health care services:

Family Health Inc. - 248-2900, 600 West Morrison St., operates with extended hours: Mon - Thur 8AM - 6PM, Friday 8AM - 5PM and Saturday 9AM - Noon. 24-hour emergency service is available which will notify the on-call physician who will meet you at the office.

University Physicians – 248-2217, 308 South Church St., is staffed by board certified specialists in Family Practice from the University of Missouri-Columbia. Open M-F 7AM-5PM. The clinic has access to the helicopter service and 24-hour care-line staffed by University Hospital in Columbia.

CENTER FOR LEARNING & TEACHING – Provides resources to support academic courses including departmental tutors; study communities, professional tutoring in writing, mathematics, and study skills and academic support resources for students with diagnosed learning disabilities. The center is located in room 320 of Cupples Hall. Call 248-6287 (campus phone 54287).

CULTURAL OPPORTUNITIES - One of the outstanding characteristics of the Central Methodist University campus is the wealth of cultural events. Students may attend films, lectures, concerts, recitals, drama productions, and museum exhibits on campus. The cultural affairs committee brings nationally recognized arts performers to campus. Admission is usually free. Universities and communities in the surrounding mid-Missouri area offer an additional assortment of opportunities.

OFFICE OF PUBLIC RELATIONS – Students must fill out and sign a PR Media Card when they come to CMU. This allows the release of information to the press, **including the student's local paper, about the Dean's List and other school activities.** If you did not sign a card as part of your verification process the cards can be obtained from the director of public relations in Brannock Hall.

THE PHILIPS RECREATION CENTER – The recreation center contains a variety of facilities for students, faculty, and staff. It houses an indoor swimming pool, two racquetball courts that convert into Walleyball courts and an artificial turf area for soccer and other activities. Located nearby are two tennis courts and an outdoor basketball court. For open hours and to reserve an area, contact the assistant athletic director at 248-6347 (campus phone 64347).

RESIDENCE HALLS – Central Methodist University offers five residence halls for students during the academic year. Residence halls provide students with an opportunity to learn how to live and interact with their peers. The five halls on the Fayette campus are under the jurisdiction of the vice president of campus life and staff members of the office of student development.

Holt Hall – **is the largest women’s** residence and is a four-story building located next to Smiley Library. It opened in 1957 and is named for Bishop Ivan Lee Holt. The second, third, and fourth floors have been designated as first-year resident floors for women.

McMurry Hall – is a coed residence hall housing upperclassmen. Built in 1927 in the traditional architectural style of an English house, it is named for Bishop William F. McMurry, University President from 1924-1930. This hall was renovated in 2002.

Howard-Payne Hall – is a five-story brick residence hall on the southern end of the campus built in 1853. The first four floors on the south side are air-conditioned and all remaining rooms are furnished with ceiling fans. Men and women are housed on separate floors.

Burford Hall – **is a men’s three-**story residence hall opened in 1960 and named for Dr. Cyrus E. Burford, who had been chairman of the CMU Board of Trustees for many years. It is located on the north end of campus along with Woodward and McMurry Halls.

Woodward Hall – is located at the northern end of campus. This four-story, 54 room, brick **men’s residence hall was completed in 1964 and named for Dr. Ralph L. Woodward, CMU’s** president, 1950 to 1970. Woodward Hall has been designated as a first-year hall for men.

Residence halls are staffed with a professional residence hall director (RHD) along with student resident assistant (RA) staff. A housekeeping staff services the common areas. All CMU residence halls are equipped with coin operated washers and dryers, vending machines with cold drinks and snacks, as well as satellite TV in the lobby areas. Students receive satellite television access (for your own TV), telephone service access (plug in your own phone), and Internet access service (for your own pc) in their room at no additional charge.

Note: AT&T provides the best reception/service for cell phones used in this area of Missouri.

Questions or concerns about living on campus can be directed to the office of student development, 248-6223 (campus phone 56223).

SMILEY LIBRARY – The library is housed in Cupples Hall. Students or staff may check out materials with a valid CMU ID card. The ID card must be presented each time materials are checked out. Most items circulate for 4 weeks, but time limits for some collections vary. Overdue fines are accrued at \$.10 per day. Check-out privileges will be suspended if library fines remain unpaid. Check with the circulation desk for specifics about check-outs and overdue fines.

Hours of Operation*

Monday-Thursday	7:30AM - 11:00PM.
Friday	7:30AM - 5:00 PM
Saturday	11:00AM - 4:00PM
Sunday	4:00PM - 11:00PM

**Holiday and exam-week hours may vary.*

STUDENT & COMMUNITY CENTER – This is the campus hub housing Bergsten Dining Hall, Eyrie snack bar and lounge, the Jacobs Conference Center, and student services including the bookstore, mailroom, health clinic, career development center, counseling offices, along with the student development department, and the campus chaplain’s office. The student government association (SGA) office is located on the 2nd floor. The athletic training department facilities are on the 1st floor along with a cardio (exercise) room which is available for use by faculty, staff, and **students. There is an elevator located next to the building’s rotunda staircase.** Inman Plaza, adjacent to the third floor dining area, provides outdoor seating areas and offers easy access to Stedman and T Berry Halls.

TECHNOLOGY HELP DESK – The helpdesk is located in the lower level of Smiley Library. The hours of operation are Monday-Friday 8:00AM - 5:00PM. Contact the Helpdesk via e-mail at

helpdesk@centralmethodist.edu (best way) or call 248-6197 (campus phone 56197). Your message will be returned.

End of Section II-----

SECTION III

VALUES, MISSION, AND GOALS OF THE 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 longstanding church relationship, its values-centered learning experiences, 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, main campus offerings are extended to a statewide audience through partnerships with schools, churches, 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 a 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 its 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:

- 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.
- 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 consideration of ethical, aesthetic, economic and environmental consequences.
- Commit to a life exemplifying values in relationships with self, family, church, university, and community.

CREED OF THE UNIVERSITY

The Central Methodist University community, consistent with its United Methodist heritage, strives for academic excellence, individual achievement, and social responsibility. As members of that community we believe in:

Seeking knowledge, truth, and wisdom;

Knowledge refers to the accumulation of facts or ideas. But mere knowledge of facts cannot inform us as to what constitutes the truth. To seek truth means to go beyond the simple facts; it requires that we recognize that facts alone cannot determine what is good or just, that we must be open to other ways of seeking and knowing truth. Habits of the mind should move us beyond knowledge towards wisdom, which requires an understanding that decisions and actions should be based on both knowledge and the will to do good.

Valuing freedom, honesty, civility, and diversity;

*For the academic enterprise to be successful there must be the free, open, and civil exchange of diverse ideas, opinions and information. Ideas and opinions must be shared and compared in order for the best to emerge. Learning is the heart of the academic enterprise and it is only possible when all parties assume the responsibilities appropriate to their roles. Academic integrity consists of the accurate depiction of the actual work or performance of any person. Academic integrity and academic honesty require that each person accept the obligation to be truthful in all academic endeavors. Academic integrity and academic honesty further require that there be no conduct **which either in intent or in effect misrepresents the person's academic performance.***

Living lives of service and leadership;

The uniting of knowledge and active faith is a cornerstone of Wesleyan tradition. Academic excellence coupled with acts of kindness and service to the local and global community are indicators of character development on the CMU campus. There are many styles of leadership. Servant leadership, as exemplified in the life of Jesus, is a model for the CMU community.

Taking responsibility for ourselves and the communities in which we live;

Being a part of CMU affects not only ourselves, but also the community in which we live. We must all be responsible for our actions and their consequences, but we should also be dedicated to one another. As individuals and as a community we must demonstrate responsible life choices with a deep concern for the common good.

CMU COMMUNITY EXPECTATIONS

Members of the CMU community will:

- Uphold common decency for the community and expect others to do the same.
- Take responsibility for their actions.
- Promote and/or abide by acceptable academic and social conduct.
- Communicate concerns and/or suggestions to the appropriate individual(s).
- Be respectful of personal and/or public property.
- Be a well-informed citizen by reading materials published and provided by CMU.
- Be a well-informed individual by participating in educational and social programs or events.
- Follow all campus policies.

Central Methodist University reserves the right to restrict, deny, or revoke an offer of admission or the admission of any person otherwise eligible for reasons determined to be in the best interest of the institution by the officers thereof. These reserved rights shall be administered in a manner strictly consistent with state and federal non-discrimination laws.

STUDENT CODE OF CONDUCT

Students are responsible for observing the policies, rules, and regulations of Central Methodist University. These, in general, state the expectations that Central Methodist students will, at all times, conduct themselves as responsible citizens. Failure to show respect for duly established civil laws or university regulations will be handled by the office of student development in conformance with the various policies and regulations hereafter stated. In the interest of specificity in regulations, the resolution of the board of trustees states in detail the kinds of serious misconduct for which students are subject to suspension or expulsion from the university and the methods of appealing disciplinary decision. This section is followed by other miscellaneous regulations concerning the conduct of students. It is imperative that students become thoroughly familiar with this part of university regulations in order to avoid jeopardizing their relationship with the university and to fully understand their responsibilities as citizens and members of the university community.

A. Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

1. Authority - These regulations are enacted pursuant to the power and authority conferred by the laws of the State of Missouri upon the trustees of CMU, including without limitation, the power to do all acts necessary and expedient to put and to keep CMU in operation, and to make all by-laws, rules, and regulations required for proper conduct and to manage the university, and the power and duty to do all acts and things mandated or provided for in Missouri state statutes.
2. Application - These regulations, as from time to time amended, shall apply to all students of CMU and their guests, and shall be deemed a part of the terms and conditions of the admission and enrollment of all students. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern.
3. Amendments - These regulations, and any amendments hereto, shall take effect on a date prescribed by the board of trustees and shall remain in effect until rescinded or modified by the board of trustees. Amendments may be proposed at any time by the Student Government Association, faculty, administrative staff, or by the board of trustees.
4. Jurisdiction - The CMU Student Handbook pertains to the activities of all students on university property and the activities of students at university sponsored events and off campus activities while officially representing the university community.
5. Definitions:
 - a. University activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of the university, or with which the university has any official connection, whether taking place on or off campus, including without limitation university internships, practicum, field experiences, and athletic, or intramural/other intercollegiate activities.
 - b. University property means property owned, controlled, used, or occupied by the university.
 - c. Office of Student Development means the vice president for campus life and any associate, assistant, or other personnel authorized to act for him.
 - d. Administrative action means the issuance of an oral or written warning, admonition, reprimand, and/or use of counseling procedures.
 - e. Disciplinary sanction means expulsion, suspension, probated suspension, social or disciplinary probation, and other educationally sound sanctions.

- f. CMU probation means a probationary student status imposed for a minimum of 16 academic weeks as a result of an official determination of misconduct. In the event the student is found responsible (under the procedure set forth in these regulations) for subsequent charges of misconduct committed during the period of CMU probation, records of such probation shall be taken into consideration in determining the disciplinary penalty if any, to be imposed or the administrative action if any, to be taken because of such subsequent misconduct.
- g. CMU probated suspension means conditional continuation of student status for a minimum of 32 academic weeks. The student is permitted to retain student status upon the condition that the student does not further violate any subsection of B-2 that would normally result in a disciplinary penalty during the time probated suspension is in effect. Students are not allowed to graduate on probated suspension without an appeal to the president of the university. The following consequences could result at this point: moving to another residence hall and being banned from the former hall and removal from membership in all academic and social organizations, including but not limited to SGA, Greek Council, etc. Sanctions from the previous level will remain in effect and be extended for an additional 32 academic weeks, not counting the weeks assigned during probation.
- h. Suspension from the University means termination of student status, for a minimum of 32 academic weeks, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate.
- i. Suspension from the residence halls means termination of resident status for a minimum of 32 academic weeks. To be readmitted, a student must reapply and schedule a personal interview with the vice president for campus life.
- j. Expulsion means permanent termination of student status, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course or courses may be appropriate.
- k. Obstruction or disruption of a University activity means any unlawful or objectionable act or conduct which (1) seriously threaten the ability of the university to maintain its facilities available for performance of its educational activities, or (2) is in violation of the reasonable rules and standards of the university designed to protect the academic community from unlawful conduct, or (3) presents a serious threat to persons or property of the academic community. Obstruction or disruption of a university activity shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or ground owned, used, occupied, or controlled by the university; using or occupying any such buildings or grounds in violation of lawful rules or regulations of the university, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of the university or the property of others within such buildings and ground.
- l. Trespass warning means that the police will be called if a student is present in any area from which he/she is banned.

B. Student Conduct

1. General - Students are expected and required to abide by the laws of both Missouri and of the United States as well as the rules and regulations of CMU, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the university or to be injurious to the welfare of the university. A student who violates these general standards of

conduct may be subject to administrative actions. If the violation falls within one of the categories of misconduct listed in Section B-2, the student may also be subject to disciplinary penalties.

2. Misconduct subject to disciplinary penalties - The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties:
 - a. Furnishing false information to a university official and/or forgery on any university documents. The minimum disciplinary level for this offense is Level One.
 - b. Failure to comply with direction of university officials acting in the performance of their duties. The minimum disciplinary level for this offense is Level Two up to Level Six.
 - c. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the university, or any conduct on university property or in connection with a university activity which invades the rights of others. The disciplinary range for this offense is Level Two to Level Six.
 - d. Conduct or expression on university property or in connection with a university activity that is intended to threaten, to abuse, or to harass a person or group of people on the basis of race, religion, color, sex, sexual orientation, age, national origin, handicap, or status as a disabled or Vietnam era veteran. The disciplinary range for this offense is Level Four to Level Six, plus a written apology.
 - e. Unauthorized entry or access to, or unauthorized use or occupancy of, any university property including without limitations lands, buildings, structures, steam tunnels, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a university activity. The disciplinary range for this offense is Level Four to Level Six.
 - f. Obstruction or disruption of any university activity or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the vice president of student development, or her/his designee, may issue a disciplinary suspension warning. The minimum disciplinary penalty for violation of this subsection during the period of such warning shall be suspension for 32 academic weeks (or CMU Disciplinary Level Five).
 - g. Lewd, indecent, or obscene conduct or expression on university property or in connection with a university activity. The disciplinary range for this offense is Level Two to Level Four.
 - h. Physical abuse of any person or conduct that threatens or endangers the health or safety of any person on university property or at a university sponsored event. The disciplinary range for this offense is Level Five to Level Six.
 - i. **Committing Rape or Sexual Assault on or off campus.** The minimum disciplinary level for this offense is Level Six plus police involvement.
 - j. **Encouraging or Watching Rape or Sexual Assault on or off campus.** The minimum disciplinary level for this offense is Level Six plus police involvement.
 - k. **Any action which interferes with a student's right to study, including but not limited to noise.** The minimum disciplinary level for this offense is Level One.
 - l. Not having an escort in the residential part of a residence hall. CMU escort policy states that males must have a female escort at all the times in the residential part of a female building and females must have a male escort at all times in the residential part of a male building. The minimum disciplinary level for this offense is Level One.

- m. Having a guest of the opposite sex in your residence hall during restricted hours. The minimum disciplinary level for the offense is Level Two.

Restricted Hours

McMurry and Howard-Payne Residence Halls: None

Holt, Burford, & Woodward Residence Hall Lobbies:

Daily 1:00AM - 10:00AM

Holt, Burford, & Woodward Residence Hall rooms, hallways and all other living areas: Daily 1:00AM - 9:00AM

- n. Holding any form of a sporting event (i.e., Frisbee, hockey, soccer, washers) or throwing any objects in the hallways. The minimum disciplinary level for this offense is Level One, plus restitution for damages.
- o. Misuse of the fire alarm system, sounding of a false alarm, or tampering with other safety equipment such as fire extinguishers and smoke detectors. The minimum disciplinary level for this offense is Level Five plus police involvement up to Level Six.
- p. Tampering with, stealing, or damaging mail, mailboxes or any other mail-related items. The disciplinary range for this offense is Level Four to Level Six.
- q. Having a candle, incense, or any other open flame in your room. Smoking in a residence hall is prohibited. The minimum disciplinary level for this offense is Level Two up to Level Six. (Minimum of a \$20 fine for smoking or an open flame in a residence hall)
- r. The possession or use of fireworks, gunpowder, bullets, and other chemicals or materials used to create an explosion or an explosive mixture. The disciplinary level for this offense is Level Four to Level Six.
- s. The possession of firearms or other deadly or dangerous weapons on university property or in connection with a university activity. The disciplinary range for this offense is Level Five to Level Six, a meeting with the vice president of campus life, and removal of the weapon.
- t. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the university, a member of the university community, a campus visitor, or a person or agency participating in a university activity, or possession of any stolen property. The disciplinary range for this offense is Level Four to Level Six, plus restitution for damages.
- u. Having alcohol related paraphernalia or alcohol container collections or displays in a room, residence hall, or on campus. The minimum disciplinary level for this offense is Level One, plus confiscation of items. Students violating this policy may be required to attend a counseling session.
- v. Having alcohol in your room, in a residence hall, on any university property or at a university activity. **STUDENTS SHOULD REMEMBER THAT CMU IS AN ALCOHOL-FREE CAMPUS.** The disciplinary range for this offense is Level Two to Level Four, plus confiscation of alcohol and paraphernalia, possible police involvement and parental notification if the student is not of legal drinking age. Students violating this policy are required to attend an alcohol information class or counseling session. (Minimum \$20 fine for the possession of alcohol)

- w. Consuming alcoholic beverages on university property. The disciplinary range for this offense is Level Two to Level Four, plus confiscation of alcohol and paraphernalia, possible police involvement and parental notification if the student is not of legal drinking age. Students violating this policy are required to attend an alcohol information class or counseling session. (Minimum \$20 fine for the possession of alcohol)
- x. Being publicly intoxicated on university property or in connection with a university activity. The disciplinary range for this offense is Level Two to Level Four. CMU officials may contact the emergency response team or local law enforcement. Students violating this policy are required to schedule an appointment with the campus counselor.
- y. Possession of drug and/or narcotic paraphernalia or drug and/or narcotic related paraphernalia displays except as expressly permitted by law. The disciplinary range for this offense is Level Five to Level Six, plus immediate confiscation of offending articles and police involvement.
- z. Use, possession, or distribution of narcotics and/or dangerous drugs except as expressly permitted by law. The disciplinary range for this offense is Level Five to Level Six and police involvement.
- aa. Being present in a room where a violation is taking place or your affiliation with a group that is violating one of these standards. The minimum disciplinary level for this violation corresponds to the violation taking place.

Note - This list of actions that are considered misconduct by CMU is not all-inclusive. Misconduct can include activities not listed here. Disciplinary action is at the discretion of the office of student development. The Disciplinary Levels information is located in Appendix IV.

Guests who violate university policy may be asked to leave CMU property or an activity. Students are responsible for the conduct of their guests.

3. Demonstrations - Any individual or group activity or conduct, apparently intended to call **attention to the participants' point of view on some issues, is not of itself misconduct.** Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are of course permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Section B-2 will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.
4. Status during suspension or expulsion - No diploma shall be given and no grades other than directed grades, no academic credit, or no degree shall be awarded to any student who has been expelled or suspended from the university so long as the expulsion or suspension is in effect.
5. Status during disciplinary proceedings - Except where summary action is taken as provided in Section C-7, the status of a student charged with misconduct shall not be affected pending the final disposition of charges, provided, however, that no diploma shall be given and no grades, academic credit, or degree shall be awarded to a student against whom charges are pending for which a disciplinary penalty may be imposed. The effective date of any disciplinary penalty shall be a date established by the final adjudicating body (the office of student development or the university judicial board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating

body.

6. Misconduct subject to other penalties - As provided by an act of the Missouri General Assembly, misconduct which constitutes a violation of these rules and regulations may be punished after determination of responsibility by the procedures herein provided without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

C. Procedures in Student Misconduct Cases

1. Disciplinary and Administrative Action Proceedings, General

- a. The procedures hereby established shall be followed in all cases in which the university institutes disciplinary proceedings or administrative action proceedings against students for violations of the rules of student conduct set forth in Section B. These procedures may run in conjunction with procedures established by student organizations, student governments in university residence halls, university residence halls, or student judicial boards now or hereafter organized under the auspices of the Student Government Assoc., university residence halls, Greek Council, or similar organizations.
- b. Disciplinary proceedings are those initiated by the issuance of a notice of charges and are governed by the provisions of Section C 1-7. The term disciplinary proceedings does not include administrative action proceedings.
- c. Administrative action proceedings are informal investigations conducted by the office of student development with a view to possible administrative action. *Administrative action may be taken by the office of student development without instituting disciplinary proceedings, and such action shall be final and not subject to further hearing or appeal.* A disciplinary penalty may not be imposed without first instituting disciplinary proceedings pursuant to Section C-2.

2. Institution of Disciplinary Proceedings

- a. The office of student development shall institute disciplinary proceedings by the issuance of notice of charges.
- b. The notice shall inform the student of the rule or regulation allegedly violated, fairly inform the student of the reported circumstances of the alleged violations, and request the student to appear in the office of student development for a hearing on the incident.

3. Failure to Respond to Charges

If the notice of charges requests the student to appear in the office of student development and the student fails or refuses to appear, the office of student development may, after such investigation as it may deem necessary, dismiss the charges, take administrative actions, or impose a disciplinary penalty. If the office of student development takes administrative action, the office shall notify the student in writing of such action, and such action shall not be subject to further hearing or appeal. If the office of student development imposes a disciplinary penalty, it shall notify the student in writing, of such action, and the student may appeal such action to the appropriate body. When it appears necessary to avoid undue hardship or to avoid injustice, the office of student development may extend the time to enable a student to respond to the charges.

4. Response to Charges

- a. If the student appears in response to the notice of charges for the purpose of a hearing of the alleged violation as provided in Section C-5, the office of student development shall advise the student as fully as possible of the facts concerning the alleged charges.
- b. After the hearing with the student and such further investigation as the office of stu-

dent development deems necessary, the office of student development shall proceed as follows:

- 1) If the office of student development determines that the violation alleged is not supported by the evidence, the charges shall be dismissed and the student notified.
 - 2) If the office of student development is satisfied that the violation occurred as alleged, but that no disciplinary penalty shall be imposed, the office of student development may take administrative action and notify the student.
 - 3) If the office of student development is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the office of student development shall so notify the student.
 - 4) Conduct of Hearing - Each hearing shall be conducted before one or more members of the office of student development staff and, although the hearing is informal in nature, it shall provide the student certain procedural safeguards.
- c. The student shall be given the opportunity to hear the evidence against him/her; rebut statements made by witnesses, present witnesses, evidence, or any relevant information in **the student's own behalf**. **The student shall also be given the opportunity to respond** to any new information gathered during an investigation subsequent to the hearing. The office of student development has the burden of proving the student responsible for the alleged violation, and the decision of the office of student development shall be based solely on information introduced at the hearing and obtained during subsequent investigations.
 - d. No person other than the student shall be present during the discussion between the office of student development and the student, except by mutual agreement of the office of student development and the student.
 - e. Within 10 working days following the conclusion of the hearing and subsequent investigation, the office of student development shall notify the student, in writing, of what action it will take. The decision letter shall contain a finding as to whether the student is responsible or not responsible and a brief statement of the reasons for the decision. Any disciplinary penalty imposed or administrative action taken is subject to the provisions of Section 3.B of this regulation and any other university rule, regulation, or directive then existing.
5. Appeal of the Decision
- The student may appeal the decision of residence hall directors to the dean of students. This appeal may be initiated by filing a *notice of appeal* through the office of student development.
- Appeals must be based on one or more of the following criteria: 1) new evidence not reasonably available at the time of the original hearing may cause the case to be reopened and the evidence examined by a committee; 2) procedural error that can be shown to have had a detrimental impact on the outcome of the hearing; and/or, 3) a grossly inappropriate sanction having no reasonable relationship to the charges. Such an appeal must be physically received in the office of student development within seven working days of the date on the decision letter from the office of student development and the student must personally sign the appeal.
6. Summary Disciplinary Action
- Summary disciplinary action by way of temporary suspension and exclusion from university property may be taken against a student charged with misconduct without the issuance of a notice of charges and without the procedures prescribed in Section 3-C on the following condition: Summary disciplinary action shall be taken only by the vice president of campus life or by an authorized representative of the university, or a representative appointed by

said person, and only after the student has been given an opportunity to be heard if such procedure is practical and feasible under the circumstances. Summary action shall be taken only if the vice president of campus life or his/her representative is satisfied that the continued presence of the student on university property threatens harm to the student, or to any other persons, or to property. Whenever summary action is taken under this Section C-7, the procedures provided for in Section C for hearing and appeal shall be expedited so far as possible in order to shorten the period of summary action.

7. Appeal for Removal from a Disciplinary Level

Once a student has reached a disciplinary level, the student will remain at that level or move up. A student will not automatically move back down at the beginning of a new school year and must appeal to the office of student development to do so. Students wanting to be removed from a disciplinary level must have been without a violation of the Code of Conduct for 32 academic weeks and must petition the vice president of campus life. The student must put in writing the date of the last incident, the current disciplinary level, and reasons for wanting to be removed from the disciplinary level, **current cumulative GPA, and the student's signature. If a current disciplinary procedure is pending** with the student, the appeal is automatically denied. It is at the discretion of the vice president of campus life as to the number of levels, which will be reduced upon the appeal.

Disciplinary Guidelines Levels 1 – 6, see Appendix IV

RESPONSIBILITIES AND EXPECTATIONS OF STUDENT ORGANIZATIONS

Student organizations are an important component of the total education that students receive. Each organization contributes to and affects its members and the campus community. The university expects each student organization to advance the mission of the university and support the values on which the university is founded. Specifically each student organization:

- Should provide an impetus for high academic achievements for its members.
- Should provide an opportunity for personal development through leadership positions, self-awareness programs and social functions.
- Should provide a method for giving service to others at least once each semester through service projects and outreach programs.
- Should actively participate in campus events and maintain good relationships with other organizations.
- Should attend the meetings of the Student Government Association, Residence Council, or Greek Council as appropriate.
- Should develop a clear definition of its goals and ideals and select a plan for achievement.

All CMU organizations are to follow the restriction guidelines pertaining to new members as outlined in Appendix III, Article XI, Section 4, of this handbook.

Membership in a Social Greek Organization

The governing board of the social Greek system is the Greek Council and the office of student development. Please refer to the Greek Council Constitution under Membership. Central Methodist University supports both local and national social fraternities and sororities.

Membership in a National Greek Organization

Please refer to the constitution set by the national headquarters. The constitution must fully comply with the rules set forth by Central Methodist University. An updated constitution should be filed with the student activities director.

Membership for Clubs and Other Organizations

The minimum membership requirement is five students; however, it is a good idea to have at least ten active members. Organizations without a strong and committed membership may have a hard time sustaining interest and therefore recognition among the campus community.

Semester Reports

Each semester ALL organizations are expected to complete an updated roster and information sheet. This sheet asks for the following:

- Executive Board listing
- Month of Executive Board Elections
- Faculty/Staff names and agreement
- Membership List
- Updated Constitution (when applicable)

Organization President/Contact List

The office of student development needs to know the name of the president or contact person of each group. Although this information does not need to be included on the semester reports, the office still must know of any changes that may occur during the year. A current address, e-mail and phone number is also needed.

Constitution

All recognized organizations must have a current constitution on file in the office of student development. **The constitution is an organization's identity statement. It also covers the fundamental governing principles of the organization.** A constitution allows members to have a better understanding of what the organization is all about and how it functions. If you need assistance the student activities director will be happy to assist you.

Advisors and Sponsors

To maintain recognized organizational status, each organization must have a full-time university employee as an advisor. This employee must then notify the office of student development that they have accepted the position.

Choosing an advisor is a task that should not be taken lightly. Ideally, an advisor should feel **comfortable attending organization meetings and activities. The organization's members should also** feel comfortable with the advisor. Before asking a faculty or staff member to become the advisor invite him or her to one of your meetings or activities.

Provide updated copies of your constitution, minutes, activities calendar, etc. to the advisor. This is not only common courtesy, but also a requirement. It is also a good idea for someone in your organization to check in with the advisor just to keep him or her abreast of what is happening. The advisor will be much more supportive and helpful if he/she is informed. It will also show appreciation for their participation.

Meeting Rooms

Student organizations that have university meeting rooms must keep these rooms clean and orderly. All rules concerning residence halls in the handbook apply to organizational meeting rooms. There will be spot inspections of these rooms throughout the year. If violations are cited, the offending organization may lose the privilege of having a meeting room. Meeting rooms are unavailable for student use between the hours of 11:00PM and 7:00AM.

Record Keeping

Taking minutes at Executive Board and general meetings provides an excellent record of the **organization's activities. "Minutes" is the term used for the written record of all official business** taking place during a meeting. For those who could not attend the meeting, they are informed about what they missed; and for those that did attend, minutes assist with retention. More importantly, minutes serve as the historical record of the organization. Minutes should be taken at

the meeting by the secretary and distributed to the advisor and members. If a copy cannot be made for each member, be sure to have several copies posted at the next meeting. Organizations are encouraged to share minutes with advisors and the director of student activities.

Accounts

Accounts may be set up in the business office for copy charges, mailings, etc. These accounts must be kept paid. Failure to pay accounts may result in the inability to charge items or services. Remember to keep the contact on *all* accounts (including accounts at a local bank) current.

Budget and Debt

A budget is probably one of the most important things many organizations overlook. Healthy finances are usually indicative of a healthy organization. Large debts scare off new and old members and activities are extremely hard to plan with no money. Inability to pay off your debts is not acceptable to CMU.

Organization Sponsored Events

Organizations must notify the office of student development regarding an event. Changes and additions must also be reported. Do not assume that the office is aware of your event, even if it is an annual one.

All social organizations are required to sponsor one philanthropic event and one social event on campus each semester.

When planning any program each organization must do these things:

1. Plan Ahead! Do not wait until the last minute.
2. Check the campus calendar to see if the date is open; try not to compete with another activity.
3. Fill out a schedule card in the office of student development for room reservations and calendar insertion.
4. Send work orders to the maintenance department, if applicable.
5. Fundraising events have an additional form that must be turned in to the student activities director.
6. Publicize the event.

Catered Events

The food service needs to have ample time to prepare for every event. It is a good idea to plan at least two weeks ahead. If you have questions regarding pricing, menu options, etc. contact Fresh Ideas at 248-6988. Be sure to keep your account paid. Failure to pay outstanding bills may result in interest charges and the loss of food service use.

Table Set-ups or Equipment Requirements

Any set-up that needs to be done, such as tables, microphones, platforms, etc., is done by the Plant Operations (maintenance) department. Obtain a work order from student development or email your request to them at opertions@centralmethodist.edu. Plan ahead and turn in work orders *at least* a week before the event but they prefer to have two weeks notice. For large set-ups, consult the plant operations department first at 248-6295.

Organization Mailboxes

Organizations may obtain mail using mailboxes located on the 2nd floor of the Student & Community Center. Some organizations may prefer to obtain mail from their advisors. If your organization does not currently have a mailbox and would like one, contact the mailroom supervisor. If you are unsure where your mail is currently routed, ask at the mailroom window. Remember to check the mail regularly.

Bulk Mailings

Should you need to do a bulk mailing, consult the Brannock Hall mailroom for information at 248-

6215. Current CMU student address information will be made available directly to the mailroom for processing.

End of Section III-----

SECTION IV

POLICIES OF THE UNIVERSITY

ALCOHOL/DRUG POLICY

CMU fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. The possession and/or consumption of alcoholic beverages by students or their guests and the use, possession, or distribution of narcotics or other dangerous and illegal drugs on CMU property is strictly prohibited. It is the responsibility of the officers and members of each student organization to see that those in attendance at their social functions and meetings conduct themselves in accordance with CMU regulations. Use of alcohol and other drugs has been shown to be a health risk. The campus counselor is trained and available to help students deal with these issues.

Violation of this policy may result in discharge or other discipline in accordance with University policies and procedures.

ATHLETICS

Central Methodist University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Heart of America Athletic Conference (HAAC). Intercollegiate sports offered for men are baseball, basketball, cross-country, football, golf, soccer, and track. Intercollegiate sports offered for women are basketball, cross-country, golf, soccer, softball, track, and volleyball. **In sports the teams are nicknamed the "EAGLES." School colors are hunter green and black. For university rules regarding participation in intercollegiate sports refer to the CMU student athlete manual. All student athletes must adhere to the Drug Education Prevention and Testing Program.**

ATHLETIC FACILITIES & CARDIO ROOM USE POLICY

In order to promote safety and limit liability concerns, the following policies will regulate the use of all athletic facilities:

1. During regularly scheduled "open hours" some athletic facilities are available for use by students, faculty, and staff. This does not include Puckett Field House.
2. Guests must be accompanied at all times.
3. During practices and contests, facilities use may be restricted to teams and/or appropriate activities.
4. Contact the recreation center office for open hours and for pool party reservations. Use of the swimming pool requires qualified personnel to supervise the facility. Some athletic facilities may be used during "closed hours" Contact the director at 248-6349 (campus phone 64349).
5. The cardio room is located in the Student & Community Center and is available for use while classes are in session. Sign-up is required; the forms are available in the office of student development located on the 2nd floor. *Children are not permitted. The cardio room is closed during breaks and holidays.*

AIDS POLICY

Central Methodist University affirms, and will in general act in accordance with, the guidelines for dealing with AIDS as outlined in the American College Health Association special report entitled "AIDS on the College Campus." **The university also reserves the right to depart from these guidelines in the best interest of the Central Methodist University community.** Members of the Central Methodist University community involved in a situation concerning AIDS need to be both concerned with and responsible for the rights of the individual and the general well being of the community as a whole. With respect to those rights, confidentiality is of the utmost importance.

It is the responsibility of the appropriate staff or faculty to discuss with the individual the need to notify the vice president of campus life about the situation. Responsibility for dealing with each case lies with the vice president of student affairs who, after consultation with a physician, will work with the community member to determine the best course of action. The vice president of campus life and the individual involved will mutually determine the balance between the rights of the individual (including confidentiality) and the well being of the community (including need-to-know).

BOOKSTORE BOOK RETURN

Textbook returns for a full refund are allowed during the first two weeks of each semester with an official drop slip from the registrar and the cash register receipt. Used textbooks buy-back occurs during finals week each semester. A CMU ID card is required for a return transaction.

CAMPUS CRIME STATISTICS

In accordance with the Student Right-to-Know and Campus Security Act, CMU publishes an **annual report of campus crime statistics, which is available on the university's web page.**

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 Educational 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.

FIREARMS POLICY

Central Methodist University prohibits all firearms, including concealed weapons, on all university owned property.

HEALTH INSURANCE POLICY

All resident students are required to carry medical coverage. Proof of insurance is required, a photocopied card being sufficient. All students need to complete the Health and Medical Information forms to be filed with the campus Health Clinic. *Athletes also need to complete the Athletic Participation forms for the athletic training office.* Contact these offices for further information or check their web pages on the university's website: www.centralmethodist.edu

OPEN FLAME POLICY

Candles are not to be used or displayed on campus. With the exception of a **smoker's personal** use of a lighter or match in the designated smoking areas no open flame of any sort is permitted. Linn Memorial Church, Cooper Parish House and the Jacobs Conference Center are NOT exempt from this regulation.

PARKING/MOTOR VEHICLE POLICY

Students attending classes on the Fayette campus, as well as faculty, and staff, are required to register their motor vehicle with the office of student development. All campus parking requires a permit during the fall and spring semesters. Lot assignment information is provided on the registration form which is also available online. Visitor, reserved, handicapped, and time-limit

parking spaces along with fire lanes and no-parking areas are enforced at all times. Fines are payable at the business office in Brannock Hall.

Overnight guests should use a temporary permit and Visitors attending on-campus meetings or conferences should be issued a temporary parking pass as part of their registration. All temporary tags, parking permits, and information are available through the office of student development, Student & Community Center, 2nd floor, or call 248-6225. The permit form and additional parking information is also available on the CMU website.

Vehicles illegally parked may be towed at the owner's expense without prior notification. Tickets may be issued 24/7. *The university does not assume responsibility for theft, loss, or damage to motor vehicles or the contents. All parking is at own risk.*

POSTING POLICY

No NON-CMU parties may post notices on campus. All notices should be posted on bulletin boards only and not on doors or windows. Offensive posters/signs will be removed. Flyers and handouts for student events held off-campus must be approved by the office of student development. All signs must include the name of the sponsoring organization, time, date, and location of the event. It is the responsibility of the person or group to take down signs after the event has taken place.

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 guise 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.

SMOKING AND TOBACCO USE

Smoking is not permitted in any building on campus. Smoking is not permitted within twenty feet of any building entrance. Tobacco chewers may not spit on sidewalks or floors.

SOLICITATION

Solicitors and peddlers are not permitted in university buildings or on the CMU campus without permission from the Dean of Students. Telephone and door-to-door solicitation is also prohibited. Students aware of these activities should report them immediately to a residence hall director or to the office of student development. Students are not permitted to operate a personal business in campus housing or on campus property.

STUDENT RECORDS

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

VANDALISM

In the interest of maintaining our campus community the university will not tolerate behavior that results in the damage or destruction of the property of another person or the university. Such behavior will result in disciplinary action. Students will be charged at least twice the replacement/repair costs for vandalized property of the University and will pay restitution to another for any damaged property. Damage to common areas of the residence halls will be charged to all residents of the building.

WEATHER CANCELATIONS POLICY

Only the President (or in the President's absence, his/her designee, generally the Academic Dean), has the authority to cancel classes in the event of severe weather. The University maintains its teaching schedules in accordance with established schedules and operational demands. To this end, suspending or canceling classes will be avoided except under the most extreme circumstances. Because the essential functions of the university must be provided at all times, campus operations will not be suspended in the event of severe weather and thus the university will not be closed.

Announcements Regarding Cancellation

All announcements will be released via the Public Relations Office. If classes are cancelled, the decision will be communicated through local television and radio stations (see a list below) shortly after 6 a.m. and on the CMU website, www.centralmethodist.edu.

TV Stations: KOMU—NBC Channel 8, KRCG—CBS Channel 13, KMIZ—ABC Channel 17

Radio Stations (FM): KBIA 91.3, KBXR 102.3, KCLR 99.3, KCMQ 96.7, KMMO 102.9, KPLA 101.5, KRES 104.7, KSSZ 93.9, KTXV 106.9, KWJK 93.1

Radio Stations (AM): KMMO 1300, KFRU 1400, KTGR 1580, KWIX 1230

ACADEMIC POLICIES

For any policy not listed here consult the CMU College of Arts and Sciences (CLAS) course catalog, available online at www.centralmethodist.edu under the heading of *Degrees and Majors*.

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 CONDUCT

The students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the university as outlined in the CMU Student Handbook. When they are participating in a class, whether in the classroom, a laboratory, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic misconduct, excessive absence, or disruptive or other unacceptable classroom behavior. **With the approval of the Dean, or, at the Dean’s request, by the Academic Standards and Admissions Committee**, the student will be withdrawn from the course. Additional penalties may be imposed under the Academic Conduct Policy below.

ACADEMIC CONDUCT

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

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

1. CHEATING in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
2. UNAUTHORIZED COLLABORATION with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
3. STEALING or having unauthorized access to examination or course materials,
4. FALSIFYING INFORMATION (records, or laboratory or other data);

5. SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE without the advance consent of the second instructor;
6. ASSISTING ACADEMIC MISCONDUCT (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
7. PLAGIARISM Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

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

ACADEMIC 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 Attempted	Minimum Cumulative & 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

- o A student on academic suspension may not return the following spring or fall semester. A suspended student must petition the Academic Standards and Admission 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.
- o 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.**
- o A suspended student may enroll as a part-time student at the discretion of the committee.
- o Financial aid considerations are the purview of the Financial Aid committee.

ATTENDANCE

Faculty members may set their own policy regarding the attendance of their class sessions which is clearly stated in each course syllabus. Responsibility rests with the student to check on attendance requirements for each class. It is the faculty member's prerogative to lower grades for lack of class attendance. Individual faculty members may notify the vice president of campus life if such obligations are not met. Refer to the CMU course catalog for complete information on *institution-sanctioned* absences (athletic and course related).

Absence from class does not constitute withdrawal from the class or from the College of Liberal Arts and Sciences. Students who leave school without completing the withdrawal **process forfeit their claim to honorable dismissal and will receive a grade of “F” for all courses** in progress. Visit the office of student development to begin the withdrawal process

ATTENDANCE Involving Institution Sanctioned Events

Absences incurred as a result of CMU competitions, performances, or events (with appropriate e-mail notification from coach or faculty, **and the student's name on the list provided**), will not be **considered when dropping a student's grade because of absences.** Students who will miss a class or lab because of an institution-sanctioned event are responsible for talking to the professor ahead of the absence. Wherever possible, class assignments, exams or exercises are to be made up *before* departure.

Each coach is responsible for working with the Athletic Director's Office to ensure that all conference limits are adhered to in regard to how many competitions can be held on class days in a season. Each coach/director/instructor (or his/her designee) is responsible for sending an e-mail communication to all CLAS faculty 2-4 days ahead of time, for each competition, performance or event that will interfere with class days. This communication should include departure time, when students will return to campus, and a list of students involved.

Faculty members should contact the coach/director/instructor if a student on the list should consider (because of class performance or previous absences) not attending the competition or performance.

If a student chooses to attend class and skip the competition, performance, or event, there will not be a direct penalty (extra running, grade penalty, pushups, etc.) from the coach/director/instructor.

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 the Division Chair. In these appeals, the course instructor will be consulted and the **grade cannot be changed without the instructor's consent.**

If the issue is still not resolved, and the student wishes to continue the appeal, the student should consult the Dean or the Associate Dean who will direct the student in presenting a petition to the Academic Standards and Admissions 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 Academic Standards and Admissions 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.

REGISTRATION

Students must register on the days and at the times designated by the Dean. They should register only after a conference with their advisor. Deadlines for registration and changes in registration are published on the Academic Calendar. Changes in classes or class sections may be made at no charge during the first week of classes by completing a Change of Course Form from the Registrar's office.

After the first week of classes, courses may not be added. Any exceptions require written permission from the course instructor, division chair, and the Dean. Courses may be dropped at any time prior to two weeks before the last day of classes for the semester. Students are urged to **remember that the grade of "F" will be recorded on their transcripts for every course that is not completed but not *officially* dropped.** Courses are not officially dropped until the Change of Course Form has been filed in the Registrar's office.

SUMMER SCHOOL, WINTER AND MAY TERM

Class schedules are posted on the CMU website. Smiley Library will be open during these sessions. For further information contact your advisor or the associate dean, Brannock Hall 2nd floor.

On-campus housing is available to enrolled students however, a meal plan is not available and meals will not be served. Contact the office of student development for more information, 248-6223.

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. Tran-

scripts 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 two weeks of the Fall or Spring semester. A student who wishes to withdraw from the university must obtain a Withdrawal Form from the office of student development located in the Student and Community Center. It is the **student's responsibility to see that this withdrawal permit is completed** and filed with the office of student development. The form requires signed clearance from the residence hall director, the library, the financial assistance office, and the business office. The completed withdrawal permit, together with the student ID card, 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.

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** or, at the **Dean's request**, by the Academic Standards and Admissions Committee. 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 INFORMATION & REFUND POLICY

*Note - There is a \$25 charge on all returned checks and returned electronic transfers.
Credit cards are not accepted for tuition payments*

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 mid-term may be suspended from classes and the residence halls. *Financial obligations which are not honored will be denied certain university services* such as, take final examinations, pre-register, have transcripts issued, food service meal plans or be issued diplomas until appropriate arrangements have been made with the Business Office.

Students are allowed to receive one work-study paycheck advance per semester without charge. For any additional advances the student will be charged a fee of \$5 for amounts up to \$50 and \$10 for amounts exceeding \$50. All advances must be cleared through the business office.

BOOK VOUCHERS

Vouchers are available for students needing an advance on their refund to purchase books at the CMU Bookstore. All Financial Aid paperwork must be completed in order to receive a voucher. Vouchers will be issued for 50% up to \$600 of the refund. Vouchers are available at the business office, Brannock Hall, first floor.

CHECK CASHING

Personal checks up to \$25.00 may be cashed in the Business Office. Identification is required.

PAYMENT PLANS

Contract payment options include:

1. Payment I - Due before classes begin each semester: August 9, 2011 and January 2, 2012
2. Payment Plan II - three payments per semester: Fall Semester-August 9, September 15, October 15 and Spring Semester-January 3, February 15, March 15

REFUNDS - STUDENT LOANS OR OUTSIDE ASSISTANCE/SCHOLARSHIP

These are refunded after receipt and completion of processing on the student account. Refunds are distributed on Mondays and Thursdays after 2:00PM. The deadline for requesting a Monday is Friday Noon and the deadline for a Thursday check is Noon on Wednesday.

REFUND POLICY - WITHDRAWAL

A student wishing to withdraw from the university *must* initiate a Withdrawal Form from the vice president of campus life. Upon completion of this withdrawal process, tuition will be adjusted in accordance with the following refund schedule:

Fall or Spring Semester

- 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

Summer Sessions

- 1st week, 50 percent of tuition
- 2nd week, 25 percent of tuition
- After 2nd week, no tuition refund

Room and incidental fees are non-refundable. Board fees are refunded on a prorated basis unless

the student is removed from the university for disciplinary reasons. 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. This includes proper checkout of their residence hall room. Students must return the completed form to the office of student development. *The Withdrawal is deemed final by the Registrar ONLY after this form is processed through the university offices.*

WORK-STUDY CHECKS

These are available on the 10th of each month. Students have the option of receiving their checks or applying funds towards their tuition. The student account must be in good in order or the work study amount will be applied towards the account balance. Work study *estimated* amounts will *NOT* be deducted on the billing statement; these amounts will show as the actual check amounts are applied.

FINANCIAL AID & SCHOLARSHIP INFORMATION

STATE AND FEDERAL Financial 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 University Work-Study Program (CWSP), 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.

STANDARDS OF ACADEMIC PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE ELIGIBILITY

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:

Number of Semesters Completed	Minimum Acceptable Credit Hours Completed	Standard Completed Hours	Minimum GPA Required
1	9	15	1.8
2	21	31	1.8
3	35	46	1.9
4	49	62	2.00
5	61	77	2.00
6	73	93	2.00
7	85	108	2.00
8	98	124	2.00

9	111		2.00
10	124		2.00

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.

CMU SCHOLARSHIPS

Scholarships are awarded the first year of a student's enrollment and are based largely on academics, talent, and athletics. Recipients of *CMU* scholarships must reside in campus housing unless he/she lives with parents at parents' primary place of residence, is married, is the custodial parent of a minor child living with them, is enrolled in the fifth year of full-time undergraduate study, or has reached 21 years of age by the first day of classes. To receive a *CMU* scholarship a student must be enrolled full-time on the main campus (as outlined by the Dean). These awards cannot exceed the cost of tuition. Contact the office of financial assistance for information on availability and guidelines. The following is a partial list of available scholarships:

Academic Scholarships: Awarded on the basis of a student's ACT score and high school GPA. It is renewable by maintaining a pre-determined cumulative GPA.

Athletic and/or Talent Scholarships: Renewed by the coach or director

United Methodist Student Grant

Legacy Grant: A scholarship awarded to children, grandchildren, or siblings of alumni of *CMU*. Renewable as long as the student is making satisfactory academic progress.

Hall of Sponsors Scholarship: These are endowed scholarships that have been established by friends and alumni of Central Methodist University. Students who have demonstrated outstanding academic and leadership qualities are eligible. Scholarships are usually awarded in the freshman year and are carried through the student's tenure as long as they maintain satisfactory academic progress. GPA is reviewed annually prior to award for the upcoming year. **Hall of Sponsors scholarship recipients are required to send a thank you letter to the donor or donor's family.** The office of advancement will contact these students. Additional scholarship information is available in the office of financial assistance, Brannock Hall, 1st floor.

Boys and Girl Scouts of America Scholarship: A scholarship awarded to students who have earned the rank of Eagle Scout for males or the Gold Award for females.

RESIDENCE LIFE INFORMATION & POLICIES

HOUSING

CMU in Fayette is a residential campus and so all students are expected to reside there unless they meet one or more of the following criteria. The student may live off campus if he/she is: 21 years of age before the start of the semester, enrolled in their fifth year of full-time undergraduate study, living with parents within 30 miles of the campus, is married, or, is the custodial parent of a minor child who is living with them. However, all international students must live on campus for their first academic year if they are arriving directly from another country.

Anyone who does not live on campus, including those living with their parents, must complete an Off-Campus Housing Form available from the office of student development. *Any student receiving institutional (CMU) financial assistance is required to live in campus housing unless they are approved through this process.* Students found to be in violation of this policy will forfeit their CMU aid.

AIR CONDITIONING

Students in non-air conditioned halls are responsible for providing their own air conditioner. A mounting bracket is required for Howard-Payne North and Holt AC units. The unit should be 5,000 BTU or less, with current consumption 7.5 Amps. CMU staff members have the right to inspect the unit. Any damage caused to CMU property or windows resulting from installation or use of an air-conditioner will be billed to the student(s) residing in that particular room.

CANDLES

Candles and oil lamps of any type are not to be used or displayed. No open flame is permitted on campus.

COOKING APPLIANCES

For fire safety reasons, Central Methodist University prohibits the use of any open-coiled appliance any place in residence halls other than the designated cooking areas. "Open-coil" refers to all hot plates, toasters of any sort, portable or camping stoves, pizza cooker, and anything else with an open flame or coil. Hot air popcorn poppers, George Foreman type grills, and low wattage microwaves are allowed in the rooms. Questions concerning whether or not an appliance may be used should be directed to the residence hall director.

DINING HALL AND MEAL PLAN

Interaction and socialization at mealtimes is an **important part of CMU students' days**. All resident students have contracted for meals in the dining hall and a meal card is available to off-campus students. No reimbursement will be made for missed meals.

Students must abide by the following policies or risk losing their privileges in the dining hall:

- A student must show his/her ID in order to enter the dining hall.
- A student may not enter the dining hall just to visit with another student.
- **To receive a "sick tray," obtain a signed "sick tray form" from your RA.** A representative of the office of student development must sign this form.
- A student may only have two entrees per trip to reduce waste. Students may have second helpings.
- Do not throw any items in the dining hall.
- Students must take trays, glasses, dishes, and silverware to the dish belt before leaving the dining hall. Do not leave them on the tables.
- Students may not take dishes or silverware from the dining hall.
- Students may not smoke or chew tobacco in the dining hall.

DINING HALL CARRYOUT GUIDELINES

Any student who will miss meals due to their class or athletic schedule may arrange to have carryout meals prepared.

- **A student must give one full week's notice.**
- A student must submit a detailed list of items that he/she wants to carry out.
- Only those items requested will be sent.
- Failure to pick up an order will result in loss of this privilege for individuals and/or organizations.

Organizations must have a list of names and ID numbers of the students who will be attending your event. When an event is booked and names and numbers are turned in, the student placing the order will be billed for 90 percent of the guaranteed number, or the exact number, whichever is larger. Failure to provide these items prior to the event will result in no discount for students. The student will then be billed for the whole amount of the carry out.

ESCORT POLICY

When entering the residential part of Holt Hall and the female floors of Howard-Payne, male students must have a female escort. When entering the residential part of Woodward and Buford Halls, female students must have a male escort. The residential part of a residence hall is any part beyond the lobbies where student rooms are located. This area includes the stairwells. This policy is in place for the safety of CMU students and their belongings. Guests must also be escorted. CMU security officers are available for across-campus escorts, cell phone 660-202-0848.

FIRE SAFETY

Fire safety is vitally important to all residents. In addition to keeping rooms uncluttered, the following rules should be followed:

1. Smoking is not permitted in public areas, including the stairwells, of campus buildings or within 20 feet of any entrance.
2. Immersion-type water heaters should never be used.
3. Extension cords should be placed so that they are not pinched, rubbed, scraped, near a heat radiator, or walked on. Cords should be UL approved and have sufficient size to handle the needed load.
4. Wattage of appliances should not overload circuits.
5. Halogen lamps are not allowed in resident hall rooms or organization meeting rooms.
6. Candles or other flames and incense are not permitted anywhere on campus.
7. Fire doors (doors to stairwells, hallways, and lobbies) should be kept closed at all times. Fines may be assessed to the floor or wing where a fire (i.e.: designated entrance/exit) door is found propped open.
8. Parachutes, netting, drapes, flags, etc., should not be hung from ceilings.
9. Fire Drills will be held periodically in the residence halls.
10. False alarms are illegal and are subject to disciplinary penalties.*

* Violation of fire regulations is a federal offense and could also result in a \$5,000 fine and/or time in prison.

FURNITURE

Rooms in Holt and Howard-Payne Halls are furnished with two desks, two chairs, two bed frames, two mattresses, and two dressers. Rooms in Woodward and Buford Halls are furnished with two bed frames, two mattresses, two chairs, and one dresser. An additional dresser and two desks are built into these rooms. Rooms in McMurry Hall are all fully furnished. All rooms will be furnished according to its capacity.

All furniture must remain in the student room. Any alterations require the written approval of the vice

president of campus life.

No more than two persons may live in a room at any given time except for specifically designed suites. Residents will be charged for removal of items left in hallways.

GUESTS AND VISITORS

Non-resident guests are permitted under the following conditions:

- o Must sign in when a staff member is on duty,
- o Host resident must have written permission from the residence hall director,
- o Host must escort their guests at all times,
- o Host must have permission from all roommates.

Host residents are responsible for the behavior of their guest.

Guests may remain on campus for no more than three consecutive days and two consecutive nights in any seven-day period

High School students, 18 or younger, are permitted only at the discretion of the resident hall director or the associate director of student development. Guests under the age of 18 must be accompanied by a parent. Visitors of the opposite sex must follow these visitation time restrictions:

McMurry and Howard-Payne Residence Halls: None

Holt, Burford, & Woodward Residence Hall: Daily 1:00AM – 10:00AM

Note - Selected living areas may have more restrictive regulations that always take precedence over policies stated here.

Temporary Parking Permits may be obtained from the office of student development. Guests are not to park overnight in the Visitor spaces.

Guests who are in violation of any university policy are subject to arrest for trespassing on private property.

HOLIDAYS

University holidays are listed on the Academic Calendar. Resident students need to make arrangements for housing during certain holidays, as residence halls and dining services will be closed and locked at the times indicated on the calendars (Thanksgiving week, Christmas and Spring Breaks). Special permission is required from the associate director of campus life in order to remain on campus. A \$15.00 per day fee will be charged and meals are not provided.

The university is not responsible for finding housing for students over holidays, nor is it responsible for theft or disappearance of personal property. It is recommended that students make sure that their **family's homeowner's** insurance covers their belongings on campus or purchase their **own renter's insurance**.

HOUSEKEEPING AND MAINTENANCE

Common areas and restrooms are cleaned regularly by a professional housekeeping staff but students are responsible for the cleanliness of their own rooms and suites. Students must supply their own brooms, mops, dustpans, and cleaning supplies.

INSPECTION AND ROOM CHECKS

The residence hall director and members of the student development **staff will inspect students'** rooms regularly each semester. Rooms will be checked for fire safety, hygienic conditions, damage or abuse to university property, and the violation of any university rules and regulations as well as local, state, and federal laws. The staff may inspect rooms without the occupant(s) present. Items that violate university policies will be confiscated and kept until a student has completed the disciplinary process. At that point, the student may be able to take the item home when leaving for a holiday. Alcoholic beverages and bottles will be discarded.

MARRIED STUDENTS

Changes in name should be reported to the registrar's office. Married students, or those planning to be married, can obtain information about housing in the office of student development. Married students and spouses living in campus owned housing are responsible for adhering to CMU rules governing on-campus living.

MUSICAL INSTRUMENTS

Playing or practicing musical instruments is not allowed in the residence halls, The Swinney Conservatory is available for students who wish to play or practice their instruments daily between 8:00AM and 11:00PM. Students not enrolled in band or choir must obtain permission from the department of music to use the conservatory or the band room. Musical instruments left in T. Berry Smith Hall lower level overnight or unattended in the conservatory, band room, or anywhere else on campus, are the sole responsibility of the student. Students are encouraged to insure their instruments, to keep serial numbers of the instruments in a safe place, and to lock up the instrument at times when not in use.

NOISE ON CAMPUS AND IN THE RESIDENCE HALLS

Noise in or around the residence halls can be a significant problem for those who are studying or trying to sleep. For this reason, a policy of quiet hours is effective. An individual residence hall or floor can establish more restrictive quiet hours by majority vote. The university enforces perpetual quiet hours during finals week each semester. Quiet hours are:

10:00PM - 10:00AM	Sunday-Thursday
Midnight to 10:00AM	Fridays and Saturdays

Noise that can be heard outside of the room when the door is closed is considered to be excessively loud. Anyone breaking quiet hours and not complying with the resident assistant about excessive noise will be required to meet the residence hall director or a representative of the office of student development.

Courtesy hours are in effect 24 hours every day. "Courtesy hours" simply means that students are courteous to their neighbors by not playing their music or TV too loudly so that others may study. CMU expects a student to comply if a neighbor asks him/her to turn down the volume or to be quieter.

PARKING POLICY

Students are required to register their motor vehicle with the office of student development. All campus parking requires a permit for the fall and spring semesters. Visitor, reserved, handicapped, and time-limit parking spaces along with fire and no-parking areas are enforced at all times. Fines range in cost from \$15 to \$100, most are \$35. Additional information and the parking map are available online as well as in the office of student development. All parking is at own risk.

Overnight Guests should use a temporary permit. Students may pick one up for their guests at no charge from the office of student development, Student & Community Center, 2nd floor, or call 248-6225.

PERSONAL PROPERTY

The university does not assume responsibility for theft, loss, or damage of personal property. Students **should check that their family's homeowner's insurance covers their personal belongings on campus as a rider to the current policy may be needed.** Renter's insurance is another option which is available from local agents and at the office of student development. Students are encouraged to keep their room doors locked at all times.

PETS

Any type of animal (other than small fish in an aquarium no larger than 15 gallons) is strictly prohibited in all University-owned buildings. This includes but is not limited to mammals, reptiles, insects, and birds.

Any person with an animal in his/her room or apartment will be asked to remove it immediately. Failure to do so will constitute a \$50 fine and a meeting with the residence hall director or director of student development.

RESIDENCE HALL CHECK-IN AND CHECK-OUT

Students will be allowed to move into residence hall rooms only on the dates specified on the calendar in this handbook. Keys and keycards are issued at check-in. A room inventory sheet, a checklist of property in the room, is also completed during this time. It is the responsibility of the student to see that the room inventory sheet is properly and completely filled out. It is the responsibility of the students assigned to the room to insure that it is set up for double occupancy at the time of their checkout.

All students must move out of the residence hall within 24 hours after their last final or at the time designated by the office of student development, whichever comes first. These time guidelines also apply to students who withdraw from the university. A resident assistant or the resident director **must be present at check out. The RA or RHD will collect the student's key and** examine the room for damage. Any student who does not check-out by following these procedures will be charged for improper check-out *in addition to* any other charges.

If a student loses a room key, he/she will be charged for re-keying the room, a cost of approximately \$50. This key change is necessary for the safety of the occupants. The cost for replacing an ID/key card is \$15.

ROOM DECORATIONS

Central Methodist University discourages the use of any form of nail or tack in all five-residence halls. Students will be billed for the repair of the wall(s), ceiling, and/or floor affected. No decorative or personal articles should be attached to any sprinkler pipe in any building on campus. Examples include any flags or parachutes, or any rope supported platforms, etc. The person will be held liable for any damage incurred from this action. Students are not permitted to paint the room.

Students who have decorations outside or visible from outside his/her room, that are unsafe, obscene, offensive, or hazardous in any way will be asked to remove them immediately during regular room inspections or when noticed.

SMOKING AND TOBACCO USE

Smoking is not permitted in any building and within 20 feet of any entrance. Chewing tobacco is not permitted in public areas and classrooms. Chewing tobacco users may not spit on floors or walkways.

TELEPHONE SERVICE - LAND LINE

Every residence hall room has at least one active phone port ready to use and there is no charge for local calls. Students are to bring their own phone. Students are encouraged to set up their voicemail on their room phone; instructions are available from the technology helpdesk and the resident assistants.

Note – All policy, procedure, and information contained in this handbook is subject to change during the academic year. Check the CMU website for the most up to date version of this handbook.

TECHNOLOGY POLICIES & INFORMATION

All information about technology at Central Methodist University, including current policies, email, phones, voice mail, residence hall internet access, and software can be viewed by visiting the Central Methodist University technology support site <http://www.centralmethodist.edu/technology>. The Central Methodist University technology support site should answer most of your questions but if not, email the technology helpdesk at helpdesk@centralmethodist.edu or call 248-6197.

Note: Central Methodist University blocks P2P (Peer-to-Peer) network applications which, among others, include LimeWire and BitTorrent.

COMPUTER ACCOUNTS

Students taking courses at our Fayette campus are provided with an Eagle account and a myCMU account. An Eagle account allows you access to campus network and computing resources including computer labs, email (Eagle mail), internet from your residence hall room, the CMU wireless internet and printers. A myCMU account will allow students the ability to access all of your student records while you are a registered student, including grades, course schedules and course work provided by your instructors. Students can receive their account information at Technology Services by presenting their CMU student ID card or another form of photo identification. If you are a new student, you should receive a letter in the mail prior to the start of your first semester with all of your account information.

COMPUTER LABS

The Fayette campus at Central Methodist University offers computer labs located across campus. All activities which disrupt, attempt to disrupt or support the disruption of a study environment will not be tolerated and corrective action will be taken.

Further, no food, drink, or tobacco is permitted in the University computer labs. Any food or drink must be left outside the lab in designated areas or concealed in a backpack or other bag while in the lab. Food or drink that is concealed may not be consumed while inside the lab facility. Remember to log off of a computer when you are finished.

ACCEPTABLE USE POLICY: PURPOSE

The technology resources at Central Methodist University are valuable and limited resources that serve a large number and variety of users. The use of the technology resources is a privilege that is extended to support the educational, instructional and administrative activities of the University. As a user of these technology resources, you have access to valuable University resources and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

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 CMU 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.

For a sample list of specific actions which are detrimental or unacceptable when using or accessing Central Methodist University technology resources visit the policies section of the Central Methodist University technology support <http://www.centralmethodist.edu/technology>.

RECORDS OF ELECTRONIC COMMUNICATION

Users should be aware that their uses of Central Methodist University technology resources are not completely private. CMU 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. CMU may also specifically access and monitor the activity and accounts of individual users of university technology resources, including individual login 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 CMU 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 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.



APPENDIX I

CONSTITUTION AND BY-LAWS OF THE CMU STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Central Methodist University (CMU), in order to further the development of the ideals, character, and knowledge of our school and the development of its student, to insure a maximum of self-government based upon mutual respect among the students, faculty, and administration: to preserve and to promote the rights, privileges, and opportunities of CMU students, with the realization that an effective and responsible student government can best accomplish these aims; do hereby establish and ordain this Constitution of the Student Body.

ARTICLE I - MEMBERSHIP

Section 1. The student body of CMU shall be composed of all full or part-time students enrolled in the University as defined by the dean of the college, except university staff members who do not pay the Student Government Association (SGA) fee. All members of the student body shall have the rights, privileges, and benefits given in this constitution.

Section 2. All members of the student body shall be allowed suffrage. All shall be eligible to be elected to, to be appointed to, or to hold any office or position in the SGA except those on academic or social probation. No student may simultaneously serve on both the legislative and judicial branches.

Section 3. A student activity fee shall be collected by the university for the SGA at the beginning of each semester. The amount of the fee shall be determined by the number of credit hours an individual student is enrolled in at the beginning of the semester as follows:

Enrolled Hours Fee

10 or more \$70.00

9 or less \$6.00 per hour

Section 4. Each member of the SGA Senate shall have full reimbursement of the student activities fee at the end of the semester, given that he/she has served on the senate for the whole semester for which he/she is being reimbursed.

Section 5. The student activities fee may be changed at any time by a majority vote in the legislature, a majority vote of the students voting in the referendum, and with the consent of the president of the university. Implementation of any change must be institutionalized in the following fall semester.

ARTICLE II – GOVERNMENT FORMATION

Section 1. The powers of the SGA shall be divided into the distinct branches: The Executive/Legislative branch and the Judicial branch.

Section 2. The Executive/Legislative branch shall be composed of all elected executive officers, their appointed cabinet, and the elected representative council members. Faculty/administrative advisors shall not be voting members of this branch.

Section 3. The judicial branch shall be composed of all elected members of the Judicial Board of CMU, which includes six students and three faculty members. All nine members shall have equal voting power.

ARTICLE III – LEGISLATIVE OFFICERS

Section 1. The President of the SGA is the highest ranking executive; presides over the cabinet;

is the chief representative of the student body at all times; shall have the power to call meetings of the student body as necessary; shall act in the best interests of the student body at all times; shall appoint with the aid of the vice president and advisors all members of the cabinet; shall direct/oversee all services and representative functions of the SGA.

Section 2. The vice president of the SGA shall perform the duties of executive assistant and shall be responsible for discharging the duties of the president in the event of presidential death, disability, or removal from office. The Student Government Association vice-president shall be charged with the coordination of inter-school communications and projects undertaken in all and in part by the SGA.

Section 3. Both executive officers shall be elected in accordance with the rules governing such elections as outlined in the SGA by-laws.

Section 4. Both executive officers shall have been full-time students at CMU for two full semesters prior to standing for election.

Section 5. The executive shall serve for a term of inauguration to inauguration.

Section 6. The executive secretary shall be charged with keeping a record of all meetings and inform members of future meetings. He/she shall assist the president in administrative tasks and be responsible for all SGA correspondence. This officer shall also be responsible for submitting a copy of the minutes to the Collegian editor for publication. In addition, the executive secretary shall also be responsible for submitting a copy of the Senate minutes for publication on preferred media channels.

Section 7. The student government cabinet shall consist of a maximum of five ministers and eight director/editors. They along with the executive officers shall compose all voting members of the cabinet.

Section 8. The finance minister and the vice president of campus life shall be charged with the disbursement and records of all the SGA money. This person will work with the executive officers to create a budget proposal for the academic year to be voted on by the entire legislature. A simple majority shall pass the budget. All purchases must be pre-approved by the vice president of student affairs.

Section 9. The academic affairs minister shall be charged with representing the SGA on the Academic Affairs Committee and keeping the legislature informed of all changes of academic policy by CMU.

Section 10. The public relations minister shall be charged with coordinating all public affairs of the SGA. This person shall report on all meetings of said committee to the SGA.

Section 11. The student development minister shall represent the SGA on the student development committee. This person shall report on all meetings of said committee to the SGA. This person shall also serve as co-chairperson of the Homecoming Committee.

Section 12. The special projects minister shall be charged with the coordination of all special projects of the SGA.

Section 13. The off-campus director shall be charged with coordinating all activities concerning the off-campus constituency of the student body. This person shall represent off-campus concerns to the cabinet.

Section 14. The communications minister shall be charged with the coordination of all community and inter-school communications and projects undertaken in all or in part by the SGA. In addition, the communications minister shall be charged with the coordination and usage of all sound and media equipment owned in all or in part by the SGA.

Section 15. The cultural affairs director shall represent the SGA on the cultural affairs commit-

tee. This person shall report all decisions of said committee back to the legislature.

Section 16. The inter-cultural relations director shall be charged with the coordination of all inter-cultural events sponsored in all or in part by the SGA.

Section 17. The media director shall be charged with the coordination and usage of all sound and media equipment owned in all or in part by the SGA.

Section 18. The health director shall be charged with the coordination of all health-related events and issues on the campus of CMU sponsored in all or in part by the SGA.

Section 19. The Collegian editor shall be charged with the publishing of the newspaper twice a month during the school year except over school vacations, and during finals week. This person shall be charged with the publication of a new-student orientation issue of the paper during the summer.

Section 20. The Ragout editor shall be charged with publishing all annuals of the university. This person shall report on the progress of the publication throughout the school year and be responsible for all aspects of the process through final delivery to all students.

Section 21. All cabinet members must be free of academic or social probation during their entire term of office.

ARTICLE IV – REPRESENTATIVES

Section 1. The SGA Representative Council shall be composed of students elected to represent the student body.

Section 2. There shall be one representative slot available in each of the residence halls and off campus for every thirty-three students enrolled in said area, but no more than 10 above this number.

Section 3. Requirements of candidates and election procedures are in accordance with the by-laws of the SGA.

ARTICLE IV – ADVISORS AND NON-VOTING MEMBERS

Section 1. Three advisors shall sit on the SGA. These will include an administrative advisor and two faculty advisors.

Section 2. Based upon the recommendation of the SGA Cabinet, the president of CMU shall appoint a member of the office of student development to serve as the administrative advisor.

Section 3. Based upon the recommendation of the SGA Cabinet, the faculty shall elect two faculty members to serve as faculty advisors.

Section 4. The Greek Council of CMU will elect one member of its organization to serve as a member of SGA Cabinet. This office shall be charged with communicating information between the two organizations.

Section 5. The advisors will serve on the Cabinet as non-voting members.

ARTICLE V – JUDICIAL BOARD

Section 1. The Judicial branch of the SGA shall be composed of a Judicial Board consisting of seven members, four of whom shall be students and three of whom shall be faculty.

Section 2. All faculty will be asked to formally suggest the names of students suitable to serve on the Judicial Board. The legislature shall choose six justices and four alternates from the names submitted.

Section 3. The three faculty justices and two alternates shall be chosen by the faculty from a list of six nominees submitted to them from the SGA.

Section 4. The SGA president shall designate one of the justices to serve as chancellor, and this person will preside over all hearings. The SGA President shall designate one of the student justices

to serve as clerk, and this person will keep all records of the board, notify members of meetings, notify the office of student development of all decisions of the board, and deliver all permanent records into the hands of their successor.

Section 5. The Judicial Board shall have the jurisdiction in cases as follows:

- a. Residence hall violations referred to by the vice president of campus life, associate director of campus life, or by appeal.
- b. Interpretations of any part of this constitution by the written request of SGA president by petition of twenty-five members of the student body.
- c. The constitutionality of any action taken by the legislature upon challenge of that action by petition of twenty-five members of the student body.

Section 6. The procedure and regulations of hearing will follow those outlined in the SGA by-laws.

Section 7. Decisions of the Judicial Board shall be subject to appeal only to the president of the university.

Section 8. Procedures for the Judicial Board hearings will follow those outlined in the SGA by-laws.

ARTICLE VI – REMOVAL FROM OFFICE

Section 1. Any student member of the legislative or judicial branches of the SGA may be removed from office for misconduct, non-performance of duty, or in the event that he/she is placed **on either academic or social probation during that member's term of office, by a two-thirds majority vote of all legislative members.**

Section 2. The president and vice president of the SGA may be removed from office for misconduct or non-performance of duty by decision of the Judicial Board. Prior to hearing on this matter, a petition containing signatures of at least ten percent of the student body stating the charges must be presented to the clerk of the board.

Section 3. All motions to remove members of the SGA shall be decided by secret ballot.

ARTICLE VII – AMENDMENTS

Section 1. Amendments to this constitution must first be ratified by a two-thirds majority of the legislature, and then by a two-thirds majority of the students voting in the election on the amendment.

ARTICLE VIII –PROCEDURE AND BY-LAWS

Section 1. The president of the SGA shall designate a voting member of the legislature to serve as parliamentarian.

Section 2. **Except as specified elsewhere, Robert's Rules of Order Revised shall apply** as interpreted by the parliamentarian.

Section 3. The legislature of the SGA may adopt by-laws to establish and clarify the procedures of the SGA or the agencies thereof. By-laws must be submitted to all members of the legislature seven days before the meeting at which they are to be voted on. A two-thirds majority of the legislature is required to adopt or amend a by-law.

BY-LAWS

ARTICLE I – CABINET RULES

Section 1. The SGA shall meet at least once a month during the academic year at a regularly scheduled time, in a place designated by the student government president. The cabinet shall meet once before each SGA senate meeting to go over reports and any other issues.

Section 2. **Any legislation passed by the cabinet stating the cabinet's position on matters con-**

cerning the student welfare and interest shall be numbered and kept in the student government archives.

ARTICLE II – ROLL CALL

Attendance is extremely important in order to have an effective organization.

- A. A member will be allowed two unexcused absences before punitive action will be taken.
- B. An unexcused absence is any absences without a written excuse; due one day prior to the meeting. Acceptable reasons for missing the meeting are hospitalization, deaths, etc., as judged by the cabinet. All absences must be written and submitted to the executive secretary in order to be excused.
- C. After two unexcused absences, the cabinet or representative member's name will be dropped from the roll.**
- D. Early departure from the meeting will be considered an unexcused absence unless prior written notification is received and departure is excused according to section C.
- E. Quorum must be composed of fifty percent of the members on the roster, plus one. The president shall not be considered a voting member.

ARTICLE III - SGA MINISTER AND CABINET POSITIONS

- A. After accepting applications the president and vice president shall appoint the following minister and cabinet positions: executive secretary, minister of finance, minister of academic affairs, minister of public relations, minister of special projects, minister of student affairs, director of cultural affairs, director of off-campus relations, director of social relations, director of media, director of health, director of inter-cultural affairs, Collegian editor(s), Ragout editor(s).
- B. All applications shall be reviewed by the president and vice president and at least one faculty or administrative advisor to make a final decision.
- C. These positions are subject to change at the discretion of the president and the cabinet; a review of these positions should take place at the end of every year but must be done every two years.
- D. The number of representatives shall be determined according to Article IV, Section 2 of the SGA Constitution.
- E. The public relations minister shall be charged with the production and distribution of the CMU student phone directory.

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- D. Early departure from the meeting will be considered an unexcused absence unless prior written notification is received and departure is excused according to section C.
- E. Quorum must be composed of fifty percent of the members on the roster, plus one. The president shall not be considered a voting member.

ARTICLE IV – EAGLE RADIO, RAGOUT, COLLEGIAN

- A. Eagle Radio, Ragout, and the Collegian are co-governed by the university administration and Student Government Association.
- B. Eagle Radio, Ragout, and the Collegian are supported through SGA funding.

ARTICLE V - EXECUTIVE OFFICER ELECTION PROCEDURE

Section 1. Eligibility – Those students eligible for office must meet the following requirements:

- A. Must not be on academic or social probation from the time they pick up their petitions
- B. Must have been a full-time student of Central Methodist University for two full semesters prior to standing for election.
- C. Must have been members of SGA in good standing for one full semester and the current semester in which they run.
- D. Must have no less than a 3.0 GPA to run for the Presidential position

Section 2. Petitions – Students who meet the previous requirements will be allowed to pick up a petition from the office of student development after verifying eligibility, stating office sought, signing grade release, and announcing running mate.

- A. The petition can be signed by any current full-time student of CMU.
- B. Twenty-five signatures per candidate and a party platform are required by both the presidential and vice presidential candidates in order for the ticket to be placed on the primary ballot.
- C. The party platforms should be submitted to the Collegian at least one week before the Primary election. (It will be the responsibility of the SGA to provide the submitted platforms to the Collegian for publication).
- D. **Any student's signature appearing on more than one petition for the same executive office will void both petitions.** A warning to this effect should appear at the top of each petition.

Section 3. Campaign Rules – Students running for office must campaign and run with a running mate.

- A. **No team may spend more than one current semester's worth of student activities fees** (receipts must be made available by the team) on election expenses. The judicial board may subpoena any teams or candidate at their discretion during the election process that they feel may be in violation.
- B. All candidates placed on the primary ballot will be required to go before the student body with a short speech before the primary election.
- C. Candidates making the final election ballot will be required to go before the student body in an official debate after the primary election and before the general election.

Section 4. Primary Election – Shall be held no earlier than 10 days after the end of Spring Break and no later than the first Tuesday in the month of April each academic year.

- A. All candidates will appear on the ballot as teams seeking their predetermined office.
- B. The election will not be coupled with a non-SGA related issue. Voting shall take place in the Student & Community Center, or as deemed necessary by the Cabinet.
- C. Voting shall take place on two consecutive days, with the time to be determined by the election committee.
- D. It is the responsibility of SGA to announce the dates and polling place of the primary election.
- E. A privacy area should be provided for voters.
- F. A member of the Judicial Board or SGA cabinet shall be on hand to oversee voting at all

times.

- G. Any candidate whose name appears on the ballot may not oversee any portion of the election.
- H. A list of current CMU students will be used to mark off students who have voted.
- I. Students will be required to have a Photo ID to vote.
- J. All ballots will be counted by the judicial board in closed session within two hours following the closing of the polls and the results will be reported to the student government president for the distribution immediately following the closing polls.
- K. The two teams with the most votes under each office will move on to the general election. In the case of a tie for second, three will move to the final round.
 - a. If one team receives more than 50% of the popular vote, that team will be named President and Vice President and the General Election will be cancelled.
- L. A write-in blank, will appear on the primary ballot. In order for a write-in vote to be counted, the following must occur:
 - a. The directions must be clearly stated on the ballot.
- M. The format of the Election Ballots must remain consistent from year to year.

Section 5. Publicity - SGA election ad hoc Committee is solely responsible for overseeing the entire election process, including all publicity concerning the election schedule, notification, and ballot.

- A. The calendar should be announced no later than the first Monday of February.
- B. Candidates are responsible for publicizing their own campaign, except for the submitted platform, which will be given to the Collegian by SGA.

Section 6. General Election

- A. The polling place and voting procedure will remain the same as for the primary election with the following changes.
- B. There will be no write-in space on the general election ballot.
- C. Ballots will be counted twice by the judicial board in the presence of at least one ad hoc committee member before results will be given to the SGA chair of the ad hoc Election Committee for distribution.
- D. Candidate teams will be notified by the SGA ad hoc Election Committee of the results before release to the general public, no later than 8am the following morning.

Section 7. Absentee Voting – Absentee voting will be allowed to those students who are deemed by the Chancellor of the judicial board to be off-campus for reasons beyond their control. Acceptable reasons include hospitalization, school business, death in the family, etc.

Section 8. Appeals – Any appeal concerning the Election Process shall be heard by the Judicial Board within one week of the appeal. The Election process will be suspended pending the decision of the Judicial Board.

ARTICLE VI - SGA STANDING COMMITTEES

- 1. The standing committees shall be the Issue Forum Series.
- 2. The president shall create new committees or special committees as needed (i.e. Homecoming).
- 3. Student/Faculty committees:
 - a. Honors – shall administer and carry out an ongoing evaluation of the Honors Program, **shall determine graduation hours and select students for “Who’s Who.”**
 - b. Cultural Affairs – shall plan the special cultural programs of the university for the school year, make arrangements for the appearance of the performers under a specified budget, and promote faculty and student interest in the lectures and concerts. There shall be two

student members selected by the president and vice president.

The SGA shall create a one percent art fund to be set aside at the beginning of the budget fiscal year. This one percent fund shall be deducted from the total budget amount presented and not from any one committee or office, and shall be used for the purpose of purchasing outdoor art, or otherwise increasing the beauty of the campus through man-made structures.

- c. Learning Resources – shall be concerned with the review of the activities and policies pertaining to the library. It shall study the library needs and work with the librarian on matters of general library policy, development of library resources, and integration of the library program with other academic activities of the university. There shall be two student members selected by the president and vice president.
- d. Student Development – shall be concerned with the various phases of student life and activity at CMU. This committee shall review policies and practices in student organizations and activities and shall make recommendations relative to suggestions and recommendations from the cabinet and organizations of students, if need be the committee may make needed recommendations to the proper committees or administration. There shall be three student members selected by the president and vice president one of which shall be an off-campus student.
- e. Academic Standards and Admissions – shall be concerned with the academic standards of the university and with maintaining those standards. This committee shall periodically compare the academic standards of Central Methodist University with other comparable universities in an effort to improve the academic program of the university.
- f. Financial Assistance– shall be concerned with policies concerning student financial assistance and deal with the concerns of the students dealing with financial aid. There shall be two student members selected by the president and vice president one of which shall be the current minister of Finance.
- g. Religious Life – shall supervise and coordinate the religious life program on the campus. The committee has as its specific responsibility the chapel worship services and religious counseling for students. There shall be two student members selected by the president and vice president.
- h. Academic Affairs – shall engage in long range academic planning and shall be concerned with the formulation and implementation of the education policies of the university, including review of curriculum, requirements, and degrees. There shall be two student members selected by the president and vice president. The minister of academic affairs shall automatically be assigned to this committee.
- i. Athletic – shall be responsible for overseeing practices and standards within collegiate sports. It shall also be concerned with trends in athletics. There shall be two student members selected by the president and vice president one of which shall be the current director of social relations.
- j. Academic Assessment – shall research, develop, review, and recommend procedures/policies to assess student learning in and beyond the classroom at CMU. There shall be two student members selected by the president and vice president.

ARTICLE VII – BY-LAWS PURPOSES

1. These by-laws shall serve as an extension and clarification of the constitution of the student body
2. The purpose of these by-laws is to ensure the continuity of the SGA
3. These by-laws shall not conflict with any part of the constitution
4. The constitution and respective by-laws should be reviewed at the end of every academic year, and must be reviewed every two years

Appendix II

JUDICIAL BOARD HEARING PROCEDURE

- I. Chancellor introduces Judicial Board, Defendant, and Petitioner.
- II. Chancellor reads incident report or petition.
 - A. Act of violation/ charge read aloud
 - B. Citing of alleged rule violated and source for rule clarified and read aloud. All evidence must be deemed **relative to the interaction and conflict between “a” and “b”** above.
- III. Opening remarks (time limit: three minutes)
 - A. Petitioner (Prosecutor)
 - B. Defendant
 - C. The petitioner and/or defendant may petition the chancellor for extended time for opening remarks and for closing arguments
- IV. Presentation by Petitioner
 - A. Petitioner will present evidence and/or call witnesses pertinent to section II only. After each witness has been questioned by petitioner, the defendant will be able to question the witness as well
 - B. Judicial Board members will ask any questions they feel necessary to petitioner and/or any witnesses brought forth by same
- V. Presentation by Defendant
 - A. At this time the defendant will present evidence and/or call witnesses pertinent to section II only. After each witness has been questioned by defendant, the petitioner will be able to question the witness as well
 - B. Judicial Board members will ask any questions they feel necessary to defendant and/or any witnesses brought forth by same
- VI. Judicial Board Members ask any clarifying questions to either side at this time.
- VII. Closing Arguments (7 minute time limit)
 - A. Petitioner
 - B. Defendant
- VIII. Deliberation and Rendering of a Decision
 - A. Everyone except Board members will be asked to leave the room at this time
 - B. All witnesses, defendant, and petitioner will be asked to wait throughout the deliberation since the board will retain the option to recall anyone during this time for further questions clarification
 - C. Board members will create motions for decision and the assigning of punitive actions if any are needed.
- IX. Rendering of a Decision
 - A. Everyone except board members will be asked to leave the room at this time
 - B. All witnesses, defendant, and petitioner will be asked to wait throughout deliberation since the board will retain the option to recall anyone during this time for further questioning or clarification

C. Board members will create motions for decisions and the assigning of punitive actions if any are needed

IX. Announcement of Decision

- A. **The board clerk will appropriately fill out the “Statement of Decision – Judicial Hearing” form and a copy will be sent to the following:**
1. Vice president of campus life
 2. Defendant
 3. Petitioner
 4. Any person of office deemed directly affected by the outcome of the judicial hearing

X. Appeal

- A. Either party has the option to appeal the results of a hearing. This appeal must be filed with the board clerk within a 48 hour period from the time of the hearing.
- B. **An appeal can be filed by filling out the “Statement of Appeal – Judicial hearing” form** obtainable from the board clerk
- C. The vice president of campus life has the power to hear an appeal to a decision of the judicial board

APPENDIX III

CONSTITUTION AND BY-LAWS OF THE GREEK COUNCIL

PREAMBLE

We, the fraternities and sororities of Central Methodist University, realizing that cooperation is fundamental to all parts of social life, that an organization is needed to coordinate the activities of fraternities and sororities, and that a sound organization must precede all organizational accomplishments, do adopt this to be the constitution of the Greek council.

ARTICLE I

This non-profit organization shall be known as the Greek Council of Central Methodist University, Fayette, Missouri.

ARTICLE II - MEMBERSHIP

Section 1: The council shall be composed of all local, national, social, and non-academic fraternities and sororities, which are recognized by the office of student development. No fraternity or sorority shall be excluded because of race, creed, or color.

Section 2: Each member organization shall have two elected representatives on the council. At least one of the two representatives from each organization must be a member of that organization's executive council. **These delegates shall serve on the council for one academic year.** Each organization will be allowed one delegate replacement per semester. Any further delegate replacements for a given semester must be approved by the council by a simple majority. The two Greek council representatives do not include the president of Greek council. Both delegates will have the same voting and veto rights.

Section 3: Each member organization shall have at least one sponsor employed full-time by Central Methodist University and approved by the office of student development. No organization shall be active without a sponsor. Additional sponsors serve at the discretion of the fraternity or sorority.

Section 4: A new member organization may be admitted into Greek council by a three quarter majority vote after such an organization presents written application for membership. The University holds the right to charter a national organization without a vote of Greek council.

Section 5: Each organization is required to pay dues to the operating fund of the Greek council according to the size of the group. Dues will be \$3.00 per active member. Dues are to be received the second meeting time after pledge week. Failure to pay dues by the set deadline will result in the removal of voting privileges and good standing by the Greek council until the said debt is paid.

Section 6: Ex-officio members of the Greek council shall be the vice president of campus life or his/her designated representative.

ARTICLE III - PURPOSE

The purpose of this council shall be to sustain and the Greek system while promoting a strong interest in the affairs of the campus and the community.

Specifically:

- A. To maintain a high standard of social living and council relation with the university
- B. To promote academic accomplishments within the Greek social system
- C. To cooperate with the university administration in the maintenance of high social standards

- D. To be a forum in the discussion of questions which interest the organizations and the university
- E. To promote good will among all member organizations

ARTICLE IV - OFFICERS

Section 1: The elected executive officers of the Greek council shall be: President, Vice-President/Treasurer, Secretary, Activities Chairperson, Judicial Board Chair and Public Relations Chair. Duties are as follows:

- A. President: Shall call and preside over all meetings of the council. Shall also represent or appoint a representative from the council in any and all official capacities. Shall also be responsible for knowing and enforcing the Greek council constitution, by-laws and policies and **Robert's Rules of Order** during council meetings. May form committees as needed.
- B. Vice-President: Shall assume the duties of president in the absence or inability to serve and shall carry out all instructions given to the officer by the president. Shall carry out the duties of treasurer of the council.
- C. Secretary: Shall attend to the correspondence of the council, take minutes at all meetings, and properly notify all council members of meetings. Is also responsible for the compilations and publication of council materials. Shall also handle correspondence with other university Greek systems.
- D. Activities Chairperson: This officer handles the calendar of events for all member organizations and shall supervise and administer the scheduling of fall and spring pledge activities. This person is also in charge of Greek Week activities, special events, and fundraising.
- E. Judicial Board Chair: See Article IV, section 3A
- F. Public Relations Chair: This officer is in charge of relations to faculty, staff, and sponsors

Section 2: The Judicial Board shall be composed of 9 members:(4 of the 5 OSD appointed Faculty or Staff, 3 Advisors, 1 sorority and 1 fraternity representatives from different organizations

Section 3: The officers of the Judicial Board shall be chairperson, vice chairperson, and recorder. These officers shall be elected from the current Judicial Board. The duties of the officers are as follows:

- A. Chairperson shall preside over all hearings and meetings of the Judicial Board, and in turn shall be the reporter of Judicial Board decisions to Greek council. This officer shall vote only in the case of a tie. This officer must be familiar with **Robert's Rules of Order**.
- B. Vice-chairperson shall serve as chairperson in the absence of the chairperson or in the situation of the chairperson being involved in the case and shall conform to all requirements of the chairperson. This officer must be familiar with **Robert's Rules of Order**.
- C. Recorder will record all proceedings of the board meetings. The recorder shall serve as chairperson in the absence of the chairperson and vice chairperson or in a situation of both persons being involved in the case and shall conform to all requirements of the chairperson.

Section 4: No member organization may be tried twice by the Judicial Board on the same charges

Section 5: The Judicial Board and/or the vice president of campus life shall have original jurisdiction in all cases involving the following, except in the case of imminent danger or the involvement of local or state authorities wherein the vice president of campus life will take charge:

- A. The Greek council constitution, amendments, by-laws and standing rules
- B. The regulations and actions of the council
- C. Any action or behavior that would reflect poorly on the reputation of the Greek system and/or CMU by a member organization or a member(s) of said organization. The office of student development will hold individual students responsible for actions, whether or not it is **the organization's activity**.
- D. The rules of CMU pertaining to member organizations
- E. Controversies between and among member organizations

Section 6: Cases arising under the aforementioned conditions may be referred to the Judicial Board through the Greek council president in the following ways:

- A. Referral from the office of student development
- B. Referral from a member organization
- C. Referral from outside of the Greek system

**All referrals must be in writing and submitted to the president of Greek council and the office of student development.*

Section 7: The judicial board will proceed in the following manner:

- A. Upon receipt of a complaint, the director of Greek life will take the following actions:
 1. Notify the Greek council president and the Judicial Board chairperson
 2. Notify in writing all involved parties of the charge(s) usually within 24 hours of receipt of complaint
 3. Call a hearing of the Judicial Board usually within 2-7 days
 4. Notify in writing all involved parties of the date and time of the hearing, usually within a minimum of 48 hours before the hearing is to begin
 5. Randomly select the Judicial Board members. (The Judicial Board chairperson and the director of Greek life should both be present)
 6. Convene the hearing according to the following procedures:
 - a. Judicial Board chairperson introduces Judicial Board members, defendant and complainant
 - b. Chairperson reads incident report or petition
 - c. Opening remarks
 - d. Presentation by complainant
 - e. Presentation by defendant
 - f. Cross-examinations
 - g. Judicial Board members ask any clarifying questions to either side at this time
 - h. Closing arguments
 - i. Comments from the non-voting members. (Each member has a maximum of 2 minutes for comments)
 - j. Deliberation. (All non-voting members must be excused)
 - k. Rendering of a decision
 - l. Announcement of decision
 - m. Description of appeals process

Section 8: Disciplinary Guidelines

A. Level I

1. Violations
 - a. Failure to follow the hazing policy
 - b. Failure to follow the rush procedures
 - c. Failure to pay Greek council dues
 - d. Failure to attend Greek council meeting
 - e. Failure to comply with the direction of the office of student development and/or the university
 - f. Failure to adhere to rules for inactive members
2. Minimum Sanctions
 - a. One year Probation
 - b. Loss of Greek funding
3. Other Possible Sanctions
 - a. Up to \$250 fine (payable to the Greek council)
 - b. Community service hours
 - c. Required to attend counseling
 - d. Required to hold educational programs

B. Level II

1. Violations
 - a. Failure to follow the Risk Management Policy, including
 - i. Failure to follow the third party vendor and/or the BYOB party guidelines
 - ii. Hazing that causes or could cause mental or physical injury
 - iii. Acts of hazing, abusive behavior or fighting
 - b. Repeated violation of the Level I category of an organization that is currently on probation for a Level I violation
 - c. Any other violation that the Greek judicial board or office of student development feels appropriate of a Level II sanction
 - d. Failure to comply with the direction of the office of student development and/or the university
2. Minimum Sanctions
 - a. Unable to take new member class for one academic year
 - b. Two full academic years of probation
3. Other Possible Sanctions
 - a. Up to \$350 fine (payable to Greek council)
 - b. Community service
 - c. Required counseling
 - d. Required to hold educational programs
 - e. Any other sanction that the Greek judicial board or office of student development feels appropriate for a Level II violation

C. Level III

1. Violations

- a. Organized deception to circumvent the Greek or Student Organization guidelines
- b. Purchase, sale or use of illegal drugs
- c. Illegal use or possession of firearms or explosives
- d. Activity putting any person in imminent danger
- e. Activity putting any person into legal problems
- f. Activity putting any person in trouble with local, state, or federal law enforcement
- g. Level II violation by an organization currently on Level II probation
- h. Any other violation that the Greek judicial board or office of student development feels appropriate of a Level III sanction

2. Minimum Sanctions

- a. Immediate suspension of the charter for at least one full academic year
- b. Must meet all of the requirements the Greek judicial board or office of student development feels appropriate before being able to begin the re-chartering process
- c. Any other sanction the Greek judicial board or office of student development feels is appropriate

Section 9: The appeals process, with the exception of cases involving imminent danger and/or the involvement of state or local authorities, will be as follows:

A. Appeals may be based on one or more of the following criterion

1. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing
2. Grossly inappropriate sanction having no reasonable relationship to the charges

B. When a decision is reached by the Greek judicial board concerning a member organization, the member organization shall follow these appeal steps:

1. **They must submit a "Greek Judicial Board Hearing Statement of Appeal" form.** This form is obtainable from the Greek judicial board chairperson at the time of the hearing or anytime thereafter from the office of student development. The member organization has five academic days or the close of academic session, whichever comes first, to file the above-mentioned form.
2. The appeals process for most issues of the Greek system is as follows*:
 - a. Director of Greek life, Judicial Board chairperson and an OSD-appointed faculty or staff member determine if there are grounds for appeal
 - b. Greek council judicial board *or* vice president of campus life
 - c. Vice president of campus life *or* office of the president
3. The appeals process for those cases involving imminent danger and/or local or state authorities is as follows:
 - a. Vice president of campus life *or* office of the president

**Appeals process depends on the individual(s) who heard the case first. An appeal must go to a new hearing officer.*

Section 10: Fraternal organizations that have lost university or national recognition may not engage in any university event or activity. This includes but is not limited to use of the university name, funds, resources; use of the organization's symbols, name, nickname, ritual, mascot; or recruitment activities. Registered campus organizations are not permitted to co-host or co-sponsor any type of event with an unrecognized organization.

Section 11: The following process is to be used as a guideline in petitioning before Greek council for chartering a Greek organization or re-chartering a defunct Greek organization:

- A. The group must have a president and two Greek council representatives, one of which must be a member of their **organization's executive council**
- B. A letter of petition must be submitted to the council stating the motivation and reasoning for chartering or re-chartering the organization
- C. There must be at least one sponsor, employed fulltime by CMU and approved by the office of student development
- D. There may be additional requirements assigned by the office of student development and/or Greek council

Section 12: Size requirements for Greek organizations: The minimum size of any Greek organization shall be five active members. Should an organization's membership drop below the required number of five the said organization shall be placed on membership probation. This probation will last for two consecutive pledging periods during which time the organization must gain members in order to show total memberships of at least five active members. This being accomplished the total of five or more members must be reached during the next pledge period. Should the terms of this probation not be met the organizations shall be declared defunct.

ARTICLE V - VOTING

Section 1: All voting will be with a quorum and show of hand vote (Quorum being two-thirds of all voting members of the council and including the president.)

Section 2: The vice president and the advisor will tally the voting

Section 3: Motions will pass with a majority vote

Section 4: In the event of a tie the president's vote will determine the decision

ARTICLE VI - AMENDMENTS

Section 1: This constitution and by-laws may be amended by a three-quarter vote of the council and/or by the university

BY-LAWS OF THE GREEK COUNCIL

ARTICLE I - GOVERNMENT

Robert's Rules of Order shall govern procedure of all meetings of the council unless otherwise specified herein

ARTICLE II – ORDER OF BUSINESS

The order of business in all meetings shall be as follows:

1. Roll
2. Minutes
3. **Officer's reports**
4. Committee reports
5. Unfinished business
6. New business
7. Remarks for the good of the council

ARTICLE III- MEETING

Section 1: Regular meetings shall be held once a week during the school year. In case of a meeting falling on a university holiday or during finals week, the president shall decide on an alternative date. Three days notice shall be given to all members before the next meeting.

Section 2: If the specified representatives for that organization cannot attend, it is that organization's responsibility to send an alternate to that meeting in order to avoid the fine. The alternate will not have the voting rights of the regular representative. Any group not having at least one representative at a council meeting will be fined \$5.00 for the first absence and for every subsequent absence the fine will be increased by \$5.00 each time. The fifth absence will result in Greek suspension and 25 hours of community service. If these community service hours are not completed by the beginning of pledge activity, specifically the start of the mandatory prospective pledge meeting, then that organization will be unable to take a pledge class.

Section 3: Once a semester Greek council will sponsor a dinner meeting. with certain university faculty and advisors invited to attend.

Section 4: Special meetings may be held at any time and may be called for by any member and/or the office of student development as long as just notification is given.

Section 5: Each representative organization shall have two votes on all issues. One delegate may not cast both votes in the absence of another.

ARTICLE IV- MEMBERSHIP OF THE ORGANIZATIONS

Section 1: The names of all active members in good standing with each organization shall be filed with the office of student development each semester. The council shall consider this the official membership list. The member organizations are responsible for keeping this an up-to-date list by reporting membership status to the Greek council.

Section 2: **All new members and actives on record in the organization's files in the office of student development shall be considered members of that organization.**

A. Pledges: All new members must pay the Greek insurance fee before receiving a bid from an organization (If a bid is not granted the Greek Insurance fee will be refunded). Any regularly enrolled full-time student in Central Methodist University shall be classified as a pledge of an organization on the date he/she accepts a bid from an organization. This person shall be considered a pledge and shall remain on file as such until one of the following occurs:

1. S/he is officially inducted according to the provisions of each individual fraternity or sorority. This induction ceremony must occur within the week following pledge week.
2. S/he is officially de-pledged and proper written notification given the office of student development and the council.
3. S/he is no longer enrolled as a full-time student at Central Methodist University and proper notification has been given to the office of student development (s/he quits school, graduates, or carries less than the minimum required hours).

B. Actives: Any regularly enrolled full-time student of Central Methodist University shall be classified as active members of a fraternity or sorority on the date that proper notification of his or her initiation is filed in the office of student development. His or her name shall remain on file as an active member in good standing until the following occurs:

The office of student development and the president of Greek council receives proper **notification from the organization's officers that the person has been** expelled, suspended or placed on an inactive status, or has dropped out of school, or dropped below the minimum full time academic hour requirement.

- C. Inactives: Prohibited activities include, but are not limited to:
1. Being present at a regular weekly meeting or called meeting
 2. Participating in any rush activity, formal or informal
 3. Purchasing or wearing apparel associated with a specific event which occurs after the inactive date.
 4. Being present in the organization meeting room.
 5. Being present at an event other than public Bid Night activities without written permission from the Greek Council Advisor.
 6. Participating on an intramural team which is made up of organization members. Organizations will be held accountable for the presences and participation of their inactive members. Referrals will be made to the Greek Judicial Council under Section 5c, Level I Violation.
- C. Organization: Each organization must comply with the following in order to maintain good standing with the Greek council:
1. Sponsor one philanthropic event during the school year
 2. Sponsor one on-campus event each semester
 3. Must comply with all meeting requirements as described in Article III of the by-laws
 4. Must maintain Greek room to the satisfaction of the Greek council advisor
 5. Must submit organization registration form each fall and update membership list each semester with the director of Greek life. A current organization constitution must also be on file with the director of Greek life.
 6. Three Greek council absences will result in the loss of good standing with the Greek council. Five will result in suspension and 25 hours of community service

ARTICLE V – COMMITTEES

Section 1: Committees are as follows:

- A. Executive Board: Consists of all elected officers of the council as stated in Article IV Section 1 of the constitution. The duty of this committee shall be to assist in such administrative matters as may be referred to it by the president or the council.
- B. Any ad hoc committee that is approved by the Council by a majority vote.

ARTICLE VI - ELECTIONS

Section 1: Representatives from fraternities and sororities for Greek council members for the following year shall be elected by the second Wednesday in April.

Section 2: Prior to the last Wednesday in April nominations of officers shall take place. All nominations must be seconded. A vote will take place and the top two vote receivers (one male and one female) shall go before all Greeks on campus for a vote on the last Wednesday in April.

Section 3: At the next regularly scheduled meeting of the council elections of the other officers shall take place under the following procedures:

- A. Nominations from the floor shall be entertained
- B. Each candidate for election shall be allowed to speak for himself or herself for a period no more than five minutes
- C. Candidates shall leave the room at which time candidate will be discussed
- D. A simple majority vote is needed for election. In the case of no candidate receiving 50% of the vote, a run-off election will take place with the two candidates receiving the highest

percentage of the original vote.

E. The officers shall be elected in decreasing order as stated in Article IV, Section 1

F. No one organization shall hold more than one executive office at one time

G. Special offices may be elected at any time during any meeting

Section 4: Any member of the Greek council shall have the power to bring to a vote the removal or recall of any officer or chairperson elected or appointed who proves negligent in his/her duty. The officer or chairperson shall be removed by a $\frac{3}{4}$ majority of the voting members. The remainder of the term shall be filled by an appointment of the executive board, subject to approval by a majority vote of the council.

Section 5: Each organization shall have only one formal rush party in the week prior to Bid Night. No other Greek activities can occur from the conclusion of formal rush week to Bid Night. The dates of these rush parties shall be decided prior to formal rush week.

Section 6: The schedule for formal rush parties is set up by the Greek council and must be followed. If there is a conflict with one of the scheduled parties an organization may reschedule its party on an open date during rush week with the approval of the activities coordinator.

Section 7: All informal and formal rush functions shall be scheduled with the Greek council and the university (an on or off campus function). If there is a conflict the presidents of the organizations will be notified by the activities coordinator.

Section 8: All formal rushing shall cease at 12 a.m. Friday morning of formal rush week.

Section 9: Informal rush is a closed function for actives and prospective members.

Section 10: Fraternities and sororities shall include no student with less than 12 earned credit hours in any informal rush function until he or she has completed half of the semester and establishes grades that have been turned in to the registrar's office.

ARTICLE VIII – NEW MEMBER: INDIVIDUAL RESPONSIBILITIES

Section 1: A student is required to have a 2.0 GPA before being eligible to pledge a social organization. **Due to the law, the office of student development cannot check a student's grades without his or her permission.** Therefore, a student MUST sign a grade release form to make sure that the student meets academic requirements. All prospective pledges must also sign a copy of the Central Methodist University hazing and risk management policy. These forms must be signed and submitted prior to beginning pledging activities.

Section 2: All interested students must attend one of the scheduled mandatory pledge meetings during the semester they intend on pledging. Dates will be announced during the semester.

Section 3: In order to be eligible for pledging, a person must meet the following requirements:

A. Students must pay the Greek insurance fee before receiving a bid (If a bid is not granted then the fee will be refunded)

B. Be a full-time student carrying at least 12 hours of academic credit

C. Students must have passed at least 12 credit hours during the most recent semester they were in CMU

D. Students must not be on academic probation and must have a cumulative grade point average of at least 2.0

E. First-semester freshmen are eligible to pledge. Student must have an ACT score of 20 or higher and a minimum GPA of 2.5

F. Students transferring to CMU from other institutions and have not attended CMU in the past are eligible to pledge. Student must have a cumulative GPA of 2.5 or higher

G. Students who have completed a semester at CMU, left the university, and then returned to CMU may pledge the semester they return as long as they meet the GPA requirement of cumulative 2.5 or higher

H. Be validated concerning A through G of this section by the office of student development

I. Be free of social probation

J. Have a grade release form on file in the office of student development by the date specified by said office

Section 4: Prospective pledges will sign up for their preferred organization in the office of student development between the Monday and Thursday before Bid Night, between 8 a.m. and 4 p.m.

Section 5: An individual who chooses to put only one organization on his/her preference card instead of the usual three choices is said to have gone intentional single preference. This individual has decided on one organization and will not join any other. If an individual goes intentional single preference and does not receive a bid, he or she will be notified before Bid Night begins by a representative of the preferred organization.

Section 6: Behavior during pledging must be in compliance with the rules of dining hall, classrooms, and laboratories

Section 7: At no time shall rushing or pledging requirements take precedence over or interfere with the preparation for, or attendance of classes

Section 8: If an individual de-pledges a Greek organization prior to the organization's formal induction ceremony, he or she may pledge any Greek organization in the next pledging period

Section 9: If individual goes through pledging and formal induction and then decides to deactivate his/her membership from an organization, he/she will be allowed to pledge another organization only after waiting two pledge periods

Section 10: Continued active membership is determined by the current University policy on social probation. Any student who is on social probation may not be an active member. If he or she is **inactive, a member may not attend or participate in any of the organization's activities.**

Section 11: Prospective pledges must line up on the front (south) of Brannock Hall by the specified time in order to walk through Brannock Hall to accept their bid. The order shall be determined by the drawing of names of those who receiving bids, by a member of the office of student development. Those present at the time will be allowed to walk through Brannock Hall.

ARTICLE IX – NEW MEMBERS: ORGANIZATIONAL GUIDELINES

Section 1: The office of student development will provide a list of students who have signed grade releases and meet the requirements to pledge prior to Bid Night. All prospective members must have a 2.0 GPA and have accrued at least 12 credit hours at CMU.

Section 2: Each organization must have an approved written pledge program on file in the office of student development before it is allowed to accept new pledges

Section 3: All active members of each organization must have signed a current copy of the CMU hazing policy in order for their organization to be permitted to receive any new members. These papers shall be kept on file in the office of student development.

Section 4: Bid Night run though will be set by the Greek council and the office of student development, depending on other scheduled events on the university calendar

Section 5: All new member activities must be held during the period following the issuance of bids. All pledge activities shall only include member organizations in good standing with Greek council.

Section 6: The pledge period can be held from Friday night of Bid Night to the fifth Saturday at 12 a.m. following Bid Night. Pledging activities can only be held Monday through Friday between the hours of 5 p.m. and 12 a.m. Due to evening classes activities must have prior approval from the office of student development.

Section 7: All Greek organizations at Central Methodist University must abide by the laws concerning physical and mental hazing and by the university policy on hazing (see Article XI, Section 4)

Section 8: New Member activities cannot be held in conjunction with co-curricular activities-(I.E. athletics, performances, or any official CMU co-curricular function)

ARTICLE X – JUDICIAL BOARD DISCIPLINE

Section 1: The Greek council judicial board reserves the authority to hold organizations responsible for hazing based upon the hazing policy of Central Methodist University.

Section 2: Sanctions of the Greek council judicial board will include but are not limited to warnings, fines, probation or other terms deemed appropriate. (See Article IV, Section 8 for disciplinary guidelines for Greek judicial board. See CMU Student Handbook for social probation guidelines.)

Section 3: All rulings and sanctions of the Greek council judicial board will be decided upon by a simple majority of non-exempt members.

ARTICLE XI – RISK MANAGEMENT

Section 1: Insurance - All CMU social Greek members must purchase liability insurance for the **entire academic year. This insurance will also cover the social Greek organizations' advisors.**

Section 2: Policy on Alcohol and Drugs

- A. The possession, sale, use or consumption of alcoholic beverages during a fraternity/sorority event, any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity/sorority, must be in compliance with any and all applicable laws of state, county, city and Central Methodist University, and must comply with either the BYOB or Third Party Vendor Guidelines. (See CMU Greek Procedures Manual)
- B. No alcoholic beverages may be purchased through the chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase and use of a bulk quantity of common sources of such alcoholic beverages, e.g., kegs or cases, is prohibited.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority without specific invitation where alcohol is present, shall be forbidden.
- D. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on Central Methodist University premises or during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.
- E. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to **any minor (i.e., those under legal "drinking age")**.
- F. All rush activities associated with any chapter will be DRY functions.
- G. **No member shall permit, tolerate, encourage or participate in "drinking games."**
- H. No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter during pledge period.
- I. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- J. No chapter may co-sponsor an event with an alcohol distributor, charitable organization

or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

Section 3: Policy on Sexual Abuse

The chapter will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This pertains to any actions that are demeaning to men or women including, but not limited to, date rape, gang rape, or verbal harassment.

Section 4: Policy on Organization Conduct and Hazing

A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities. **Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks or any other such activities carried on outside or inside of the confines of the chapter's meeting room; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."**

B. Central Methodist University asserts that Hazing is against the State Law of Missouri (section 578.360-578.365) and that it is against the value that states that CMU "provides an opportunity for students to live and to learn in a safe setting."

The following is a list of activities that are considered *unacceptable throughout the year* for both new (pledge) members and for active members:

1. Forcing or coercing the consumption of alcohol, drugs or food [Note: any consumption of alcohol or of any harmful substance, or use of drugs, by either actives or new members during a new member educational event (regardless of whether the consumption is voluntary or mandatory) is prohibited under any circumstance]
2. Requiring or endorsing acts that break the law or reflect poorly on the organization such as theft, destruction or harassment. This includes acts of sexual harassment as defined in the university's policy on sexual harassment in the Student Handbook
3. Paddling, striking or any form of physical abuse
4. Kidnapping members to be brought to an event or activity
5. Participating in road trips that are not on the approved new-member education program
6. Abandoning or kidnapping in any manner
7. Using blindfolds that have not received prior approval by the director of Greek life
8. Threatening or intimidating interrogations not consistent with the normal testing of educational materials
9. Assigning degrading or obscene nicknames
10. Requiring acts of personal servitude
11. Performing special tasks such as house cleanup, answering phones, giving rides, making meals, buying gifts or serving meals
12. Verbally harassing members at any time, e.g., line-ups.
13. Line-up of a new member class, including grilling individuals or groups of new members with questions of any kind

14. Requiring new or active members to march, hold hands, or form a line that does not include *all* active members without prior written approval from the office of student development.
15. Depriving members of sleep or study time
16. Intentionally violating time restrictions
17. Creating excessive fatigue
18. Administering physical or psychological shocks
19. Pouring of substances on the body
20. Branding or tattooing
21. Morally degrading or humiliating public stunts, games and activities involving new members or active members that have not received prior approval from the office of student development
22. Requiring new members to recite information, phrases or spiels with no useful or educational purpose (note: what constitutes “**no useful or educational purpose**” will be determined when obtaining the official, prior approval for the **new members’ education program**)
23. Wearing of required apparel by new and/or active members that has not received prior approval from the office of student development
24. Preventing new members or active members from wearing proper clothing for current weather conditions
25. Requiring members to carry any items throughout new member education when active members are not carrying the same items
26. Requiring certain forms of address or greeting of new members or of active members at any time (other than “**Hello first name**”)
27. Failing to inform new members of the time for any activity in advance.
28. Singing and/or chanting excessively in close proximity to residence halls, residential areas or area businesses throughout the school year without prior approval by the office of student development
29. Performing member educational events/activities in the dining hall and any classroom setting, including before and after class
30. Using any kind of calisthenics
31. Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors
32. Humiliation in front of non-members by reference to new membership
33. Nudity of new or active members at any time
34. Pushing, shoving, or tackling new members
35. Harassing other fraternities or sororities
36. Excessive or particularly hard questioning of a new or active member over fraternity/sorority information; abusive or extremely pressured questioning of any kind
37. Bracing and finger snapping in new or active **members’ ears**
38. Subjecting new or active members to “**rough-house**” practices
39. Deception designed to convince a new member that he/she would not be initiated.
40. Convincing new or active members that pledging will end for all new members if one new member chooses to de-pledge

41. No Coke dates
42. No open flame is permitted on campus, including candles, without prior written approval from the office of student development
43. No New Member activities are to be held between the hours of 12 a.m. and 5 p.m.
44. Maximum 20 hours of contact per week with each new member
45. All new or active member activities and/or student organization activities, including off-campus activities, need written approval from the office of student development
46. Alumni cannot participate in any new member education unless a staff member from the office of student development and/or a chapter advisor is present at the activity/
47. All new members or active members including alumni must follow these guidelines

**In addition to Hazing Policies listed above, New Members cannot be expected to do anything that initiated members will not do along with them.*

**Ignorance of the hazing policy will not be accepted as a defenses.*

Section 5: Fire, Health and Safety

- A. **All chapters' meeting rooms shall, prior to, during, and following occupancy, meet all** local fire and health codes and standards.
- B. All chapters must have posted numbers for fire, police, ambulance, residence hall director, RHD pager, counselor and sponsor on the entrance door.
- C. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of chapter meeting rooms are expressly forbidden.
- D. All chapters shall comply with all of the policies and regulations of Central Methodist University.
- E. There will be safety inspections of these rooms throughout the year, including pledge week. If violations are cited, the offending organization may lose the privilege of having a meeting room. Meeting rooms are unavailable for student use between the hours of midnight and 8:00AM.

Section 6: Education

Each student member, associate member and pledge shall be instructed annually on the Risk Management Policy and Anti-Hazing Policy.

APPENDIX IV

DISCIPLINARY GUIDELINES

Level 1 - WARNING

Level 2 - WARNING WITH SANCTIONS

Possible consequences -

- 1-20 hours community service at resident hall director's discretion.
- Behavioral contract between you and resident hall director.
- Monetary fine.

Level 3 - CMU PROBATION

Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Monetary fine
- The following privileges may be lost for a minimum of 16 academic weeks:
 - Leadership and/or membership privileges
 - Intramural sports team privileges
 - McMurry Hall residents will be moved to a different hall

Level 4 - CMU PROBATED SUSPENSION

Possible consequences -

- All privileges lost at Level Four are lost for 32 academic weeks.
- Move to another hall; ban from former/other hall.
- Monetary fine and/or 20-40 hours community service.
- Removal from all academic and social organizations, including, but not limited to, SGA, and Greek Council. Ineligible to participate in intercollegiate athletics.

Level 5 - SUSPENSION FROM RESIDENCE HALLS

Possible consequences -

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the vice president of Campus Life.

Level 6 - SUSPENSION FROM THE UNIVERSITY

Possible consequences -

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the president of the university.

Levels that are charged against a student will be added to previous levels (or levels pending) and accumulate accordingly. Students who have been incident-free for a period of 32 academic weeks may appeal to have one or more levels removed.