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Interested in our Adult Degree Program in St. Louis?  
Call 314-227-4400 for more information or assistance.

## THE ADULT DEGREE PROGRAM (ST. LOUIS)

Interested in our Adult Degree Program in St. Louis?  
Call 314-227-4400 for more information or assistance.

At CMU's Adult Degree Program (ADP) in St. Louis, courses are offered in a format designed specifically for working adults. To accommodate students' busy schedules, classes are offered at several convenient locations. Plus, students can take one (1) four-hour evening class per week and complete a 3-credit course in 5-7 weeks. CMU's one-time registration process is completed at the beginning of the student's program. Degree programs can be completed in as few as 18 months.

### ADULT DEGREE PROGRAM DESIGN

**Cohort Structure.** The basic learning structure of the Adult Degree Program is a cohort—an active learning community of 14 to 22 students. Students are assigned to specific cohorts as the result of their interest in a particular degree program, location, and the timeframe within which they wish to pursue their education. The cohort schedule automatically incorporates the necessary courses to complete the program curriculum. The program is designed so that students will usually stay with the same cohort throughout their program. However, occasionally students may change cohorts as the result of their inability to attend class on a specific night, their relocation to another area of the state, or other personal reasons that are reviewed by the Administration on an individual basis. Additionally, students from other classes may join a cohort for a specific class or course. In some instances, cohorts may merge to complete the necessary prerequisites of their program.

**Learning Teams/Work Teams.** Learning team/Work teams are an integral part of the Adult Degree Program educational model. Typically learning teams consist of 3–5 students. The assignments are designed to be completed by groups with 3–5 members. Class size, work schedules, and/or geographic barriers often may require group sizes to vary from the ideal 3–5 members. Learning teams have the flexibility to choose their meeting place and how they meet. Teams may meet face-to-face, in

a structured on-line “learning team club,” or in combination. Participation in the learning team is a required element of the program. Learning teams function as mutual support mechanisms through which students can learn more efficient problem-solving techniques from the professional expertise of peers, and a portion of each course evaluation/grade is based on the group performance. Additionally, most courses require a group project in the form of a written and/or oral report, presented to the class for discussion and critique. The ability to incorporate each member's participation becomes the responsibility of all group members and is reflected in students' grades.

**Variety of Instructional Formats.** Teaching strategies in the Adult Degree Program include seminars, small groups, simulations, experiential learning, presentations, problem solving, and brainstorming. Case studies and research projects are used extensively.

**Adult Degree Program Calendar.** The Adult Degree Program has a 12-month academic year, which enables students to enter the program during any given month. Each student is given a cohort Class Schedule at registration. This schedule contains a complete list of classes and their meeting dates for the student's group. In general, all classes meet on the same evening throughout the program. The following are holidays observed by CMU's Administrative Offices:

Independence Day (July 5, 2010)  
Labor Day (September 6, 2010)  
Thanksgiving (November 24–26, 2010)  
Christmas Break (Dec. 20, 2010—Jan. 2, 2011)  
Martin Luther King, Jr. Day (January 17, 2011)  
Presidents' Day (February 14, 2011)  
Good Friday (April 22, 2011)  
Memorial Day (May 30, 2011)  
Independence Day (July 4, 2011)

## ADMISSION POLICIES AND PROCEDURES (ADP)

CMU's Adult Degree Program welcomes applications from adult men and women of every nationality, ethnic, racial, and/or religious group. Potential students should call the CMU Office (314-227-4400) and make an appointment with an Enrollment Representative to discuss their plans and previous college coursework. Upon application, official transcripts from each college or university attended must be obtained. Applications are valid for one (1) year from the date of completion.

### ADMISSION REQUIREMENTS (ADP)

**Associate's degree candidates:** Applicants with fewer than 50 credits are considered lower-level applicants and are subject to the following policies:

1. Applicants must provide verification of high school graduation or GED completion. Applicants with fewer than two (2) courses completed at the college level after high school are required to submit high school transcripts.
2. Applicants must provide official transcripts from all higher education institutions attended.
3. Applicants must possess a GPA of at least 2.0 on prior college and university course work.
4. Applicants will have had a minimum of one (1) year of full-time equivalent work experience after high school and have access to a work/organizational environment.
5. Students who speak English as a second language must present evidence of proficiency in the English language by scoring a 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or 213 or higher on the computer based TOEFL. Students who take the online TOEFL must score 77 or higher on the test. ESL students may be exempt from the TOEFL exam when they have graduated from a U.S. high school or attended a U.S. college with an acceptable GPA on non-developmental coursework of 6 credits or more.

**Bachelor's degree candidates:** Applicants with 50 or more credits are considered upper-level applicants and are subject to the following policies:

1. Applicants must provide official transcripts from all higher education institutions attended.

2. Applicants must possess a GPA of at least 2.0 on prior college and university course work.
3. Applicants will have had a minimum of 2 years of full-time work experience after high school and have access to a work/organizational environment.
4. Students who speak English as a second language must present evidence of proficiency in the English language by scoring a 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or 213 or higher on the computer based TOEFL. Students who take the online TOEFL must score 77 or higher on the test. ESL students may be exempt from the TOEFL exam when they have graduated from a U.S. high school or attended a U.S. college with an acceptable GPA on non-developmental coursework of 6 credits or more.

Admission files are complete when the admission application, all official transcripts, and the non-refundable application fee have been received.

Additional admission requirements apply to specific programs. See an Enrollment Representative for details.

### TRANSFER CREDIT (ADP)

Central Methodist University accepts credit for coursework completed at a college or university with regional accreditation. Coursework completed at a college or university with national, professional, or specialized accreditation will be accepted on a case-by-case review. Accreditation status is determined through the use of ACE's *Directory of Accredited Institutions of Post Secondary Education*.

Students in the associate's program must complete a minimum of 24 credits in residence at CMU, and bachelor's program students must complete a minimum of 30 credits in residence at CMU.

Student also can earn credits through examinations such as CLEP, Excelsior, and DANTES. Students with credit from AP (Advanced Placement) programs or IB (International Baccalaureate) programs are also recognized. Military veterans may receive credit for military training and military schools and courses, occupational specialties, and Reserves or Guard commissioned positions. See an Academic Advisor for details on these procedures.

CMU also recognizes job development coursework received through an applicant’s employer or other prior experiences. See an Academic Advisor for information on Prior Learning Assessment.

Students wishing to enroll in courses at other institutions are required to receive prior written approval from the Adult Degree Program dean or

director before enrolling. This will ensure that the proposed transfer coursework will apply to their degree programs as they intend. If students take courses at another institution without advanced written CMU approval (from the St. Louis Adult Degree Program Director of Student Services), CMU accepts no responsibility for the applicability of these courses to the student’s degree program.

**TUITION AND FEES (ADP)**

Students should contact the Adult Degree Program Accounting Office (314-227-4400) for a current fee schedule which contains specific information on tuition, fees, and payment deadlines.

UNDERGRADUATE TUITION & FEES	PER CREDIT HOUR
Associate’s Degree Programs	\$225.00
Bachelor’s Degree Programs	\$325.00
Master’s of Education Program	\$270.00
SPECIAL FEES & CHARGES	PER TRANSACTION
Application fee (non-refundable and paid when application is submitted)	\$50.00
Graduation fee (non-refundable and paid with final tuition payment—required of all graduates for cap, gown, and diploma, even if not participating in commencement):	\$75.00
Returned Check fee	\$25.00
Transcript (Requests to Registrar must be written and signed)	\$5.00 per release
<ul style="list-style-type: none"> <li>• FAX</li> <li>• Overnight delivery (where available)</li> <li>• Priority service</li> </ul>	<ul style="list-style-type: none"> <li>• \$7.50</li> <li>• Add \$20.00</li> <li>• Add \$15.00</li> </ul>

**Payments (ADP)**

Payment of tuition and all other fees and penalties is due prior to the course start date. *Regardless of financial source, the student is responsible for all costs of the program in which he/she is enrolled.*

**Payment procedure (ADP)**

1. The student will receive a payment schedule for payment of tuition for the core curriculum.
2. Payments are due in advance of the start date of each new course, as listed on the payment schedule.
3. A late fee of \$30 may be charged if payment is not received prior to the start date of the course.
4. For cash-paying students, if the payment is not received in full by the start date of the next course, grades will not be released.

5. If payment is not received for two sequential courses, the student will not be allowed to attend class.
6. No transcripts will be provided to any student with an outstanding balance.
7. Students may be subject to Administrative Dismissal (removal from the program) for failure to meet financial obligations.
8. Students may not participate in graduation exercises, receive their diplomas, or obtain any documentation indicating the completion of their degree until all financial obligations are met.

**Payment Options Summary (ADP)**

Central Methodist University offers a variety of payment plans for students’ convenience. Students will be asked to select a payment plan prior to

enrollment. Any questions about the following plans should be addressed to the Accounting Office.

- **INSTALLMENT PLAN.** The Installment Plan requires that tuition for a group of courses be paid by a specific due date as indicated on the student's class calendar. (Groups of courses range from 9 to 13 credit hours.) Students are billed two (2) weeks in advance of each due date.

NOTE: Students can choose to have their installment payments for tuition automatically charged to their credit card. Automatic payments are charged on specified due dates based on the student's class calendar.

- **COURSE-by-COURSE PLAN.** The Course-by-Course Plan requires that tuition be paid prior to the first night of class for each course and be received by specific due dates. Due dates for tuition payments are based on the student's class calendar. An additional \$15 processing fee is due with each tuition payment for the Course-by-Course Plan.

NOTE: Students can choose to have their tuition payment automatically charged to their credit card. Automatic payments for tuition are charged on the day of the first night of class for each course.

- **DEFERRED COURSE-by-COURSE PLAN.** The Deferred Course-by-Course Plan is available if students qualify for their employer's tuition reimbursement program. A Deferred Course-by-Course Plan form must be submitted and signed by the student and his or her employer. Students must provide a valid credit card number (debit cards are not accepted). The credit card will be automatically charged for tuition and for a \$15 processing fee on the day of the last night of each

course. If a student's credit card is declined, the student will be automatically switched to the Course-by-Course Plan.

- **DIRECT BILL PLAN.** Central Methodist University is willing to invoice students' employers directly for tuition if prior arrangements are made with their company. Approved documents or proper notification from the company must be received prior to the first night of each course. Regardless of eligibility, the application fee and registration fees must be paid by the student and will be refunded if payment is received from their company. If necessary, it is the students' responsibility to assist CMU in expediting payment from their employer. If students' employment ceases or if necessary company documentation is not received on a timely basis, students will be automatically switched to the Course-by-Course Plan.
- **FINANCIAL AID PLAN.** To qualify for financial aid, students must submit all required paperwork and documentation prior to the first night of their program. Regardless of financial aid eligibility, the application fee and registration fee is not covered by financial aid. After starting the program, any tuition not covered by Financial Aid must be paid prior to the first night of each course by the specified due date. It is the student's responsibility to reapply for funding in advance of the next academic year. Failure to reapply will automatically switch the student to the Course-by-Course Plan.

## FINANCIAL ASSISTANCE (ADP)

### APPLYING FOR FINANCIAL ASSISTANCE

Those students who may be qualified to receive student financial aid must first complete the Free Application for Federal Student Aid (FAFSA) for a renewal application on an annual basis.

Students may request a paper FAFSA from the CMU Office of Financial Assistance, but the preferred method is to access the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) to complete it electronically. Students will designate CMU as their school of choice by entering the Title IV school code onto the FAFSA – **002453**. The FAFSA application should be submitted no earlier than January 1 but no later than April 1 each year, although the deadline is June 30 of each year. Missouri students must have submitted their FAFSA to the Department of Education’s processor by April 1 of each year to determine eligibility for Missouri State Aid. Students who process their FAFSA application after April 1 will not be considered for this source of financial assistance.

Each student must apply annually for all state and federal financial assistance by filing the FAFSA or Renewal Application.

### FINANCIAL ASSISTANCE REQUIREMENTS

Students will not receive any financial assistance if they owe refunds on grants, are in default on a loan previously issued by CMU or another college, or are not maintaining satisfactory progress in the course of study they are pursuing according to the standards and practices of the University. Refer to the Standards of Satisfactory Academic Progress to Maintain Financial Assistance Eligibility (next column).

All funding is awarded in accordance with state and federal policies and with those policies set forth by the Enrollment Management Committee and 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

Concerns regarding financial aid should be filed first with the Director of Financial Assistance. Appeals may be made to the Vice President of Finance and Administration.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) TO MAINTAIN FINANCIAL AID ELIGIBILITY

All students who receive federal, or state financial aid 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 will be used, along with a satisfactory grade point average as listed below:

Credits Attempted	Min. Cum. GPA	Min. Credits to Maintain Aid
<b>Undergraduate</b>		
• Freshman (1-29 hours)	1.8	21
• Sophomore (30-59 hours)	2.0	49
• Junior (60-89 hours)	2.0	73
• Senior (90 or more hours)	2.0	98
<b>Graduate</b>		
1-24	3.0	21
25-34	3.0	33
35 or more	3.0	45

The Office of Financial Assistance performs annual reviews of Satisfactory Academic Progress, at which time students who fail to meet the minimum SAP requirements will have their financial aid terminated.

### REFUNDS AND WITHDRAWAL

A student who wishes to withdraw from the University must obtain a withdrawal permit from the regional site coordinator. **It is the student’s responsibility to see that this withdrawal permit is completed and filed with the regional site coordinator.** The Adult Degree Program application fee and registration fee are non-refundable. The student will not be charged for a class if written notification of withdrawal is received prior to the first class session of a course.

For students who withdraw, drop out, are dismissed, administratively withdrawn, or take a leave of absence from CMU, the following refund schedule will be applied towards institutional charges including tuition. However, based on the refund calculations

applied, a student is still responsible for any outstanding charges owed CMU. The Institutional Refund Policy is used for all calculation purposes and is outlined as follows:

- 90% refund—after the first class meeting
- 50% refund—after the second class meeting
- 0% refund—the third class meeting and beyond

Students receiving financial assistance are subject to federal regulation and financial aid policy governing refunds which determine what portion, if any, of the funds must be returned to the required aid programs. For more information on this policy, students should contact the Office of Financial Assistance.

Absence from class does not constitute withdrawal from the class or from CMU. Students who leave school without completing the withdrawal process will forfeit their claim to honorable dismissal and will receive a grade of “F” for all courses in progress. An honorable dismissal will be granted to all students who desire to withdraw from the 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 from the University will receive grades for the courses in which they are registered according to the grading policies (see page 153).

The University reserves the right to withdraw any student from one or more classes or from the University for academic misconduct, excessive absence, disruptive behavior, or other sufficient cause.

#### **STUDENT ACCOUNTS (ADP)**

**Payments:** Remittances should be addressed to the Accounting Office, Central Methodist University, 2458 Old Dorsett Road, Suite 200, Maryland Heights, MO 63043. For questions, please call 314-878-5045.

**Outstanding Accounts:** Any student who has a balance due to the University will have a hold placed on his/her account. Grades, transcripts, and diplomas will not be issued to the student, and the student may not participate in commencement. Failure to rectify a balance due may also result in academic dismissal from the University. Past due accounts may be turned over to a collection agency with all related legal and collection fees also due from the student.

## STUDENT SERVICES (ADP)

Call 314-227-4400 for more information or assistance.

### ACADEMIC ADVISING

All students should meet with an Academic Advisor prior to their first course in the Adult Degree Program. The advisor will explain all options available to the student and help them formulate a plan for completing their educational goals. This degree-completion planning session is a very important part of tracking student progress in the program.

### PARKING

Students may park at no cost in the lot adjacent to the CMU building. No parking passes or permits are required.

### LIBRARY

Adult Degree Program students have access to CMU's Smiley Memorial Library located in Fayette. This facility houses approximately 75,000 print titles and a strong collection of electronic resources to meet the curricular needs of students. CMU participates in the MOBIUS program, which allows distance learners to request materials from the Smiley Memorial Library or many other libraries and have the material delivered to a library nearest to their home, work, or the St. Louis campus. For more information about this service and other resources at the CMU Library, check out the following website:

<http://www.centralmethodist.edu/cmlibrary/distance.html>.

Students needing reference assistance are encouraged to call the information desk during operating hours at 660-248-6271. After hours, students and faculty are encouraged to use the [library@centralmethodist.edu](mailto:library@centralmethodist.edu) email address, online Meebo chat, or the Ask a Librarian link embedded in the library website and

databases, as these are monitored after regular library hours.

### TEXTBOOKS

Textbooks are available for purchase through the CMU Bookstore. Books may be purchased online:

- Go to [centralmethodist.edu](http://centralmethodist.edu).
- Click on **Campus Life** along the top bar.
- Down the left-hand side of the page, click on **CMU Bookstore**.
- Click on **St Louis Campus-CMU Online Bookstore**.
- On the left-hand side of that page, click on **books**.
- Select the textbooks you wish to purchase and follow the directions for shipping and payment.

You may also call the Bookstore at 660-248-6990 or fax an order to 660-248-6991.

### STUDY ASSISTANCE

Adult Degree Program students are able to find help with their study needs through the Center for Learning and Teaching on the main campus. Students can contact the Center and work with a tutor via electronic means. To learn more about these services, check out their website at

<http://www.centralmethodist.edu/cmltc/index.asp>.

The Smiley Memorial Library also offers a service called the Learning Express Library which provides some on-line testing and other resources. Please check out the library website for more information: <http://www.centralmethodist.edu/cmlibrary/catalogs.html>.

## GENERAL ACADEMIC REGULATIONS (ADP)

Because education is a uniquely personal experience, it is the individual responsibility of each student to (1) know the degree requirements for his or her own course of study; (2) know the rules, regulations, and deadlines which govern the academic programs which are published in this catalog; and (3) develop and follow schedules which comply with these course and program requirements. The University's faculty, advisors, and staff support each student's education in every way they can, but students must assume final responsibility to establish the timeline for advancing and completing their course of study, to register for the appropriate courses, and to complete all degree requirements. Registration in the University confirms students' acceptance of these obligations.

### CLASS ATTENDANCE

Class and Learning Team attendance is vital to the educational experience in the Adult Degree Program and, therefore, is mandatory. Class and Learning Team attendance are recorded and maintained for administrative, grading, and financial aid purposes. The faculty syllabus and course module are made available at the outset of each course and will include a statement of attendance and an explanation of how absenteeism and tardiness will affect the student's grade. Failure to attend may impact financial aid eligibility. Contact the Office of Financial Assistance for specific information.

The accelerated, lock-step course structure of the Adult Degree Program and its strong focus on collaborative learning require that students have regular attendance and dynamic participation in both the classroom and Learning Team sessions of each course. Increased absenteeism adversely impacts students' academic progress and ability to receive financial aid funds. Thus, CMU is committed to the following attendance policy that fosters academic integrity and ensures the appropriate disbursement of financial aid funds to students who are eligible:

If a student misses any of the combinations (below) of class and/or learning team sessions, then the final grade will be affected accordingly...	2-week course	3-week course	4-week course	5-week course	6-week course	7-week course
*0 Classes & 1 Learning Team *1 Class & 0 Learning Teams	F grade required	1 full letter grade reduction required		Up to 1/3 letter grade reduction		
*0 Classes & 2 Learning Teams *2 Classes & 0 Learning Teams *1 Class & 1 Learning Team	F grade required			1 full letter grade reduction required		
*2 Classes & 1 Learning Team *1 Class & 2 Learning Teams *3 Classes & 0 Learning Teams *0 Classes & 3 Learning Teams	F grade required					

Students who must miss an entire course due to extenuating circumstances must arrange for a temporary withdrawal prior to the beginning of the course. Before withdrawing from a course, students receiving financial assistance should check with the Office of Financial Assistance to assure that they will not jeopardize their financial aid status through their absence from class.

### STUDENT LATE ARRIVAL

Tardiness is a major concern in that it represents both missed class time and disruption to the class in session. A student's grade will be adversely affected by habitual and/or excessive lateness to class. Students who arrive more than one and one-half hours

late for class will be recorded as absent for the entire class.

### INSTRUCTOR LATE ARRIVAL (ADP)

If an instructor is late arriving to class—in any location—please notify the Student Services Office at

314-227-4400. It is recommended that students meet in their learning teams to discuss the assignments that were due at the beginning of the class. Students are expected to wait at least 30 minutes for the instructor's arrival. However, after 30 minutes, they may leave, and the Student Services Office will **re-schedule** the class after consultation with the students and the instructor.

#### **LEAVE OF ABSENCE POLICY**

Continuous enrollment in the Adult Degree Program is vital to a student's success in completing his or her degree and in maintaining financial aid eligibility. When situations occur that require a student to leave the program for a specified period of time, students must apply for a Leave of Absence through the Student Services Office. A student may be approved by the University for up to two (2) nonconsecutive leaves of absence in a 12-month period. Students who wish to take a second leave may do so only for special circumstances. These circumstances may include, but are not limited to, the following issues: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, or jury duty. Generally, each leave may not exceed 90 days in length. Students returning from a first leave of absence must complete at least one course, with a grade other than "W" or "WF," prior to requesting a second leave.

Students must provide a written, signed, and dated request for a leave of absence to the Student Services Office on or before the last date of class attendance. The request must include the reason for the leave. A leave of absence may be considered for approval if the University determines that there is a reasonable expectation that the student will return. If unforeseen circumstances prevent a student from providing a request on or before the last date of class attendance, the University may grant the leave of absence if verification that substantiates the unforeseen circumstance is provided by the student. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, business travel, University course cancellation and/or facility closure, and natural disasters. The University will allow students returning from a leave of absence to complete coursework started prior to the leave with no additional charges.

Above all, student success in completing the degree is the most important consideration. If students have concerns about their enrollment, communicating with Student Services as early as possible is vital.

#### **TAKING MORE THAN ONE CLASS AT A TIME**

All programs offered in the Adult Degree format are accelerated, and students are considered to be attending college on a full-time basis. The "doubling up" or the taking of two courses at once is not permitted without explicit approval by the Director of Student Services. Such approvals would be for exceptionally extenuating circumstances and would be handled on a case-by-case basis.

#### **TRANSFER CREDITS ALLOWED AFTER MATRICULATION**

Prior written approval from the director of Student Services is required when a current matriculated student wishes to enroll in courses at another accredited institution and receive transfer credit from CMU. Without this prior written approval, CMU accepts no responsibility for how courses will be accepted in transfer.

#### **END-OF-COURSE SURVEYS**

At the end of each course, students are asked to complete the Student End-of-Course Survey. This survey records information about the curriculum, the faculty, and administrative services. The instructor completes an Instructor's Course Survey as well. Both documents provide valuable information which allows the administration to address issues and concerns and to continually improve upon the Adult Degree Program.

#### **CLASS CANCELLATIONS**

In the case of inclement weather or other unexpected circumstances:

- Classes are postponed rather than cancelled.
- A final decision to postpone will be made between 3:00 and 3:30 p.m.
- Call Student Services Office at 314-227-4400.
- Check local television and radio programs for information on school closures.
- Students will be notified by the instructor about the rescheduling of their class.

#### **CLASSIFICATION OF STUDENTS (ADP)**

Undergraduate students are classified according to the number of semester hours of work completed:

Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90 and over

Students are considered full-time students at Central Methodist University as long as they maintain continuous enrollment in the Adult Degree Program. To be full-time, an undergraduate student must complete 24 credits in a 12-month period. Students who are not currently matriculating are considered “inactive.”

**COURSES, GRADES AND GRADE POINT AVERAGES**

Grade reports are issued to students following the end of each course. The transcript is the individual student’s permanent academic record, maintained and secured by the Office of the Registrar.

The University uses the system of grades, grade symbols, and quality points described below to report each student’s academic achievement on grade reports and transcripts.

A	Grade Points	4
B	Grade Points	3
C	Grade Points	2
D	Grade Points	1
F	Grade Points	0
P	Pass, credit hours only	
I	Incomplete	
W	Withdrawal	
AU	Audit, no credit hours	

All courses taken on a letter-grade basis (A through F) are used to compute Grade Point Averages (GPA). For grades in courses repeated, see “Repeated Courses” (page 154). A student’s GPA is calculated by dividing the number of grade points earned by the number of credit hours attempted on a letter grade basis. As a result, GPAs range from 0 to 4.0. Courses taken on a Pass/Fail (P/F) basis are not computed in the student’s GPA. The grades of I, W, and AU earn no credit and are not computed in the GPA.

The grade of I (Incomplete) can be given by an instructor at the end of the course 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 coursework and can complete the remaining work apart from class meetings. Faculty should file a plan for completion of incomplete work with the Office of the Registrar. All incomplete work must be completed within 5 weeks after the end of the course for undergraduates, within 6 weeks for

graduate courses. After this time, if the “I” has not been removed, it will automatically convert to a grade of F. Additional work will no longer be accepted, and the grade appeals policy (see “Grade Appeals” below) will apply.

A student may withdraw from a class with a grade of W until the third night of the class. The grade of W will not be calculated into the student’s GPA. A student may not withdraw from a class after this date.

The grade of AU is given to students who formally register as auditors. Auditors must have the approval of the instructor prior to registering and are expected to attend regularly. They receive no credit, and no grade is given, but the hours are included in determining a student’s academic load. Upon the report from the instructor that an audit has been satisfactorily completed, notation of the audit is made on a permanent record.

**GRADE APPEALS (ADP)**

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 regional site coordinator. 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 if the student wishes to continue the appeal, the student should consult the regional site coordinator for directions in presenting a petition to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions). The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a two-thirds majority of the respective committee judges that a grade change is warranted, the committee will direct the Registrar to make the change. The decision of this committee is final and binding on all parties. (Faculty-initiated grade change requests must be completed and filed with the Office of the Registrar within one [1] calendar year of the date the grade is first posted).

**ACADEMIC PROBATION (undergraduates)**

Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 24 hours during an academic year, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPAs), which are verified semi-annually, listed below.

Weighted Hours Attempted	Minimum Cumulative and Cumulative Resident GPAs
1-29	1.80
30-59	1.80
60-89	1.90
90 or beyond	2.00

**ACADEMIC SUSPENSION (undergraduates)**

Academic suspension is imposed for one of two reasons: (1) the failure of any student to achieve a 1.0 (or above) grade point average for any 2 consecutive classes, or (2) the failure of any student to attain at least the following cumulative and cumulative residential grade point average for his/her attempted hours.

Weighted Hours Attempted	Minimum Cumulative and Cumulative Resident GPAs
1-29	1.30
30-59	1.50
60-89	1.70
90 or beyond	1.90

A student on academic suspension may not continue in the Adult Degree Program. A suspended student must petition the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions) for readmission. Any hours earned at other accredited institutions during the period of suspension will be subject to review before a student is readmitted. A student who has been suspended twice may not re-enroll at Central Methodist University.

**ACADEMIC PROBATION (graduate students)**

Graduate students are placed on academic probation for failing to achieve a cumulative grade point average of 2.0 (or higher) in any given course or a 2.5 for an academic year. This serves as a serious warning of the need for academic improvement if the student is to succeed in the program.

**ACADEMIC SUSPENSION (graduate students)**

Graduate students are placed on academic suspension for failing to achieve a cumulative grade point average of 1.5 (or above) in any given course. Suspended students may not continue in the Adult Degree program and must petition the Graduate Studies Committee for readmission at any later date. The petition should explain the reasons for previous academic difficulties, plans for improvement, and reasons for believing the plans will be successful.

**REPEATED COURSES**

Students may repeat any course in which they have "F" or "D" recorded grades until a grade of "C" or above is achieved. The most recent grade earned will be counted in the student's grade point average. All registrations and grades will be entered on the permanent record, but a notation that the course has been repeated will be added to previous enrollments in the course.

**ACADEMIC BANKRUPTCY POLICY**

To declare "Academic Bankruptcy" a student must petition the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions) specifying the courses the student requests to be dropped. Only courses with grades of "D" and "F" may be dropped. Only courses taken ten (10) 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, nor will they be included in the satisfaction of degree requirements.

**COURSE NUMBERING SYSTEM**

Courses numbered 100-299 are designed primarily for Freshmen and Sophomores. Courses numbered 300-499 are for Juniors and Seniors.

**CATALOG IN EFFECT—GRADUATION REQUIREMENTS**

Students' degree requirements are generally governed by the catalog in effect when they matriculate for a degree so long as enrollment is continuous. Students

may choose to meet the requirements of any subsequent catalog published during their enrollment but not of an earlier catalog. Former students who are readmitted must meet the graduation requirements in the catalog at the time of re-enrollment.

#### 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 Extended Studies Committee or the Graduate Studies Committee, the student will be withdrawn from the course.

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:

- a. **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);

- b. **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
- c. **STEALING** or having unauthorized access to examination or course materials,
- d. **FALSIFYING INFORMATION** (records, or laboratory or other data);
- e. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
- f. **ASSISTING ACADEMIC MISCONDUCT** (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
- g. **PLAGIARISM**. Plagiarism includes, but is not limited to, (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, and/or (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.

Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor, who should detail course-specific policies and sanctions in course syllabi. 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, including, but not limited to, notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. Students can appeal instructors' internal course penalties and any further sanctions by the Dean to the Committee on Academic Standards and Admissions, whose decision is final.

#### GRADUATION

An application for graduation must be filed with the program registrar no later than six (6) months before the student intends to graduate. The registrar and academic advisor will review the application to ensure

that all requirements for graduation have been met and to notify the student in writing of deficiencies.

Associate's degree candidates must meet the following requirements:

- Satisfactory completion of all the required liberal arts and/or general education coursework, as contained in the Common Core, as well as all required coursework required by the individual major
- Completion of the courses and requirements set forth in the Student Handbook
- A cumulative GPA of at least 2.0
- A cumulative GPA of at least 2.0 on all CMU coursework
- Completion of a minimum of 24 credits in residence at CMU
- Payment of all tuition and fees
- Recommendation of the faculty

Bachelor's degree candidates must meet the following requirements:

- Satisfactory completion of all the required liberal arts and/or general education coursework, as contained in the Common Core, as well as all required coursework required by the individual major
- Completion of at least 124 semester credits
- Completion of at least 36 semester credits of upper-level (300-400 level) study and 15 semester hours of upper-level study in the major
- Completion of a minimum of 30 credits in residence at CMU

- Completion of the courses and requirements set forth in the Student Handbook
- A cumulative GPA of at least 2.0
- A GPA of at least 2.0 in all upper-division courses in the major

Students who do not maintain continuous enrollment will graduate under the CMU catalog and the transfer of credit agreement in effect at the time of re-entry.

Students who have qualifying GPA's and have completed at least 60 semester credits at CMU will receive confirmation of honors at graduation. The honors calculation is based on all courses attempted that count toward graduation requirements at CMU (graded credits earned at or transferred to CMU).

#### **Honors at Graduation**

Each year, certain members of the graduating class are recognized for outstanding scholarship. Students whose cumulative grade point average is 3.95 or above graduate *summa cum laude*. Students whose grade point average is 3.8 or above graduate *magna cum laude*. Students whose grade point average is 3.7 or above graduate *cum laude*. Honors students must have earned at least 60 hours in residence at Central Methodist University. Graduation with Honors will be figured using all grades earned by the student toward graduation, including all *transferred* hours (note: grades of F do not transfer, and therefore are not included in this calculation). These honors are recorded on the diplomas and in the Commencement Program. Honors students are awarded recognition cords to wear with their cap and gown.

## THE CURRICULUM (ADP)

The Central Methodist University Adult Degree Program offers you the opportunity to earn your Undergraduate or Graduate Degrees in an accelerated format that is committed to a high-quality, continuously improving, stimulating, and practical education. The Values, Mission, and Educational Goals statement of Central Methodist University are published on page 15). These statements are pledges about the character of the Adult Degree Program and the education it seeks to provide to all students. As these pledges make clear, the University understands education to be concerned with the formation of the self, not merely with providing information to an individual who is unchanged by it. Liberal education is formative as well as informative. At their best, both liberal arts education and education for professional preparation provide the intellectual knowledge, skills, and disciplines from which the student constructs his or her unique character as well as prepares for a career and for life.

The educational program described in the following pages is intended to fulfill the mission of the University by providing a curriculum that enables students to reach the Educational Goals of the Adult Degree Program through acquiring the habits of mind, habits of heart, and habits of action that embody the good. The development of such habits requires both knowledge and mental discipline in many fields of study. Habits of mind should move beyond knowledge toward wisdom. And wisdom requires an understanding that decisions and actions should be based on both knowledge and the will to do the good. Our curriculum is designed to help students make responsible life choices with deep concern for the common good.

The Adult Degree Program offers degrees in the following areas:

- AS in Business (pending HLC approval)
- AS in Psychology (pending HLC approval)
- BS in Business
- BS in Psychology
- BS in Nursing
- Master of Education (MEd)

### The Adult Degree Program

The Adult Degree Program is designed to help students achieve their Associate's, Bachelor's, or Master's Degree while pursuing their careers. The curri-

culum is structured sequentially, with students taking one (1) course at a time. Courses involve four-hour class sessions once a week for approximately five (5) weeks. The Adult Degree Completion Program is a "computer-enhanced" program, which means that advances in technology may be utilized to augment the learning experience.

Organizations are increasingly relying on production through cross-functional teams, and this program fosters effective learning through diverse teams. In addition to class sessions, each student in the program works on team projects with other Learning Team Members for a minimum of four (4) hours per week. In keeping with the trends of the global marketplace, this work is completed in either a face-to-face or "virtual" format, or both. Documentation of this work is reviewed by the course instructor each week.

Associate's degree students complete a minimum of 62 hours of study in a variety of areas. Their degrees are rich in the liberal arts—in order to give them a broad basis of knowledge—and also contain a core in their major area of study. The Associate's degrees are designed to qualify as the first half of the Bachelor's degree program.

Bachelor's degree students must complete a minimum of 124 hours of credit. Their degrees build on the general education of the Associate's degree and focus on the academic major. CMU believes that every person with a college education should have one or more areas of both in-depth and extensive knowledge. The academic major insures that all graduates have one or more widely recognized fields of study in which they can function at a sophisticated, advanced level. Students choose a degree program, and within it they choose an academic major. Degree programs must also include a significant secondary field of study or a set of corollary courses in addition to the major and the General Education program. This can be classified as an academic minor or an alternative to the minor, both of which must include at least 17 hours of coursework that would enhance the student's educational experience. Students should work closely with their Academic Advisor to plan for the courses that would best meet their needs.

## DEGREE PROGRAMS (ADP)

### BUSINESS

#### AS, CONCENTRATION IN BUSINESS—DEGREE PLAN (64 HOURS)

The Associate of Science in Business (ASB) program is designed to provide a practical business education along with a strong liberal arts foundation. Coursework covers diverse concepts such as introductory management, computer applications, written and oral communications, economics, critical thinking, accounting, and literature. ASB students will be able to apply the concepts and skills gained in this program to a variety of industries and will be well equipped to handle leadership challenges in today's complex business environment.

ADP course descriptions begin on page 168 and are listed alphabetically by course prefix (AC or EN).

<b>1 COMMON CORE (39 HOURS)</b>	
<b>FOUNDATIONS</b>	<b>17 HOURS</b>
UNIV111 Introduction to Lifelong Learning	3 hours
EN110 College Composition I and EN111 College Composition II	6 hours
CT101 Communication Skills	3 hours
PE140 Concepts of Wellness	2 hours
MA103 College Algebra	3 hours
<b>UNDERSTANDING HUMAN NATURE</b>	<b>15 HOURS</b>
HI117 American History to the Civil War	3 hours
CMU222 Moral Leadership	3 hours
RL122 Religion and the Human Adventure	3 hours
EN222 Introduction to Literature	3 hours
EC201 Macroeconomics	3 hours
<b>EXPLORING THE NATURE OF THE UNIVERSE</b>	<b>7 HOURS</b>
BI110 Biotechnology	3 hours
SC102 Concepts of Chemistry and Physics	4 hours
<b>2 BUSINESS CONCENTRATION (25 HOURS)</b>	
AC 201 Principles of Accounting (4 hours)	EC 202 Microeconomics (3 hours)
BU 110 Introduction to Business (3 hours)	ET 375 Small Business Management (3 hours)
BU 225 Computer Applications in Business (3 hours)	FB 101 Personal Finance (3 hours)
BUS 227 Conflict Resolution for Managers (3 hours)	MK 330 Marketing (3 hours)

**BS, BUSINESS MAJOR—DEGREE PLAN (124 HOURS)**

The Bachelor of Science in Business (BSB) program provides a comprehensive business education that prepares graduates for a variety of high-level leadership roles. Coursework covers practical concepts such as communications, economics, marketing, statistics, business law, human resources, information systems, finance, accounting, international business and ethics. BSB graduates will be well prepared to make significant contributions to their organizations and communities.

ADP course descriptions begin on page 168 and are listed alphabetically by course prefix (AC or EN).

<b>1 COMMON CORE (34-35 HOURS)</b>	
<b>FOUNDATIONS</b>	<b>15 HOURS</b>
Freshman Writing: EN110 College Composition I & EN111 College Composition II	6 hours
Oral Communications: CT101 Communication Skills	3 hours
Math: MA103 College Algebra (or higher)	3 hours
Advanced Writing: EN305 Expository Writing	3 hours
<b>UNDERSTANDING HUMAN NATURE</b>	<b>12 HOURS</b>
State civics requirement	3 hours
Religion course	3 hours
Literature course	3 hours
Valuing or Social Science (CT, EC, Ethics, HI, PL, PS, PY, or SO)	3 hours
<b>EXPLORING THE NATURE OF THE UNIVERSE</b>	<b>7-8 HOURS</b>
Science Course with Lab	4-5 hours
Additional Science	3 hours
<b>2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (15 HOURS)</b>	
Humanities or Fine Arts: MG425 Issues in Ethics	3 hours
Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):	6 hours
<ul style="list-style-type: none"> <li>• MG409 Economics: Theory, Concepts, and Issues (3 hours)</li> <li>• MG411 Business Law and Government Regulations (3 hours)</li> </ul>	
Analytical Skills:	6 hours
<ul style="list-style-type: none"> <li>• ADM316 Computer and Information Processing (3 hours)</li> <li>• MA105 Elementary Statistics (3 hours)</li> </ul>	
<b>3 BUSINESS MAJOR REQUIREMENTS (25 HOURS): See Program Sequence (page 160).</b>	
ACC301 Principles of Financial Accounting (4 hours)	MG302 Management and Leadership (3 hours)
ACC302 Managerial Accounting (3 hours)	MG356 Human Resource Management (3 hours)
ADM495 Seminar in Business (3 hours)	MG365 Organizational Theory (3 hours)
IB376 International Business (3 hours)	MG421 Strategies in Marketing Management (3 hours)
<b>4 MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)</b>	

**PROGRAM SEQUENCE—BS IN BUSINESS**

<b>Course Number and Title</b>	<b>Hours</b>	<b>Weeks</b>
1. MG302 Management & Leadership	3	5
2. MG365 Organizational Theory	3	5
1. ADM316 Computers and Information Processing	3	5
3. EN305 Expository Writing	3	5
4. MG425 Issues in Ethics	3	5
5. MG 356 Human Resource Management	3	5
6. MA105 Elementary Statistics	3	5
7. MG409 Economics: Theory, Concepts, Issues-Micro/Macro	3	6
8. MG411 Business Law & Governmental Regulation	3	5
9. MG421 Strategies in Marketing Management	3	5
10. ACC301 Principles of Financial Accounting	4	7
11. ACC302 Managerial Accounting	3	5
12. IB376 International Business	3	5
13. ADM495 Seminar in Business (Capstone with MFAT given)	3	5
<b>TOTALS</b>	<b>43</b>	<b>73</b>

## PSYCHOLOGY

### AS, CONCENTRATION IN PSYCHOLOGY—DEGREE PLAN (63 HOURS)

The Associate of Science in Psychology (ASP) is designed to assist students in gaining an understanding of the science of human behavior and mental processes. Students will become familiar with the most important contemporary research finding in the fields of learning, personality, counseling, psychophysiology, social processes, abnormal psychology and human development. The psychology major is often used as a foundation for professional training in counseling, law, the ministry, or graduate study in psychology.

ADP course descriptions begin on page 168 and are listed alphabetically by course prefix (AC or EN).

<b>① COMMON CORE (39 HOURS)</b>	
<b>FOUNDATIONS</b>	<b>17 HOURS</b>
UNIV111 Introduction to Lifelong Learning	3 hours
EN110 College Composition I & EN111 College Composition II	6 hours
CT101 Communication Skills	3 hours
PE140 Concepts of Wellness	2 hours
MA103 College Algebra (or higher)	3 hours
<b>UNDERSTANDING HUMAN NATURE</b>	<b>15 HOURS</b>
HII17 American History to the Civil War	3 hours
CMU222 Moral Leadership	3 hours
RL122 Religion and the Human Adventure	3 hours
EN222 Introduction to Literature	3 hours
SO101 Introduction to Sociology	3 hours
<b>EXPLORING THE NATURE OF THE UNIVERSE</b>	<b>7 HOURS</b>
BI110 Biotechnology	3 hours
SC102 Concepts of Chemistry and Physics	4 hours
<b>② PSYCHOLOGY CONCENTRATION (24 HOURS)</b>	
ED103 Child Development (3 hours)	PY223 Developmental Psychology (3 hours)
PY101 General Psychology (3 hours)	PY301 Abnormal Psychology (3 hours)
PY210 Educational Psychology (3 hours)	PY324 Social Psychology (3 hours)
PY211 Psychology of Personal Adjustment (3 hours)	SO102 Social Problems (3 hours)

**BS, PSYCHOLOGY MAJOR—DEGREE PLAN (124 HOURS)**

The Bachelor of Science in Psychology (BSP) program is designed to assist students in gaining an understanding of the science of human behavior and mental processes. Students will become familiar with research design as well as the contemporary research findings in the fields of abnormal psychology, counseling, social processes, personality, human development, biological psychology and applied psychology. The Psychology major is often used as a foundation for professional training in counseling, law, ministry or graduate study in Psychology.

ADP course descriptions begin on page 168 and are listed alphabetically by course prefix (AC or EN).

<b>1 COMMON CORE (34-35 HOURS)</b>	
<b>FOUNDATIONS</b>	<b>15 HOURS</b>
Freshman Writing: EN110 College Composition I and EN111 College Composition II	6 hours
Oral Communications: CT101 Communication Skills	3 hours
Math: MA103 College Algebra	3 hours
Advanced Writing: EN305 Expository Writing	3 hours
<b>UNDERSTANDING HUMAN NATURE</b>	<b>12 HOURS</b>
State civics requirement	3 hours
Religion course	3 hours
Literature course	3 hours
Valuing or Social Science ( CT, EC, Ethics, HI, PL, PS, PY, or SO)	3 hours
<b>EXPLORING THE NATURE OF THE UNIVERSE</b>	<b>7-8 HOURS</b>
Science Course with Lab	4-5 hours
Additional Science	3 hours
<b>2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (18 HOURS)</b>	
Humanities or Fine Arts: MG425 Issues in Ethics	3 hours
Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):	6 hours
<ul style="list-style-type: none"> <li>• PY200 Introduction to Psychological Theories (3 hours)</li> <li>• PY204 Experimental Psychology (3 hours)</li> </ul>	
Analytical Skills:	6 hours
<ul style="list-style-type: none"> <li>• MA105 Elementary Statistics (3 hours)</li> <li>• PY331 Research Design and Data Analysis (3 hours)</li> </ul>	
<b>3 BUSINESS MAJOR REQUIREMENTS (27 HOURS): See Program Sequence (page 163).</b>	
PY 302 Personal & Professional Development (3 hours)	PY 338 Applied Psychology (3 hours)
PY 308 Personality (3 hours)	PY 346 Sensation and Perception (3 hours)
PY 321 Family Relationships & Values (3 hours)	PY 351 Introduction to Counseling (3 hours)
PY 332 Cognitive Processes and Applications (3 hours)	PY 480 Senior Thesis (3 hours)
PY 334 Applied Quantitative Data Analysis (3 hours)	
<b>4 MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)</b>	

**PROGRAM SEQUENCE—BS IN PSYCHOLOGY**

<b>Course Number and Title</b>	<b>Hours</b>	<b>Weeks</b>
1. PY302 Personal and Professional Development	3	5
2. PY200 Introduction to Psychological Theories	3	5
3. EN305 Expository Writing (Adv. Writing Gen. Ed.)	3	5
4. PY204 Experimental Psychology	3	5
5. PY346 Sensation and Perception	3	5
6. MA105 Elementary Statistics (Math Gen. Ed.)	3	5
7. PY331 Research Design and Data Analysis in the Social Sciences	3	6
8. PY334 Applied Quantitative Data Analysis	3	5
9. MG425 Issues in Ethics	3	5
10. PY332 Cognitive Processes and Applications	3	5
11. PY338 Applied Psychology	3	5
12. PY308 Personality	3	5
13. PY321 Family Relationships and Values	3	5
14. PY351 Introduction to Counseling	3	5
15. PY480 Senior Thesis (Major Field Test taken)	3	5
<b>TOTALS</b>	<b>45</b>	<b>76</b>

## BS IN NURSING

### PHILOSOPHY

The goal of the Bachelor of Science degree in Nursing (RN-to-BSN) program is to provide opportunities for qualified students to acquire the knowledge necessary to provide nursing care which promotes adaptation of the person, family, and community. This knowledge is acquired within a liberal arts experience which emphasizes honesty, integrity, civility, and a strong sense of personal responsibility. Professional preparation as a nurse includes promotion of lifelong learning, social responsibility, and service.

The faculty believe persons are unique, holistic, and developing beings with the process and capacity for thinking, feeling, reflecting, and choosing. Persons respond to and act upon the constantly changing environment, which is everything that is within and around them. To adapt to this changing environment, people use coping processes which are both innate and learned. Adaptation occurs as adaptive responses promote integrity and wholeness.

Health is a state and a process of being and becoming an integrated and whole person. Health is a continuum ranging from peak wellness to death. The adaptation level is that point where the person is able to respond positively. A whole person is one with the highest possible fulfillment of human potential.

Nursing assists persons, families, and communities to examine life and environmental patterns, attach personal meaning to these patterns, and choose adaptation. Nursing acts to enhance interaction with the environment by promoting meaningful life experiences, growth, and adaptation. The profession of nursing is an integrated part of a system for health care delivery and shares responsibility for working collaboratively with other health care practitioners.

Nursing education is a process which enables the learner to synthesize a body of knowledge obtained through courses in nursing, liberal arts, humanities, and the sciences. Because nursing is dynamic, the education is foundational for professional growth through nursing research and continuing education.

The faculty believe that the learner is best able to reach individual potential in an environment that is nurturing and promotes inquiry, dialogue, curiosity, creativity, the ethical ideal, and assertiveness. The learner brings an attitude of commitment and motivation for achievement. The role of the learner is to share in the responsibility of the teaching-learning process.

The teacher interacts with students as persons of worth, dignity, intelligence, and high scholarly standards. The teacher's role is to provide the climate, structure, and dialogue that promotes discovery of patterns and paradigms for practice. The teacher raises questions that require reading, observation, analysis, and reflection upon patient care. The teacher nurtures the learner, is available for dialogue, and promotes the use of research and critical thinking in the delivery of nursing care.

### BACHELOR OF SCIENCE IN NURSING (RN-TO-BSN) OUTCOMES

The Bachelor of Science in Nursing graduate will be able to:

1. demonstrate professional nursing leadership with technical proficiency utilizing principles of management and leadership, evidenced in the care of clients, families, and communities including management of physical, fiscal, and human resources;
2. apply critical thinking and problem-solving to provide nursing care that promotes holism and adaptation by discovering research questions, critically analyzing research, and applying research to practice;
3. incorporate the principles of communication, client education, and client advocacy into practice;
4. exhibit a commitment to individual and professional growth as a lifelong learner, evidenced by continuing formal education, informal education, and reading refereed professional journals and participating in shaping the health-care delivery system;
5. provide, delegate, and/or supervise nursing care based on current knowledge, theory, and research to promote holism and adaptation as evidenced by the ability to:
  - a. assess and diagnose the health status of diverse individuals, families, and communities; and
  - b. plan, implement, and evaluate the care—in structured and unstructured settings—for diverse individuals, families, and communities who require nursing at restorative, maintenance, or promotion levels;

6. evaluate career choices within the nursing profession based on emerging skills and personal strengths and abilities;
7. display behaviors as a member of the profession of nursing based on standards of practice and professional codes of ethics to:
  - a. assume accountability for own nursing practice; and
  - b. practice within ethical and legal frameworks; and
8. demonstrate collaboration with other health-care providers to promote the full human potential. (The liberal arts education provides opportunities for growth in knowledge, personal integrity, spirituality, and professional competence).

## ASSESSMENT OF STUDENT LEARNING OUTCOMES

### I. Assessment Methods

The portfolio and the employer surveys are the primary method of assessment. Students are required to maintain a portfolio during the Nursing Program. They must write a summary at the end of each nursing course analyzing how the course met one or more of the Outcomes. At the end of the program, the students complete a survey identifying how well the program's design assisted the student in meeting the Program Outcomes, courses and/or assignments that helped in meeting the Program Outcomes, and suggestions for program improvement. The employer surveys identify how well graduates perform based on the Program Outcomes.

### II. Review

Portfolios are reviewed periodically and after the end of the program. The faculty evaluate whether the course's content helped them meet the Program Outcomes. The employer surveys are sent and reviewed after one year of employment.

### III. Feedback

The faculty review and evaluate portfolio and employer information in the summer at the Faculty Workshop. Evaluations result in changes to improve courses and clinical experiences for students as documented in the faculty workshop minutes.

## BSN REQUIREMENTS FOR ADMISSION

1. Minimum GPA of 2.0 overall;
2. an associate's degree in Nursing from a regionally accredited institution (34 Nursing credits from the ADN will be applied toward the BSN;

general education credits will also transfer where applicable).

3. official transcripts from all regionally and nationally accredited colleges and universities attended; and
4. current Missouri RN license.

Non-native speakers of English must present evidence of proficiency in the English language by scoring a 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or 213 or higher on the computer-based TOEFL or 77 or higher on the Internet-based TOEFL.

A student seeking to earn a bachelor's degree must complete the required cohort study as prescribed in the program. In cases where a comparable course was completed within the past five (5) years, a student may request a course waiver for a maximum of two (2) courses. The request to waive or transfer coursework must be made in writing prior to beginning the bachelor's program. The student's schedule and financial aid packaging must be factored into the approval process for waived coursework.

## Graduation Requirements

1. Satisfactory completion of the liberal arts and/or general education coursework as well as all courses in the major;
2. satisfactory completion of at least 124 credit hours;
3. satisfactory completion of at least 43 credit hours in the area of concentration;
4. satisfactory completion of at least 15 credit hours of upper-division coursework in the major;
5. satisfactory completion of at least 36 credit hours of upper-division coursework;
6. cumulative GPA of at least 2.0 on coursework earned at CMU;
7. cumulative GPA of at least 2.0 on all upper-division major coursework;
8. payment of all tuition and fees; and
9. recommendation of the faculty.

ADP course descriptions begin on page 168 and are listed alphabetically by course prefix (AC or EN).

<b>BS IN NURSING—DEGREE PLAN (124 HOURS)</b>	
<b>① COMMON CORE (34-35 HOURS)</b>	
<b>FOUNDATIONS</b>	<b>15 HOURS</b>
Freshman Writing: EN110 College Composition I and EN111 College Composition II	6 hours
Oral Communications: CT101 Communication Skills	3 hours
Math: MA105 Elementary Statistics	3 hours
Advanced Writing: EN305 Expository Writing	3 hours
<b>UNDERSTANDING HUMAN NATURE</b>	<b>12 HOURS</b>
State civics requirement	3 hours
Religion: RL122 Religion and the Human Adventure	3 hours
Literature: EN222 Introduction to Literature	3 hours
Valuing or Social Science: PY101 Introduction to Psychology	3 hours
<b>EXPLORING THE NATURE OF THE UNIVERSE</b>	<b>7-8 HOURS</b>
Science Course with Lab	4-5 hours
Additional Science	3 hours
<b>② TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (12 HOURS)</b>	
Humanities or Fine Arts: NU455 Professional issues, Leadership, and Management	3 hours
Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):	6 hours
<ul style="list-style-type: none"> <li>• PY302 Personal and Professional Development (3)</li> <li>• PY324 Social Psychology (3)</li> </ul>	
Analytical Skills: NU303 Research in Nursing (3)	3 hours
<b>③ ADN (previous degree earned): 34 hours from the Associate's Degree in Nursing are applied here.</b>	<b>34 hours</b>
<b>④ NURSING MAJOR REQUIREMENTS (19 HOURS): See Program Sequence (page 167).</b>	
AH330 Business concepts in Health Care/Case Management (3)	NU320 Adaptation Nursing in the Community (4)
NU300 Adaptation Nursing Model (1)	NU325 Historical Trends in Nursing (3)
NU301 Physical Assessment (2)	NU450 Integrated Concepts in Adaptation Nursing (6)
<b>⑤ ELECTIVES (TO COMPLETE MIN. 124 HOURS)</b>	

**PROGRAM SEQUENCE—BSN**

<b>Course Title</b>	<b>Hours</b>	<b>Weeks</b>
1. PY302 Personal and Professional Development (orientation course)	3	5
2. NU300 Adaptation Nursing Model	1	2
3. EN305 Expository Writing	3	5
4. NU301 Physical Assessment	2	4
5. NU325 Historical Trends in Nursing	3	5
6. MA105 Elementary Statistics	3	5
7. NU303 Research in Nursing	3	5
8. NU320 Adaptation Nursing in the Community	4	7
9. PY324 Social Psychology	3	5
10. AH330 Business Concepts in Health Care/Case Management	3	5
11. RL122 Religion and the Human Adventure	3	5
12. EN222 Introduction to Literature	3	5
13. NU455 Professional Issues, Leadership, and Management	3	5
14. NU450 Integrated Concepts of Adaptation Nursing	6	10
<b>TOTALS</b>	<b>43</b>	<b>73</b>

**COURSE DESCRIPTIONS (ADP)**

Courses are listed alphabetically according to course prefixes (AC, EN, or PS).

**ACC201 Principles of Accounting I.** 4 hours/6 weeks. This course is an introduction to integrated financial and managerial accounting systems with emphasis on a) providing economic information to all users, b) accounting terminology, and c) using financial statement analysis and accounting information for decision making. Practical applications of math, communication, and skills used in business will be integrated. Prerequisite: MA 103.

**ACC301 Principles of Financial Accounting.** 4 hours/7 weeks. This course is an examination of the development and use of accounting information for the purposes of planning, control and decision making. Topics will include accounting cycles, asset valuation, liabilities, forms of owner's equity, income determination, managerial accounting applications, capital budgeting and interpretation of published financial statements.

**ACC302 Managerial Accounting.** 3 hours/5 weeks. This course will focus on managerial accounting, cost accounting, management performance reports, segment reporting, variable costs, cost, profit, and volume analysis. Prerequisites: MG 409 and ACC 301

**ADM316 Computers and Information Processing.** 3 hours/5 weeks. This course examines the role of information systems in meeting the needs of decision makers within organizations. Emphasis will be placed on strategic uses of the information system in traditional and virtual environments. Case analyses will be used to simulate planning, acquiring, designing system controls and implementing an information system. Issues involved in maintaining, updating and upgrading an information system will also be addressed.

**ADM495 Seminar in Business.** 3 hours/5 weeks. This course is an integrative capstone course stressing the application of all prior learning concerning business problems through case analysis and simulations/gaming. Application to the major functions of business within the context of social, technological, economic, political and physical environments. Policy formation and executive action will be the focus as the conceptual approach for establishing guiding principles for courses of action.

**AH330 Business Concepts in Health Care/Case Management.** 3 hours/5 weeks. This course will focus on the economics of health care, legal aspects of health care, health care systems in the U.S., budgeting concepts, Medicare guidelines, and entrepreneurship.

**BI110 Biotechnology.** 3 hours/5 weeks. This introductory course is primarily aimed at non-majors. This

is a study of biotechnology, including the science behind it, how it is regulated, the impact on society and ethical concerns raised by new advances in biological sciences.

**BU110 Introduction to Business.** 3 hours/5 weeks. This is a survey course to acquaint students with the major institutions and practices in the business world; to provide the elementary concepts of business; to act as an orientation course for selecting a major; and to provide information on business career opportunities.

**BU225 Computer Applications in Business.** 3 hours/5 weeks. The course includes the use of microcomputer spreadsheet application software. Topics include creating, formatting and manipulating files, graphs and databases as well as creating both simple and advanced macros, formulas and functions with an emphasis on business applications. Also includes an introduction to microcomputer relational database software. Topics include creating and manipulating structures and files, using relational and logical operators and statistical commands to extract data, writing simple command files, linking databases, and creating reports.

**BUS227 Conflict Resolution for Managers.** 3 hours/5 weeks. This course will help students develop skills in the principles and practices that transform conflict in the workplace setting from destructive win-lose approaches to positive problem-solving processes that produce win-win outcomes. Special attention will be given to consensus decision-making and problem-solving. Students will revisit the learning team structure and processes in application of conflict resolution skills.

**CMU202 Moral Leadership.** 3 hours/5 weeks. This course will explore moral and ethical development from philosophical, theological and historical perspectives and examine the unique moral and ethical challenges faced by leaders in today's contemporary business environment. The focus will be on the inner dimension of leadership and describing ethical perspectives and problem-solving strategies applied to making moral choices using case studies.

**CT101 Communication Skills.** 3 hours/5 weeks. This course is a study of the theory of speech communication with emphasis on the development of specific skills in the one-on-one and public speaking situations.

**EC 201: Macroeconomics (3 credits/5 weeks)**  
Following an initial introduction to important general economic concepts, including demand and supply, the course will examine the U.S. economy from a

macroeconomic perspective. It includes an analysis of a) how unemployment, inflation, and Gross Domestic Product are measured, b) different theories of why the economy goes through cyclical fluctuations (i.e., recessions and booms) in the short-run, c) long-run economic growth, and d) the use of monetary and fiscal policies to stabilize the economy. Prerequisite: MA 103.

**EC202 Microeconomics.** 3 hours/5 weeks. Following an initial introduction to important general economic concepts, including demand and supply, the course will examine the U.S. economy from a microeconomic perspective. It will include an analysis of a) the theory of consumer behavior, b) elasticity, c) costs and supply, d) market structure, e) anti-trust law and regulation, and f) factor markets. Prerequisite: MA 103.

**ED103 Child Development.** 3 hours/5 weeks. This course is a study of the physical, motor, intellectual, social and emotional development of the young child as well as the development of an intelligent philosophy of adult-child relationships.

**EN110 College Composition I.** 3 hours/5 weeks. This course will focus on techniques of topic development, drafting and revision to help students write clear, concise sentences, paragraphs and essays. EN 110 will also focus on the study of grammar, syntax, and diction and their relationship to effective writing.

**EN111 College Composition II.** 3 hours/5 weeks. EN111 will continue the mastery of techniques of topic development, drafting and revision but focus more on developing organizational patterns (e.g., narration, process, comparison, definition, and cause and effect). The students will practice these patterns through writing several essays, including a research essay. EN 111 will also focus on the study of grammar, syntax, and diction and their relationship to effective writing. Prerequisite: Grade of C or better in EN 110.

**EN222 Introduction to Literature.** 3 hours/5 weeks. This course will examine ways of understanding the meaning of character in human life through the study of literature. Readings will range from an Homeric epic—one of the fundamental sources of culture and literature in the Western world—to contemporary fiction, drama, and poetry which address issues of character. Prerequisites: EN110 and EN111.

**EN305 Expository Writing.** 3 hours/5 weeks. This advanced course in composition is designed to relate to the specific needs and interests of upper-level students with an emphasis on argumentation and research skills. Prerequisites: EN110 and EN111.

**ET375 Small Business Management.** 3 hours/5 weeks. This course will focus on the characteristics of the entrepreneur, methods of starting and running a self-owned

business, and an awareness of the legal, financial, marketing, and personnel problems of the entrepreneur.

**FB101 Personal Finance.** 3 hours/5 weeks. This course is a survey course for both Business and non-Business students in personal financial planning, including personal budgeting, investments, insurance, credit, housing and retirement planning. Fundamentals of financial planning and making educated decisions regarding spending, saving, borrowing and investing that lead to long-term financial security will be the key components of this course.

**MK330 Marketing.** 3 hours/5 weeks. This course will focus on the concepts and techniques involved in marketing products and services to consumers and industrial users. Topics will include the role of marketing, the selection of marketing targets, product planning, channels of distribution, product promotion and pricing.

**HI117 American History to Civil War.** 3 hours/5 weeks. This course is a survey from settlement to the end of Reconstruction (1877). Topics will include basic institutions (i.e., family, religion, education, politics and economics), the causes of the American Revolution, democratization, the U.S. Constitution, development of political parties, the causes of the Civil War and the changing status of African-Americans.

**IB376 International Business.** 3 hours/5 weeks. This course is an introduction and overview of international business as it has evolved to the present time. Topics will include the evolution of international business structure, processes utilized by international and multi-national businesses, and the effect of national policy on international business. Particular attention will be devoted to evaluating how culture, language, political and legal issues impact management policy and decision making. The course also explores the role of mid-size firms in the international market. Prerequisites: MG 421 and MG 409

**MA103 College Algebra.** 3 hours/5 weeks. This course is a study of equations and inequalities, functions and graphs, and systems of equations and inequalities.

**MA105 Elementary Statistics.** 3 hours/5 weeks. This course is an introduction to basic statistical procedures with application to all areas.

**MG302 Management and Leadership.** 3 hours/5 weeks. This is an introductory course for adult students pursuing an undergraduate degree. Topics will include group interaction, communication skills, professional and personal growth, academic resource utilization, organizational dynamics, and other topics relevant to goal accomplishment in an academic setting. This course requires finalization of a degree completion plan prior to enrollment in any other coursework.

**MG356 Human Resource Management.** 3 hours. HRM concepts related to the selection of employees, employee training, leadership styles, job design, communication systems, and rewards and punishments. Prerequisite: Sophomore standing.

**MG365 Organizational Theory.** 3 hours/5 weeks. This course will focus on the knowledge and skills to study organizations as a whole entity and to recognize needed changes to improve effectiveness and performance. This course is an examination of complex, formal organizations as systems linked into an environment. This course will also focus on organization goals, structure, internal processes, job design and degree of centralization and formality. Prerequisite: MG356.

**MG409 Economics: Theory, Concepts, and Issues (Micro/Macro).** 3 hours/5 weeks. This course is a survey of microeconomic issues such as price, competition, monopoly, oligopoly, income distribution, international trade, and economic development. This course will also include a survey of macroeconomic issues, such as the structure of modern economics, its production, interrelationships, the nature and function of money, monetary and fiscal policy, and public finance.

**MG411 Business Law and Governmental Regulations.** 3 hours/5 weeks. This course will examine, analyze and apply the nature, formation and system of law in the United States to the modern business environment.

**MG421 Strategies in Marketing Management.** 3 hours/5 weeks. As a manager in an ever-changing, fast-paced, technology-driven society, the magnitude of understanding our product or service while meeting the needs of our customers is vital to our existence not only in a traditional sense, but in the virtual aspect as well. This course offers a managerial approach to marketing with a focus on matching organizational goals with customers' needs in an ethical and socially responsible manner, while addressing basic marketing concepts, processes, problems and applications.

**MG425 Issues in Ethics.** 3 hours/5 weeks. This course will focus on individual, organizational, and societal issues in business ethics. Dilemmas, real-life situations, and case studies will provide an opportunity for the students to use concepts and resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, on critical thinking, and on informed decision-making, Issues in Ethics will provide an introduction to ethical decision-making in business.

**NU300 Adaptation Nursing.** 1 hours/2 weeks. This course will introduce students to the adaptation framework. The four modes of adaptation are explored with the focus on the individual student who explores his/her own adaptation level. The framework will be applied to health restoration,

maintenance, and enhancement of nursing interventions with a focus on wellness.

**NU301 Physical Assessment.** 2 hours/4 weeks. This course will introduce the students to physical assessment using the adaptation nursing model. The four modes of adaptation are explored with the focus on psychosocial needs identified through interview skills and physiologic needs identified through physical assessment skills.

**NU303 Research in Nursing.** 3 hours/5 weeks. This course is an introduction to research in the discipline of Nursing. Topics will include elements of the research process, examination of research design, development of research proposals, and application of the research process in the clinical area. Prerequisite: Concurrent enrollment in MA105.

**NU320 Adaptation Nursing in the Community.** 4 hours/7 weeks. This course will focus on the inter-relationship of community health principles and adaptation nursing. Lecture and seminar topics include community assessment, family assessment and dynamics, the role and function of the community health nurse, crisis intervention, epidemiology, legal/ethical issues of practice, economics of community/home health agencies, and patient education. Application of theory content will be through nursing practice in a county community health/home health agency. Prerequisite: NU301.

**NU325 Historical Trends in Nursing.** 3 hours/5 weeks. This course will focus on the historical development of nursing from biblical time to the present day. Lectures and seminars focus on historical occurrences and trends in nursing and the current relationship between nursing and the health care system.

**NU450 Integrated Concepts of Adaptation Nursing.** 6 hours/10 weeks. This course will build on the concepts of NU300, NU301, NU302, and NU303, and will allow students the opportunity to apply these concepts through an individualized nursing practice under the supervision of a faculty advisor and a clinical advisor. Students will be required to develop a specific set of learning objectives for the selected area of clinical practice. This flexible approach to learning allows students the opportunity to develop expertise in a selected area of practice. The students must pass the practical, written, and oral components of this course to graduate. Prerequisites: NU300, NU301, NU303, NU320, NU325, and NU455.

**NU455 Professional Issues, Leadership, and Management.** 3 hours/5 weeks. This course will prepare the students for the expanded role as nurse leader/manager. Lectures and seminars focus on management theories, leadership style, change theory, interpersonal and interprofessional relationships, and current issues and trends in practice and education.

**PE140 Concepts of Wellness.** 2 hours/4 weeks. This course will be a consideration of contemporary health concepts as they apply to an awareness of personal wellness.

**PY101 General Psychology.** 3 hours/5 weeks. This course is a survey of the many factors that influence behavior and the techniques that psychologists use to study these factors. Major topics will include heredity and physiology; development; learning and thinking; motivation and emotion; personality; and psychological adjustment, disorders, and treatment.

**PY200 Introduction to Psychological Theories.** 3 hours/5 weeks. This course will introduce the students to a wide range of psychological approaches, including biological, social, and cognitive psychologies. It will examine areas such as identity, learning, memory, and language.

**PY204 Experimental Psychology.** 3 hours/5 weeks. This course is an introduction to the basic process of conducting psychological research. Special attention will be focused on experimental methodology, the analysis and interpretation of data, and scientific report-writing.

**PY210 Educational Psychology.** 3 hours/5 weeks. This course is an introduction of general psychological theories to the prospective elementary and secondary teacher. There will be a brief introduction to developmental stages, learning theories, individual differences and motivation with application to the classroom in teaching methods, content presentation and evaluation procedures.

**PY211 Psychology of Personal Adjustment.** 3 hours/5 weeks. This course is a study of individual differences and self-analysis of cognitive processes and emotional responses to normal and/or traumatic life events. Limitations and options for appropriate behavior will be explored through discussion, testing, and evaluations.

**PY223 Developmental Psychology.** 3 hours/5 weeks. This course is an examination of the various aspects of physical, cognitive, and psychosocial development from conception through late adulthood. Emphasis will be placed on child and adolescent development. Prerequisite: PY 101 or PY 210

**PY301 Abnormal Psychology.** 3 hours/5 weeks. This course is a study of the causes and treatments of behavior disorders. Special attention will be given to relevant diagnostic and legal issues. Prerequisite: PY 101

**PY302 Personal and Professional Development.** 3 hours/5 weeks. This is an introductory course for adult students pursuing an undergraduate degree. Topics will include group interaction, communication skills, professional and personal growth, academic resource utilization, organizational dynamics, and other topics relevant to goal accomplishment in an academic setting.

This course requires finalization of a degree completion plan prior to enrollment in any other course work.

**PY302 Personal and Professional Development.** 3 hours/5 weeks. This is the orientation course to the program. It is an introductory course for adult students pursuing an undergraduate degree. Topics will include group interaction, communication skills, professional and personal growth, academic resource utilization, organizational dynamics, and other topics relevant to goal accomplishment in an academic setting. This course requires finalization of a degree completion plan prior to enrollment in any other coursework.

**PY308 Personality.** 3 hours/5 weeks. This course is an examination of the major theoretical paradigms and research studies pertaining to the human personality. Psychodynamic, existential, humanistic, trait, social learning, and narrative approaches to understanding personality dynamics will be reviewed. Prerequisite: PY101.

**PY321 Family Relationships and Values.** 3 hours/5 weeks. This course is a study of interpersonal relations in courtship and marriage across cultures, with an emphasis on the currently changing values in the United States. It will focus on cultural, social, cognitive, and emotional bases of intimacy, commitment, and family roles.

**PY324 Social Psychology.** 3 hours/5 weeks. This course is a study of how people think about, influence, and relate to one another. The focus will be on the individual within group situations, including both the effects of the group on the individual and the effects of the individual on the group. Specific topics include conformity, persuasion, aggression, altruism, and attraction. Prerequisites: PY101 or SO101.

**PY331 Research Design and Data Analysis in Social Sciences.** 3 hours/6 weeks. This course is an introduction to research design, social measurement, analytic strategies, and applied statistical techniques relevant to the interpretation of social phenomena. Prerequisite: MA103 with MA105 recommended.

**PY332 Cognitive Processes and Applications.** 3 hours/5 weeks. This course is a study of cognitive processes such as perception, thinking, learning, and problem-solving. Special attention will be given to various applications of cognitive theory and research. Prerequisite: PY101.

**PY334 Applied Quantitative Data Analysis.** 3 hours/5 weeks. This course is a study of the application of quantitative analytic techniques to data in the social sciences. Prerequisite: MA105.

**PY338 Applied Psychology.** 3 hours/5 weeks. This course is an examination of the applications of the facts, principles, and techniques of Psychology to a broad range

of human endeavors. The core of the course consists of an introduction to the various career paths in Psychology.

Prerequisite: PY101.

**PY346 Sensation and Perception.** 3 hours/5 weeks. This course will examine the process by which we interpret and organize sensory information to produce our conscious experience of objects and relationships among objects.

Prerequisite: PY101.

**PY351 Introduction to Counseling.** 3 hours/5 weeks.

This course is a study of basic theories and methods of counseling and psychotherapy including behavioral, cognitive, and humanistic approaches to counseling, client analysis, and interviewing techniques. This course will emphasize goals, responsibilities, and ethical problems in the counseling relationship. Prerequisite: PY101.

**PY480 Senior Thesis (Capstone) (MFT Taken).** 3 hours/5 weeks. This course is a senior-thesis seminar and is open only to juniors and seniors majoring in Psychology. To receive credit in this course, all students must complete a directed research paper and must defend it successfully.

**RL122 Religion and the Human Adventure.** 3 hours/5 weeks. This course is an introduction to the ways in which religion provides meaning and purpose for human life. The

course includes a study of a variety of religious traditions, beliefs, and practices.

**SC102 Concepts of Chemistry and Physics.** 4 hours/6 weeks. This course is a study of basic physics and chemistry. The physics portion of the course includes motion, energy, heat and temperature (thermodynamics), sound, electricity, and light. The chemistry portion includes atoms, molecules, chemical bonds and chemical reactions. The final topic of the course, nuclear reactions, relates to both physics and chemistry.

**SO101 Introduction to Sociology.** 3 hours/5 weeks. This course is a study of social interaction and its products: culture, personality, social groups, institutions and social change.

**SO102 Social Problems.** 3 hours/5 weeks. This course is a study of the major problems of social and personal disorganization.

**UNIV111 Introduction to Lifelong Learning.** 3 hours/5 weeks. Adult learners in this course will gain an understanding of the policies and procedures, adult learning model, team building, study skills and human relations. The culminating activity is the selection of learning teams and construction of the team constitution.

## MASTER OF EDUCATION

The Master of Education (MEd) provides a focus on the teacher as a leader at the classroom, school and community level. A primary goal of the degree is to provide the professional educator with the skills and knowledge to identify educational issues and problems, to assess educational needs, and to develop appropriate strategies to meet the educational and leadership needs of the student, school and community.

### Admission Requirements

Students are admitted to the MED program on the basis of academic preparation, aptitude for graduate study and character based upon the following:

- bachelor's degree from an accredited college or university;
- two (2) letters of recommendation from school administrators, professional colleagues, or college professors addressing the applicant's suitability for graduate work;
- official transcripts from the baccalaureate degree-granting institution with a GPA of 2.75 on a 4.0 scale based upon the most recent 60 credits of college coursework; and
- Application and relevant application fee.

Non-native speakers of English must present evidence of proficiency in the English language by scoring a 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or 213 or higher on the computer-based TOEFL or 77 or higher on the Internet-based TOEFL

Applicants who meet the admission requirements but who are missing an official piece of documentation, may be admitted with the requirement to submit official documentation by the last class of the third course. Admission process exceptions shall be determined by the director or, in his or her absence, a designee.

An applicant whose entrance GPA is below 2.75 may be considered for admission by review of the academic review committee who may choose to provisionally admit the student. Provisional admission means the student may take the first 9 hours in the program and sit for the GRE and then the committee will reevaluate the student for full admission based on grades in those 9 hours and the GRE scores.

### Graduation Requirements

- Completion of the prescribed course of study for the MED program (36-hour minimum)
- Overall GPA of 3.0 or better on a 4.0 scale
- A maximum of two (2) grades below a C is allowed, but the overall GPA must be a minimum of 3.0.
- All work must be completed within a six-year (6-year) period from the time of initial enrollment.

**PROGRAM SEQUENCE—MASTER OF EDUCATION**

Course Title			Hours	Weeks
1.	ED504	Current Issues and Trends in Education	3	6
2.	ED516	Exceptional & Diverse Learners	3	6
3.	PS501	American Public School Law	3	6
4.	ED595	Introduction to Educational Research	3	6
5.	ED514	Instructional Technology	3	6
6.	ED523	Teacher Leadership	3	6
7.	ED541	Power of Engaged Learning	3	6
8.	ED561	Instructional Strategies	3	6
9.	ED513	Classroom Assessment	3	6
10.	ED533	Classroom and Behavior Management	3	6
11.	ED539	Issues & Trends in Curriculum	3	6
12.	ED596	Final Project	3	6
<b>TOTALS</b>			<b>36</b>	<b>72</b>

**MASTER OF EDUCATION COURSE DESCRIPTIONS**

Courses are listed alphabetically according to course prefixes (AC, EN, or PS).

**ED504 Current Issues and Trends in Education.** 3 hours/6 weeks. This course will focus on the review and appraisal of contemporary trends and practices in Education. Emphasis will be placed on social and multi-cultural issues in American education. Educational theories and curricula will be critically analyzed within a variety of educational settings. The students will receive the criteria for completing their Final Project, and will begin to identify an area of interest for further research.

**ED513 Classroom Assessment.** 3 hours/6 weeks. This focus of this course will be classroom observation, interpretation, and research. The students will be expected to practice and implement various techniques discussed in class, as well as prepare documentation for explorations undertaken.

**ED514 Instructional Technology.** 3 hours/6 weeks. This is a project-based course in which the students will study the relationship between contemporary learning theories and classroom technology. Coursework encourages development of technology skills and a conceptual foundation that supports a) continued life-long professional development, b) potential technological leadership among peers, and c) new instructional technology perspectives. Missouri Standards for Teacher Education Programs (MoSTEP) competencies will also be addressed.

**ED516 Exceptional and Diverse Learners.** 3 hours/6 weeks. The basic concepts of this course will be multicultural education with an emphasis on students from diverse cultural and ethnic backgrounds, as well as the gifted and special-needs student. Instruction will include a review of instructional strategies for the diverse classroom, a

personal examination of one’s bias and stereotypes, and the role of personal professional responsibility within a global society. The Missouri Standards for Teacher Education Programs (MoSTEP) and provisions of the No Child Left Behind Act will also be addressed.

**ED523 Teacher Leadership.** 3 hours/6 weeks. In this course, issues of school improvement and reform will be discussed and evaluated. The concept of leadership will be explained using current theories and different styles of leadership will be explored along with their effectiveness

**ED533 Classroom and Behavior Management.** 3 hours/6 weeks. This course will focus on organization, procedures, and management of the classroom including approaches to disciplinary problems.

**ED539 Issues & Trends in Curriculum.** 3 hours/6 weeks. This course is designed to provide the students with information concerning issues and trends in curriculum. Topics will include the history of and evolution of curriculum use, curriculum development, connecting curriculum and assessments, practical use of curriculum, and how curriculum fits into our current state and national achievement responsibilities.

**ED541 Power of Engaged Learning.** 3 hours/6 weeks. This course will lead the students to research, discuss, and apply the “power of engaged learning” on effective teaching and learning processes using technology.

**ED561 Instructional Strategies.** 3 hours/6 weeks. This course is designed to assist the students in recognizing personal instructional strategies and selecting strategies

## Adult Degree Programs 2010-2011

appropriate to the student population. Various instructional strategies will be explored.

**ED595 Introduction to Research.** 3 hours/6 weeks. This course is designed to familiarize the students with a variety of methodologies in educational research. The students will select an area of interest for secondary research. A project proposal for fulfillment of ED596 Final Project will be completed. The students will continue their independent research as delineated in their project proposals for presentation in ED596.

**ED596 Final Project.** 3 hours/6 weeks. For this course, each student must successfully complete ED595 to fulfill the research requirement for the Master of Education degree. The students will complete their project with the instructor's guidance. This project will include practical research, a literature review, and a presentation.

**PS501 American Public School Law.** 3 hours/6 weeks. This course will focus on the study of the American legal system and the court decisions impacting education. Emphasis will be placed on the legal rights and responsibilities of students, teachers, administrators, and others involved in the public education process.