

## A MESSAGE FROM THE PRESIDENT

Central Methodist University is a school of true opportunity—the opportunity to learn, to lead, to participate fully in campus and community life, to achieve, to excel. At this special institution, we provide the full range of programs and services that learners need in order to lead lives of service, accomplishment, and fulfillment. For more than 150 years, Central Methodist has been true to its mission, which is to “prepare students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.”

We have always believed that the best education is one that leads to the fullest development of each student—intellectually, socially, physically, and spiritually. Our relationship with the United Methodist Church since our founding in 1854 provides the solid grounding in the eternal values that guide human thought and behavior. Our curriculum is designed to help students make responsible life choices with deep concern for the common good. We believe that responsible, fully functioning members of society reflect a strong knowledge base, comprehensive professional expertise, and a keen sense of values and ethics.

CMU represents the best of the liberal arts tradition with an exceptional sense of community and a personalized, customized education. Our alumni note that their Central Methodist experience helped them create a full and rewarding life in addition to simply making a living. Excellence and service are hallmarks of the Central Methodist University experience, and we welcome all to this place of distinctive learning, discovery, and personal growth.



A handwritten signature in black ink that reads "Marianne E. Inman". The signature is written in a cursive, flowing style.

Marianne E. Inman  
President

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## OFFICERS OF THE UNIVERSITY

OFFICER	OFFICE	PHONE	ON-CAMPUS EXTENSION
Marianne E. Inman, BA, MA, PhD	President	660-248-6221 Fax 660-248-2287	x56221
Rita J. Gulstad, BA, MA, MLS, PhD	Vice President and Dean of the University	660-248-6211 Fax 660-248-6392	x56211
Jay Webster, BA, MEd, EdSp	Vice President for Campus Life, Dean of Students, Director of Athletics	660-248-6255	x58255
Donna Merrell, BS, MDiv	Vice President for Advancement	660-248-6214	x56214
Chad Gaines, BS, MS	Vice President for Information Services	660-248-6228	x54228
Julee Sherman, BS, MBA	Vice President for Finance and Administration	660-248-6203 Fax 660-248-3469	x56203
<b>ADMINISTRATION</b>			
Debbie Himmelberg	Administrative Assistant to the Vice President and Dean of the University	660-248-6211 Fax 660-248-6392	x56211
Sally Dehn, BS	Administrative Assistant to the President, Assistant Secretary to the Board of Trustees	660-248-6221 Fax 660-248-2287	x56221
Amy M. Dykens, BS, BS, MBA	Assistant Dean of the University for Research and Assessment	660-248-6213	x56213
John F. Healy, BA, MA, PhD	Associate Dean of the College of Liberal Arts and Sciences	660-248-6320	x56320
Samuel Mason, BS, MBA, EdSp	Assistant Dean, CGES, Eastern Region	573-518-2179	
Deborah DeGan-Dixon, BS, MS, EdSp	Assistant Dean, CGES, Western Region	660-383-1610	
R. G. Kirby, BSE, MSE, SpEd, EdD	Director of Plant Operations	660-248-6295	x55295
Linda Mackey, BA	Director of Financial Aid	660-248-6244 Fax 660-248-6288	x56244
Kay Winegard, AA	Registrar	660-248-6210 Fax 660-248-2622	x56210
Larry Anderson, BSE, MA	Director of Admissions	660-248-6247	x56247

## CGES ACADEMIC CALENDAR

### Check with regional campus for local calendar.

Some classes meet or do not meet on certain days, depending on the local college's calendar. Confer with the instructor and/or regional site coordinator to determine when and whether the local college observes a holiday.

### See the Columbia campus calendar (page 7).

#### Term I 2010

(Mon., Aug. 23, 2010—Fri., Oct. 15, 2010)  
 Last day to add a course      Fri., August 27, 2010  
 Last day to withdraw          Fri., October 8, 2010

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#### Term II 2010

(Mon., Oct. 25, 2009—Fri., Dec. 17, 2010)  
 Last day to add a course      Fri., October 29, 2010  
 Last day to withdraw          Fri., December 10, 2010

**Thanksgiving break:** Some classes may meet, depending on the local college's own academic calendar. Check with the instructor and/or the regional site coordinator to determine whether a class meets during Thanksgiving week.

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#### Term III 2011

(Tues., January 18, 2011—Fri., March 11, 2011)  
 Last day to add a course      Fri., January 21, 2011  
 Last day to withdraw          Fri., March 4, 2011

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#### Term IV 2011

(Mon., March 14, 2011—Fri., May 6, 2011)  
 Last day to add a course      Fri., March 18, 2011  
 Last day to withdraw          Fri., April 29, 2011

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#### Term V 2011

(Tues., May 31, 2011—Fri., July 22, 2011)  
 Last day to add a course      Fri., June 3, 2011  
 Last day to withdraw          Fri., July 15, 2011

### Commencement Schedule

Fayette commencement May 7, 2011 (Saturday) 2 p.m.	Park Hills commencement <b>May 14, 2011 (Saturday)</b> 11 a.m.	St. Louis Community College <b>May 21, 2011 (Saturday)</b>
Union commencement <b>August 2, 2011 (Tuesday)</b> 6:30 p.m.	St. Anthony's Hospital <b>August 4, 2011 (Thursday)</b>	

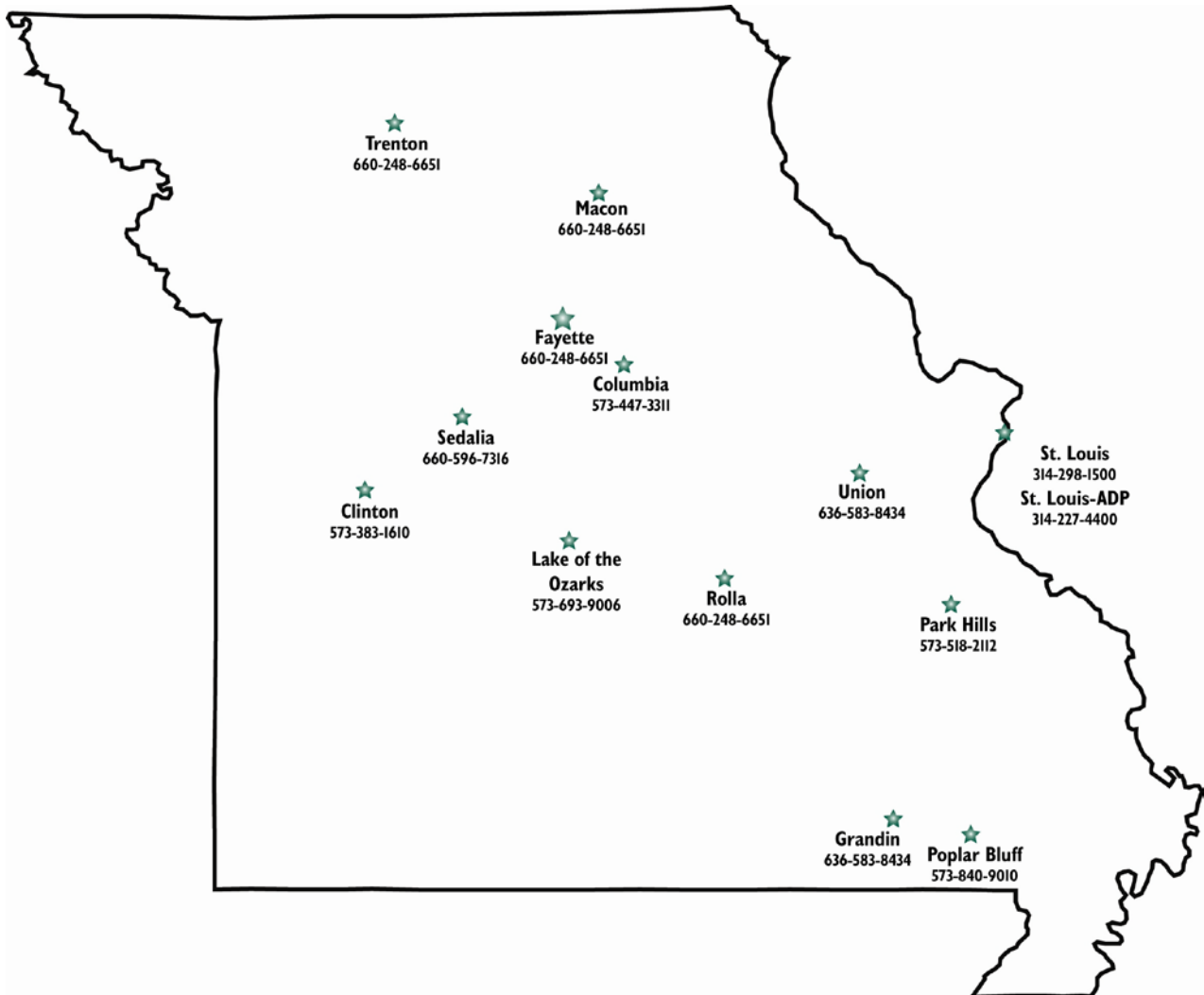
## CGES ACADEMIC CALENDAR—COLUMBIA CAMPUS

Fall 2010	
Fall enrollment begins	May 1, 2010
Fall classes begin	August 23, 2010
Last day to Add & Drop w/o "W"	August 30, 2010
Labor Day (no classes)	September 6, 2010
Thanksgiving recess begins (no classes)	November 20, 2010
Classes resume after Thanksgiving break	November 29, 2010
Last day to drop a course/withdraw	November 29, 2010
Last days of class (final examinations)	Dec. 13-16, 2010
Spring 2011—TENTATIVE	
Spring enrollment begins	October 1, 2010
Spring classes begin	January 18, 2011
Last day to Add & Drop w/o "W"	January 25, 2011
Spring recess begins (no classes)	March 26, 2011
Classes resume after Spring recess	April 4, 2011
Last day to drop a course/withdraw	April 25, 2011
Last days of class (final examinations)	May 9-12, 2011
Summer 2011 (8-week session)—TENTATIVE	
Summer (8-week session) enrollment begins	March 1, 2011
Summer (8-week session) classes begin	June 6, 2011
Independence Day recess (no classes)	July 4, 2011
Last day to drop an 8-week course/withdraw	July 15, 2011
Summer (8-week session) classes end	July 29, 2011
Summer 2011 (first 4-week session)—TENTATIVE	
Summer (4-week sessions) enrollment begins	March 1, 2011
Summer (first 4-week session) classes begin	June 6, 2011
Last day to drop a course/withdraw for the first 4-week session	June 17, 2011
First 4-week summer session end	July 1, 2011
Summer 2011 (second 4-week session)—TENTATIVE	
Summer (4-week sessions) enrollment begins	March 1, 2011
Summer (second 4-week session) classes begin	July 5, 2011
Last day to drop a course/withdraw for the second 4-week session	July 16, 2011
Second 4-week summer session ends	July 29, 2011

## CMU—FAYETTE AND BEYOND

The College of Graduate and Extended Studies (CGES) has locations throughout the state of Missouri. Degree-completion programs are offered at Mineral Area College in Park Hills, Missouri; at East Central College in Union, Missouri; at State Fair Community College in Sedalia, Missouri; and at Three Rivers Community College in Poplar Bluff, Missouri. Additional courses and programs of study are available at other sites throughout Missouri.

For information about sites and programs, consult page 9.  
CGES Directory information begins on page 11.



<b>CGES PROGRAMS AND THEIR SITES</b>			
<b>DEGREES OFFERED</b>	<b>MAJORS AVAILABLE</b>	<b>OFFERED AT THESE SITES</b>	<b>SEE PAGE . . .</b>
Bachelor of Accountancy (BAcc)	Bachelor of Accountancy	Clinton, Columbia, Lake of the Ozarks, Park Hills, Poplar Bluff, Sedalia, Union	See pg. 47.
Bachelor of Applied Science in Management (BASM)	Business	Park Hills, Union	See pg. 53.
Bachelor of Arts (BA) <b>OR</b> Bachelor of Science (BS)	Business	Clinton, Columbia, Lake of the Ozarks, Park Hills, Sedalia, Union	See pg. 49.
	Business Major / Secondary Certification	Park Hills	See pg. 52.
	Computer Science	Park Hills, Union	See pg. 57.
	Criminal Justice	Lake of the Ozarks, Park Hills, Sedalia, Union—See page 59.	
	Mathematics	Park Hills, Poplar Bluff	See pg. 72.
	Mathematics Major / Secondary Certification	Park Hills, Poplar Bluff	See pg. 73.
	Psychology	Park Hills, Poplar Bluff, Sedalia, Union	See pg. 80.
	Public Administration	Park Hills, Union	See pg. 82.
Bachelor of Science (BS) only	Sociology	Park Hills	See pg. 84.
	Business	<ul style="list-style-type: none"> <li>• Macon</li> <li>• Adult Degree Program (St. Louis)</li> </ul>	<ul style="list-style-type: none"> <li>• See pg. 49.</li> <li>• See pg. 159.</li> </ul>
	Psychology	<ul style="list-style-type: none"> <li>• Macon</li> <li>• Adult Degree Program (St. Louis)</li> </ul>	<ul style="list-style-type: none"> <li>• See pg. 80.</li> <li>• See pg. 162.</li> </ul>
Bachelor of Science in Education (BSE)	Child Development	Clinton, Grandin, Lake of the Ozarks, Macon, Park Hills, Poplar Bluff, St. Louis, Sedalia, Trenton	See pg. 56.
	General Studies	Clinton, Lake of the Ozarks, Park Hills, Poplar Bluff, Sedalia, Union	See pg. 66.
	Music Education	Poplar Bluff	See pg. 75.
Bachelor of Music Education (BME) <sup>1</sup>	Music Education	Poplar Bluff	See pg. 75.
Bachelor of Science in Nursing (RN-BSN)	Early Childhood Education	Clinton, Lake of the Ozarks, Park Hills, Sedalia, Union	See pg. 63.
	Elementary Education	Clinton, Lake of the Ozarks, Park Hills, Sedalia, Union	See pg. 64.
	Special Education	Park Hills, Poplar Bluff, Sedalia, Union	See pg. 65.
Bachelor of Science in Nursing (RN-BSN)	RN-to-BSN	<ul style="list-style-type: none"> <li>• Clinton, Columbia, Lake of the Ozarks, Macon, Park Hills, Poplar Bluff, Rolla, St. Louis, Sedalia, Union</li> <li>• Adult Degree Program (St. Louis)</li> </ul>	<ul style="list-style-type: none"> <li>• See pg. 78.</li> <li>• See pg. 166.</li> </ul>
	Master of Education	<ul style="list-style-type: none"> <li>• Park Hills, Sedalia, Union</li> <li>• Adult Degree Program (St. Louis)</li> </ul>	<ul style="list-style-type: none"> <li>• See pg. 121.</li> <li>• See pg. 173.</li> </ul>
Master of Science in		Park Hills, Sedalia	See pg. 132.

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<sup>1</sup> Under development



**POPLAR BLUFF, MO**

CMU at Three Rivers Community College, 2080 Three Rivers Boulevard, Poplar Bluff, MO 63901

Karen Lovette, Site Coordinator 573-840-9010 [klovette@centralmethodist.edu](mailto:klovette@centralmethodist.edu)

**ROLLA, MO**

c/o College of Graduate & Extended Studies, 411 Central Methodist Square, Fayette, MO 65248

Aimee Sage, Lead Admissions Counselor 660-248-6651 [asage@centralmethodist.edu](mailto:asage@centralmethodist.edu)

**ST. LOUIS, MO**

CMU at Mineral Area College, PO Box 1000, 5270 Flat River Road, Park Hills, MO 63601

Sam Mason, EdD, Assistant Dean, Eastern Region 573-518-2179/Fax 573-518-2160 [smason@centralmethodist.edu](mailto:smason@centralmethodist.edu)

David Gorton, Admissions Counselor 314-298-1500 [dgorton@centralmethodist.edu](mailto:dgorton@centralmethodist.edu)

**ST. LOUIS, MO (ADULT DEGREE PROGRAM)**

2458 Old Dorsett Road, Suite 200, Maryland Heights, MO 63043

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

Heather Weber, Director of Student Services 314-227-4410 [hweber@centralmethodist.edu](mailto:hweber@centralmethodist.edu)

**SEDALIA, MO**

CMU at State Fair Community College, 207 Fielding Building  
State Fair Community College, 3201 W. 16th Street, Sedalia, MO 65301-2199

Debra Foster, Site Coordinator 660-596-7316 [dfoster@centralmethodist.edu](mailto:dfoster@centralmethodist.edu)

**TRENTON, MO**

c/o College of Graduate & Extended Studies, 411 Central Methodist Square, Fayette, MO 65248

Aimee Sage, Lead Admissions Counselor 660-248-6651 [asage@centralmethodist.edu](mailto:asage@centralmethodist.edu)

**UNION, MO**

CMU at East Central College, 1964 Prairie Dell Road, Union, MO 63084

Elaine Lubbers, Site Coordinator 636-583-8434/Fax 636-583-3387 [elubbers@centralmethodist.edu](mailto:elubbers@centralmethodist.edu)

Linda Harfst, Administrative Assistant 636-583-8434/Fax 636-583-3387 [lhafst@eastcentral.edu](mailto:lhafst@eastcentral.edu)

Michael Allison, EdD, Education Coordinator 573-808-4244 [mallison@centralmethodist.edu](mailto:mallison@centralmethodist.edu)

**CGES FAYETTE DIRECTORY**

President, Dr. Marianne Inman	660-248-6221 Fax 660-248-2287
Vice President and Dean of the University, Dr. Rita Gulstad	660-248-6211 Fax 660-248-6392
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• John Carter, PhD, Director of Graduate Studies	660-248-6343
• Stephanie Brink, Coordinator of RN-to-BSN and MSN Programs, CGES	660-248-6639
• Aimee Sage, Lead Admissions Counselor, CGES	660-248-6651
• Judy Strodman, Extended Studies Coordinator	660-248-6378
• Ryan Wood, iSchool Coordinator	660-248-6378
• Karen Boss, Administrative Assistant, CMU iSchool (formerly "Dual Credit")	660-248-6275
• Lea Tindall, Administrative Assistant, Graduate Program	660-248-6254
• Denise Pihana, Administrative Assistant, Customer Service	660-248-6384
• Mary McGuire, Financial Aid	660-248-6290
Vice President for Finance & Administration, Julee Sherman	660-248-6203 Fax 660-248-3469
• Shelley Monnig, CGES Cashier	660-248-6272
• Mary McGuire, Financial Assistance Counselor	660-248-6290 Fax 660-248-6288
Vice President for Advancement, Donna J. Merrell	660-248-6214
• Tracy Crowe Jones, Alumni Relations	660-248-6234
• Daytha Trimble, Development Operations	660-248-6232
• Don Cullimore, Public Relations/Publications	660-248-6238
Registrar, Kay Winegard	660-248-6210 Fax 660-248-2622
• Jerri Carter, Associate Registrar, CGES	660-248-6994
• Registrar/Transcript Requests	660-248-6208

**Division Chairs (2010-2011)**

Business, Accounting, and Economics	Prof. Sally Hackman	660-248-6340
	Prof. John Flanders	660-248-6338
Health Professions (Nursing and Athletic Training)	Prof. Megan Hess	660-248-6359
Humanities (English, Foreign Languages, Philosophy, Religion)	Dr. Daryl Jefferies	660-248-6333
Music/Swinney Conservatory (Music, Theatre Arts, Art)	Dr. Barb Hamel	660-248-6318
Professional Education (Education, Physical Education, Recreation Management)	Dr. Nancy Hadfield	660-248-6633
Science, Mathematics, and Computer Science	Dr. James Gordon	660-248-6253
Social Sciences (Communication Studies, Criminal Justice, History, Political Science, Psychology, Sociology)	Dr. Brent Myer	660-248-6342

## CMU AT A GLANCE

Central Methodist University provides a broad range of undergraduate liberal arts and professional education programs. It is co-educational, private, and church-related, and its Fayette campus is largely residential. Degree-completion programs are offered at Mineral Area College in Park Hills, Missouri; at East Central College in Union, Missouri; at State Fair Community College in Sedalia, Missouri; and at Three Rivers Community College in Poplar Bluff, Missouri. Additional courses and programs of study are available at other sites throughout Missouri. CMU also offers the Master of Education degree, the Master of Science in Clinical Counseling, and the Master of Science in Nursing.

- Founded in 1854 and affiliated with the United Methodist Church
- Governed by a forty-member, self-perpetuating Board of Trustees
- Fifteen-to-one student / faculty ratio; class size averages 21 students

<b>TOTAL ENROLLMENT, FALL 2009:</b>	<b>4,177</b>
FAYETTE (undergrad)	1,051
CMU at Park Hills (undergrad)	273
CMU at Union (undergrad)	126
Other sites (undergrad)	634
Graduate (all)	129
Dual-Credit (all)	1,964

### CGES DEGREES

Bachelor of Accountancy (BAcc)  
 Bachelor of Arts (BA)  
 Bachelor of Science (BS)  
 Bachelor of Applied Science in Management (BASM)  
 Bachelor of General Studies (BGS)  
 Bachelor of Science in Nursing, RN-to-BSN (BSN)  
 Bachelor of Science in Education (BSE)  
 Master of Education (MEd)  
 Master of Science in Clinical Counseling (MSCC)  
 Master of Science in Nursing, Clinical Nurse Leader (MSN)

### CGES POST-BACCALAUREATE, NON-DEGREE PROGRAMS

MORENET Workshop Courses for Graduate Credit  
 Temporary Authorization Certificate (TAC) (Education)  
 Virtual Education Software (VESi)

## AFFILIATIONS

### AMERICAN ASSOCIATION OF HIGHER EDUCATION & ACCREDITATION (AAHEA)

<http://www.aahea.org/>

2020 Pennsylvania Ave NW #975

Washington, DC 20006

202-293-6440 or 1-888-276-1299

### AMERICAN COUNCIL ON EDUCATION (ACE)

<http://www.acenet.edu//AM/Template.cfm?Section=Home>

One Dupont Circle NW

Washington, DC 20036-1193

202-939-9300

### ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES (AGB)

<http://www.agb.org/>

1133 20th St. N.W. Suite 300

Washington, DC 20036

202-296-8400 or Toll-Free: 800-356-6317

### COUNCIL OF INDEPENDENT COLLEGES (CIC)

<http://www.cic.org/>

One Dupont Circle, NW, Suite 320

Washington, DC 20036

202-466-7230

### INDEPENDENT COLLEGES & UNIVERSITIES OF MISSOURI

PO Box 1865

Jefferson City, MO 65102-1865

573-635-9160

### MISSOURI COLLEGES FUND

<http://mocollegesfund.org/>

Missouri Colleges Fund, Inc.

3401 West Truman Boulevard, Suite 202

Jefferson City, MO 65109

573-893-3818

### MISSOURI STATE BOARD OF NURSING

<http://pr.mo.gov/nursing.asp>

3605 Missouri Boulevard

PO Box 656

Jefferson City, MO 65102-0656

573-751-0681

## ACCREDITATIONS

### COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)

<http://www.aacn.nche.edu/index.htm>

One Dupont Circle NW, Suite 530, Washington, DC 20036

202-887-6791

### COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION (CAATE)

<http://www.caate.net/>

2201 Double Creek Drive, Suite 5006

Round Rock, TX 78664

512-733-9700

### THE HIGHER LEARNING COMMISSION of the North

Central Association of Colleges and Schools; Higher

Learning Commission website via CMU website

The Higher Learning Commission

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504

800-621-7440 / 312-263-0456

### MISSOURI COORDINATING BOARD FOR HIGHER EDUCATION

<http://www.dhe.mo.gov/cbheindex.shtml>

Missouri Department of Higher Education

3515 Amazonas Drive

Jefferson City, MO 65109-5717

573-751-2361

### MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)

<http://dese.mo.gov/>

PO Box 480

Jefferson City, MO 65102

573-751-4212

### NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC (NASM)

<http://nasm.arts-accredit.org/>

11250 Roger Bacon Drive, Suite 21

Reston, VA 20190-5248

703-437-0700

### UNIVERSITY SENATE OF THE UNITED METHODIST CHURCH

<http://www.gbhem.org>

Division of Higher Education

General Board of Higher Education & Ministry

PO Box 340007

Nashville, TN 37203-0007

615-340-7399

## VALUES, MISSION, AND EDUCATIONAL GOALS

### WHO WE ARE

Central Methodist University is known for its high quality undergraduate and graduate educational programs, its values-centered learning experiences and longstanding church relationship, its strong liberal arts tradition, its emphasis on character and leadership development, and the success of its graduates through their further educational and professional pursuits. Characterized by academic excellence and proactive, personalized student services, programs are offered in Fayette and statewide via distance learning technologies as well as through partnerships with schools, churches, hospitals, and other institutions of higher education.

### VALUES

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts. CMU and its outreach activities foster a tradition, providing a foundation for excellent professional programs environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

### MISSION

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

### EDUCATIONAL GOALS

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to:

### Academic Goals

- demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
- think critically and conceptually and apply their knowledge and skills to the solving of problems.
- communicate accurately and effectively through listening, speaking, and writing.

### Character Goals

- continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
- seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
- evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.
- have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences.
- commit themselves to a life exemplifying values in relationships with self, family, church, university, and community.

### CREED FOR CMU

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

### seeking knowledge, truth, and wisdom

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

good.

### **valuing freedom, honesty, civility, and diversity**

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

### **living lives of service and leadership and**

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

### **taking responsibility for ourselves and the communities in which we live.**

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

### **UNITED METHODIST HERITAGE**

"Unite the pair so long disjoined—knowledge and vital piety." These words from Charles Wesley provide the basis for (United) Methodism's involvement in higher education. John Wesley, Charles' older brother and the founder of Methodism, was the catalyst for uniting religious studies with the traditional liberal arts since John and Charles had grown up in an environment that stressed both religious and traditional

educational formation. Thus the Wesleyan heritage has from the beginning incorporated both the religious and the liberal arts aspects of education.

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

*To love God with one's mind* implies an intellectual love of God. It has always been the nature of the church to express itself through this form of love and worship of God. It is from this understanding that the Methodist Church launched its involvement in higher education on December 24, 1784, at the Christmas Conference in Baltimore, Maryland. The newly formed Methodist Church passed a resolution authorizing the establishment of Cokesbury College in Abingdon, Maryland. This event marked the beginning of a commitment to higher education by the church that has continued for over 200 years. Since that time more than 1,500 academies, colleges, and universities have been established by the (United) Methodist Church. In those years some have closed, some have merged with other colleges, and some have become state-supported institutions. Today in America there are 123 colleges, universities, and schools related to the United Methodist Church.

On April 13, 1853, Central Methodist University was founded by Nathan Scarritt and David Rice McAnally. The University was chartered on March 15, 1855, and the first classes were held September 18, 1857, with one building on one acre of ground, 144 students, and 3 faculty members. In what was to become a prophetic statement, Nathan Scarritt said, "Let our motto be, One Methodist College in Missouri, and Only One." Over the years eight other Methodist colleges and over 100 other schools were established in Missouri. Today the words of Scarritt have come to fruition. There is only one United Methodist-related university in the State of Missouri, Central Methodist University.

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

1. Education should be available to all people regardless of social standing, ethnic identity, or gender.
2. Education should appropriately relate faith and reason.
3. Education should help individuals make full use of their capabilities and experience for service.
4. Liberal and classical learning is critical, as well as professional and vocational training. Neither is subservient to the other.
5. Education should aim at high standards of student achievement based on deep concern for what is best for the person (from *To Give the Key of Knowledge* by the National Commission on United Methodist Higher Education).

Today there are new issues and challenges facing all levels of education. The over 200-year tradition of the United Methodist Church and what it believes vital in education continue to inform the current policy of church-related higher education. The United Methodist Church is involved in higher education because it is the nature of the church to express itself in the intellectual love of God. The Wesleyan heritage has supported the ideal of uniting knowledge and vital piety within a diverse community from the beginning. This nature and this ideal are clearly reflected in the statements of values, mission, and educational goals of Central Methodist University.

#### LOCATION AND HISTORY

The home campus of Central Methodist University is located in historic Fayette, MO, midway between St. Louis and Kansas City, a region of exceptional natural beauty. The ninety-four acre campus is distinguished by its majestic shade and ornamental trees and is designated a National Historic District. Officially authorized to operate as Central College in March 1855, by the legislature of the State of Missouri, the College had antecedents as far back as 1841 when the Methodist Episcopal Church South operated Howard High School on the present site. Classes began at Cen-

tral College in 1857.

Efforts to unify the educational interests of the church in Missouri led to the absorption of Howard-Payne College by Central College in 1922. This merger was quickly followed by the concentration of all educational interests of the Methodist Episcopal Church South in Missouri, in Central College. Following this plan, the Central College for Women at Lexington, Scarritt-Morrisville College at Morrisville, and Marvin College at Fredericktown were closed in 1924-25, and Central College acquired their assets.

In 1939, with the merger of the Methodist Episcopal Church, the Methodist Episcopal Church South, and the Methodist Protestant Church, Central College was designated as the one undergraduate educational institution in Missouri for what later became the United Methodist Church. In 1961, the Board of Curators changed the College's name from Central to Central Methodist College.

In 1989, Central Methodist College, in cooperation with Mineral Area College in Park Hills, Missouri, began baccalaureate degree completion programs which afford opportunities for citizens of that region, who have completed their AA degree (or who have 60 hours of college credit), to earn a bachelor's degree. In 1994, Central Methodist College, in cooperation with East Central College in Union, Missouri, began baccalaureate degree completion programs at ECC so that citizens of that region could earn a bachelor's degree. In 1996 the College began offering the Master of Education degree on all three campuses. Since that time, CMU has established partnerships with State Fair Community College (SFCC), Three Rivers Community College (TRCC), and other corporate partners.

In May, 2004 the Central Methodist University Board of Trustees voted to change the name of the institution to Central Methodist University. This name change recognized the growth in graduate and extended studies programs and more appropriately describes the Central Methodist University of the 21<sup>st</sup> century.

## UNIVERSITY POLICIES

The University's governance is established to maintain wholesome conditions whereby students may develop intellectually, socially, and spiritually. Students are expected to conduct themselves as persons of good character. Regulations governing students are made by the faculty, students, and administration in order to clarify the standards of the institution and secure the cooperation of all who are involved. The student's registration each term constitutes the student's agreement to comply with all of the University's policies and regulations.

The University supports federal, state, and local laws and regulations relating to alcoholic beverages and controlled substances and will cooperate in the enforcement of these laws. In addition, the University specifically prohibits the use or possession of alcoholic beverages or illegal drugs on the campus. Students who are on the campus under the influence of either alcohol or drugs are subject to disciplinary action. Gambling, hazing, and immoral practices are forbidden. Students who bring discredit to the University are subject to disciplinary action, including dismissal. Students are expected to adhere to all policies related to data, voice, and video transmissions.

Students may be removed from one or more classes, assigned failing grades, placed on probation, suspended, or dismissed for any infraction of University regulations or for other serious misconduct. Students may be suspended or dismissed from the University when their conduct becomes injurious to the reputation of the University, or when their behavior or actions are harmful, or potentially harmful, to themselves or a threat to other individuals within the University community. When students are placed on conduct probation, they are ineligible to represent the University in extracurricular activities and their guardian or parents are notified. Students should consult the Student Handbook for further information on the University's policies and disciplinary procedures regarding residence halls, student activities, and other specific areas of student life.

### NON-DISCRIMINATION POLICY

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, financial aid, loan, and scholarship programs are made

available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements.

### ALCOHOL POLICY

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

### THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The federal government requires that the University obtain—from every enrolled student—a signed *Permission to Release Education Information* form. Each student may waive or not waive his or her rights of educational privacy as spelled out under the Family Education Rights and Privacy Act (FERPA). Photographs and other visual images taken by the University of persons, places, or events related to the University's programs and activities are property of the University and may be used at its discretion.

**What is FERPA?** FERPA provides a student the right to examine his educational records and to request amendment of erroneous information. FERPA also allows each student to restrict the release of information or to grant the University limited permission to release information in the student's interest.

### Waiving or Not Waiving Individual Rights.

When a student completes the *Permission to Release Educational Information* form, he must either waive or not waive his FERPA rights of privacy.

- **Waiving FERPA rights of privacy:** When a student waives his FERPA rights of privacy, he

grants permission to the University to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the Office of Student Development.

- **Not Waiving FERPA rights of privacy:** When a student does not waive his FERPA rights of privacy, he does not grant permission to the University to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The non-waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the Office of Student Development.
- **Exception 1:** CMU may disclose educational information to parents if the student is a dependent (claimed on the parent's or parents' federal tax forms).
- **Exception 2:** CMU may disclose personally identifiable information without consent if there is an articulable and significant threat to the health or safety of the student or other individuals.

A copy of each student's signed *Permission to Release Educational Information* form is kept on file at the CMU Office of Student Development and with the student's faculty advisor.

Even though a student may not waive his FERPA rights of privacy, this non-waiver does not restrict communications among CMU's educational officials concerning the student's academic performance or progress.

**Directory Information and FERPA.** Unless specifically prohibited by the student, the University may release "Directory Information" at its discretion for news releases and other purposes which it believes serve the student's interest. "Directory Information" includes

- name, mailing and e-mail address, telephone number, dates of attendance, date and place of birth;
- awards, honors, degrees, and major field of study; and
- records of participation and accomplishments

in sports and other University activities—for athletes this includes physical factors such as height and weight.

To withhold any Directory Information, within ten days after registration each semester the student must notify the Office of Student Development in writing of the information which may not be released.

**Educational Information and FERPA.** In the student's interest and without the student's written consent, CMU Educational Information may be shared confidentially with educational officials of the University whose duties require such knowledge. "CMU Educational Information" may include academic records, employment records, financial aid records, and—on a restricted basis—discipline records and some counseling records.

**MyCMU Grade Entry and FERPA.** All CMU instructors and students have access to MyCMU, and all students should consult their respective MyCMU course sites for grade information.

#### STUDENTS WITH DISABILITIES POLICY

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. This includes but is not limited to recruitment and admission of students, educational programs, services, activities, financial aid, and scholarship programs. The University complies with all federal and state non-discrimination requirements.

The procedures described here are intended to guide and assist faculty, staff, and students in complying with this policy and in determining reasonable accommodations to be made for the federally defined disability claimed. All materials and information regarding disabilities will be governed by the University's normal policies regarding privacy.

1. It is the responsibility of any student who wishes to claim a federally defined disability to file official documentation of the disability with the Office of the Registrar prior to seeking any accommodations based on the disability. Official documentation of the disability must be sent directly from the originating office (e.g. high school, testing center, certified professional center, or physician) directly to the Office of the Registrar. All such official documentation must be for an evaluation dated no more than eighteen months prior to being received by the University.

All official documentation that the student wishes to have the University consider in providing reasonable accommodations for the disability must be included (e.g. Individual Education Plan [IEP] and related materials, 504 Plan, professional diagnosis and recommendations). Upon receipt of the official documentation, the Office of the Registrar will acknowledge receipt of the document in the student's permanent file and forward the document to the regional site coordinator.

2. It is the responsibility of the regional site coordinator to contact the student's advisor and each faculty or staff member who is responsible for courses where the student qualifies for accommodation.
3. In addition to the University's making reasonable accommodations for any disability, students are encouraged to make full use of the various

learning resources available to all students. These include regular conversations with their instructors and faculty advisor and work with departmental tutors when they are available.

4. Students should understand that all requests for reasonable accommodations for documented disabilities must be made in advance. Faculty and staff will not be asked to adjust grades or to provide alternative evaluation measures for work students have completed prior to the request for reasonable accommodation based on disabilities. Students may appeal any decisions regarding reasonable accommodations to the Associate Dean for CGES.

## UNIVERSITY SERVICES

### ACADEMIC ADVISING

In addition to maintaining a personal relationship between student and instructor in the classroom and beyond, the Registrar, regional site coordinators, and directors advise students and monitor their programs and progress. Staff and faculty advisors assist students in planning academic work, registration, and management of problems during their college career. They assist students in interpreting degree requirements and in determining which requirements have or have not been met. The University also keeps students informed of their academic progress through an academic monitoring system. The Registrar's Office sends students and their advisors final grade reports each term.

The University holds each student to be finally responsible for being fully informed about the graduation requirements for his or her own degree program and for arranging academic schedules to meet graduation requirements on the timetable the student establishes. Faculty advisors will do all they can through the advising processes to assist students in meeting their educational goals.

### CAREER ASSISTANCE

We encourage students to develop the "tools" needed to transition successfully from campus life to a professional career by using the comprehensive website <http://www.centralmethodist.edu/stulife/career/index.html>.

A variety of web-based career-exploration software is provided:

- **Sigi Plus:** An educational and career-planning software that integrates self-assessment with in-depth and up-to-date career information.
- **O\*Net:** An online system that assesses your interests and abilities while providing a wealth of timely information about a variety of careers.
- **Major Resources:** Valuable information on what to do with each major and linked career sites are provided.
- **Reference USA:** A web-based company search system that has over 14 million U.S. businesses and provides descriptions, overviews, contact information, articles, and competitors.
- **Career 411:** Podcasts by employers are available on the CMU iTunes University on a variety of subjects from "How to Network" to "Dress Smart."
- **Learning Express Library:** A comprehensive resource that offers practice tests for Civil Service, Law Enforcement, Teaching, Graduate Entrance Exams, etc. Also available are current career information, resume writing guides, interviewing and networking advice.

Some of the resources available on the site stipulate that they are for residential students only. Please

check the website before accessing the resource. Students at Park Hills and Union also may use Career Services of Mineral Area College and East Central College respectively.

#### LIBRARY SERVICES

All facilities and services of the CMU Library are available to all students through electronic databases and MOBIUS. Students are issued an identification and password for MyCMU. This allows access to financial and academic information and library databases. For further information go to [www.centralmethodist.edu](http://www.centralmethodist.edu). Select current students and then library services. Students may use any MOBIUS member library in Missouri. Students at Park Hills, Union, and Sedalia may also use CMU resources housed at the respective campuses.

#### TEXTBOOKS

Textbook lists are available at the CMU Website: <http://www.centralmethodist.edu/cmservices/bookstore/textbooks.html>. Students may order textbooks from other sources. Textbooks will be available at the Mineral Area College Bookstore in Park Hills and at the East Central College Bookstore in Union. Students at other sites may order their textbooks directly from MBSDirect: <http://bookstore.mbsdirect.net/CENTRALMETHODIST.HTM>.

#### STUDENT ORGANIZATIONS

##### General Honorary and Leadership

- **Alpha Lambda Delta** is a national honors society for Freshmen in the top ten percent of their Freshman class. Students are selected after first-semester grades are posted. Students must still be Freshmen at the end of their first semester of classes at CMU in order to qualify for membership. (Faculty advisors: Dr. Richard Bradley and Prof. John Flanders)

- **Omicron Delta Kappa** is a national honorary leadership organization. Membership is limited to Juniors and Seniors and is based on achievement in scholastic and extracurricular activities. (Advisor: Dr. Dan Elliott)
- **Sigma Epsilon Pi** is an honorary society organized for the purpose of giving special recognition to scholastic achievement in student life. Membership is limited to seven members of the faculty and ten percent of the Senior class. Students must have a minimum scholastic average of 3.3 for seven semesters. (Advisors: Prof. John Flanders and Prof. Maryann Rustemeyer)
- **Alpha Chi National College Honor Scholarship Society** is a national honors society for the top ten percent of Juniors and Seniors. (Advisor: Dr. Richard Bradley)

##### Business

**Delta Mu Delta** is a national honor society in Business Administration. (Advisor: Prof. Sally Hackman)

##### Education

**Student Missouri State Teachers Association (SMSTA)** was founded in 1947. It is open to all students who are interested in a career in education. The Missouri State Teachers Association is the sponsoring organization. (Advisor: Prof. Barb Thurmon)

##### Nursing

**Student Nurses' Association (SNA)** is a constituent of the Missouri/National Student Nurses' Association (MOSNA/NSNA). (Advisor: Prof. Megan Hess)

##### Social Science

**Pi Gamma Mu** is an international Social Science honor society. (Advisor: Dr. Richard Bradley)

## ADMISSION POLICIES AND PROCEDURES

Central Methodist University seeks men and women who aspire to enter an exciting and challenging world through a high-quality, liberal arts education which promotes character and leadership through learning, social responsibility, and service. CMU's admission standards are intended to identify those who are most likely to succeed in a university program of studies. Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, gender, national origin, age, or federally defined

disability in its recruitment and admission of students.

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

### APPLICATION PROCEDURES FOR ADMISSION TO CMU

#### ADMISSIONS STAFF

Contact the Site Coordinator (or the contact person) for the appropriate campus site as listed on page 10.

#### APPLICATION AND ENROLLMENT FEE

At the time of application, a prospective undergraduate student must pay a non-refundable \$20 application fee; online applications are free (see the online application at <http://www.centralmethodist.edu/cmadmit/select.html>).

#### ADMISSION AS A FULL-TIME, FIRST-TIME DEGREE-SEEKING COLLEGE FRESHMAN

First-time Freshmen are those who are entering college for the first time or have successfully completed 11 or fewer non-developmental, post-high school college credit hours other than dual credit. Those with 12 or more such credit hours may apply as transfer students even if their enrollment is on a part-time basis.

- **Application for Admission.** Applicants must send to the appropriate Site Coordinator (see page 10) a completed application for admission with a non-refundable \$20 application fee; online applications are free (<http://www.centralmethodist.edu/cmadmit/select.html>).
- **Academic Transcripts.** All applicants must submit official transcripts from high school and all colleges previously attended as required for admission. Official transcripts are sent directly from institution to institution, not delivered by the student. Provisional admission may be withdrawn if official transcripts are not received

or do not confirm the student's eligibility for admission. Home-schooled students should submit a state-certified transcript. All transcripts are part of the student's permanent college record. In addition, all transcripts must be received in the Office of the Registrar before a student will be eligible to attend classes and receive financial assistance.

- **Test Scores.** All first-year applicants must submit results of the American College Testing (ACT) program (use code 2270 to submit your ACT scores to CMU) or Scholastic Assessment Test (SAT) (CMU code:-6059)
- **Admission Standards.** To receive unconditional admission to Central Methodist University, applicants are expected to have completed a college preparatory program (as defined by the State of Missouri) with at least a 2.5 cumulative grade point average on a 4.0 scale and have an ACT score of 21 (or above) or 1500 (or above) on the SAT examination. Students falling below the minimum standards may be admitted on provisional status. See description of Provisional Admission (page 24). An offer of acceptance is made to a student with the condition that he or she remains in good standing.
- **High School Equivalency.** Applicants without a high school diploma may qualify for admission by passing the test of General Educational Development (GED) with a score at or above the 50<sup>th</sup> percentile and an ACT score of 21 or above (SAT 1500 or above).

- Advanced Standing.** Central Methodist University awards credit for scores of 3 (three) or higher on some of the Advanced Placement (AP) tests available through the College Entrance Examination Board. Each AP exam must be reviewed and approved by the Office of the Registrar and department chairperson. CMU will consider granting credit for a limited number of subject examinations available through the College-Level Examination Program (CLEP). CMU recognizes the high achievement and academic excellence of students who have participated in the International Baccalaureate degree program. Usually, a score of 4 (four) or above on the Higher Level IB exam or a score of 5 (five) or above on the Standard Level IB exam will be assessed as equivalent credit for specific courses. Specific course equivalents will be designated in consultation with the appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from IB, sent directly to the Office of the Registrar. For further information, contact the Office of the Registrar at 660-248-6210.

#### READMISSION OF FORMER STUDENTS

Former students who wish to return to CMU must apply for readmission. Students who left CMU in good academic standing and in good standing with the Business Office are routinely readmitted. Students who left CMU under academic or financial probation or suspension will be considered for admission on an individual basis. Former students attending other institutions during their absence from CMU must submit an official transcript from each college attended. All transcripts must be received in Office of the Registrar before a student will be eligible to attend class and receive financial assistance.

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

#### ADMISSION OF PART-TIME/NON-DEGREE SEEKING STUDENTS

Part-time students, those registered for fewer than 12 semester hours, and students who are not seeking a degree are required to apply through the Office of Admission. Students who decide to continue their

education at CMU in a full-time, degree-seeking capacity are required to follow the admission guidelines for full-time admission. Entering students who are turned down by the Academic Standards and Admissions Committee but who choose to enroll part-time, must be treated as non-degree-seeking students and are ineligible for financial aid. Any part-time student who wishes to receive financial aid must petition the Financial Aid Committee in order to receive or keep financial aid.

#### ADMISSION OF INTERNATIONAL STUDENTS

CMU has permission to host international students only on the Fayette campus.

#### ADMISSION FOR CMU iSCHOOL (FORMERLY "DUAL CREDIT")

The CMU iSchool (formerly "dual credit") program provides the opportunity for *qualified* high school students to enroll in approved classes that are taught in their local high school in compliance with the Coordinating Board of Higher Education guidelines for dual-credit programs. When students successfully complete a course, they receive both high school and college credit. The program allows students to get an early start in fulfilling college requirements.

Credit earned in the program will be applicable at Central Methodist University and is *generally* transferable to other accredited colleges and universities. It is the student's responsibility to ascertain the transferability of any course taken through the program. Students can best accomplish this by directly contacting colleges and departments to which they are considering transferring credit.

#### ADMINISTRATIVE INFORMATION

Cost Per Credit Hour: \$70

#### Student Requirements for Admission to CMU iSchool (formerly "Dual Credit")

- Cumulative grade point average (GPA) of 3.0 (or equivalent) on a 4.0 scale
- High school Junior or Senior standing
- Satisfactory completion of course prerequisites
- High school transcripts must be sent in with the application for enrollment.

#### VETERANS

Military veterans may receive limited credit for military training as recommended in the *Handbook of the American Council on Education*. Please consult CMU's Office of the Registrar for more

information. All credit will be reviewed on an individual basis.

#### **PROVISIONAL ADMISSION**

Applicants not meeting the criteria for unconditional admission will be considered for provisional admission on an individual basis. This consideration will be conducted by the Extended Studies Committee (undergraduate applications) or the Graduate Studies Committee (graduate applications). Students admitted under provisional admission must comply with all conditions and requirements specified in writing by Central Methodist University in the acceptance letter.

#### **DEGREE-COMPLETION PROGRAMS ADMISSIONS**

The minimum admission requirement for the degree-completion programs is either [1] satisfactory completion of sixty (60) or more semester hours from an accredited college, or [2] graduation from an accredited community college or senior college with an Associate's degree. Admission may be denied to any student who does not meet all admission standards.

Students transferring work from other colleges or universities must have a 2.0 grade point average for regular admission. Students with less than a 2.0 grade point average may be considered for admission on a provisional basis.

The degree-completion programs in Early Childhood Education, Elementary Education, and Nursing (RN-to-BSN) have additional, specific entrance requirements. Please consult the appropriate degree section of this catalog for each program's specific admissions and graduation requirements.

#### **READMISSION TO THE PROGRAM**

Students who have interrupted their studies and wish to return must apply for readmission through the process outlined above. Students are readmitted if they left in good standing. Official transcripts must be submitted from any other college or university attended during the period of absence. Students who have interrupted their studies for two or more sessions, or have attempted 20 semester hours at another institution, must meet the catalog requirements at the time of re-admission.

## **FINANCIAL ASSISTANCE**

#### **APPLYING FOR FINANCIAL ASSISTANCE**

Those students who are qualified to receive financial aid based on demonstrated financial need must complete the Free Application for Federal Student Aid (FAFSA) or a renewal application on an annual basis.

Students may request the FAFSA from Central Methodist University Office of Financial Assistance or may simply go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must designate Central Methodist University as a recipient of the need analysis report on the application. Our Title IV school code is **002453**. The FAFSA application should be submitted no earlier than January 1, but no later than April 1 each year. Missouri applicants must have submitted their FAFSA (Free Application for Federal Student Aid) to the processor by April 1 to be eligible for Missouri Student Assistance Program funding.

Each student must apply annually for renewal of all state and federal financial assistance by filing the Free Application for Federal Student Aid or Renewal Application.

Students engaged in a study abroad program are eligible to receive Title IV aid if the program is

approved for credit by the University. The study abroad program does not have to be a required part of the student's degree program.

#### **FINANCIAL ASSISTANCE REQUIREMENTS**

To receive the state need-based grant, a student must be enrolled full-time. To receive the Federal Stafford Loan, a student must be enrolled at least halftime. The number of hours enrolled determines the amount, if any, of the Federal Pell Grant. Institutional aid can never exceed the cost of tuition.

Part-time students (enrolled for fewer than 12 semester hours' credit) are expected to complete graduation requirements within 150% of the published length of the academic program to be eligible for Title IV financial aid funds.

Students will not receive any financial assistance if they owe refunds on grants or are in default on a loan previously issued by Central Methodist University 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. Please refer to the Standards of

Satisfactory Academic Progress to Maintain Financial Assistance Eligibility (see 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.

In the event that a student's financial aid situation changes, we will make a professional determination of financial aid within 30 days of the filing of the required paperwork. This determination will be sent directly to the site coordinator with a copy to the student.

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 TO MAINTAIN FINANCIAL AID ELIGIBILITY

All students who receive CMU, 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 by semester will be used, along with a satisfactory grade point average as listed below.

UNDERGRADUATE STANDARDS			
Semester(s) Completed	Normal Credit Hours Completed	Cumulative Minimum Acceptable Credit Hours Completed	Minimum GPA Required
1	15	9	1.8
2	31	21	1.8
3	46	35	1.9
4	62	49	2.0
5	77	61	2.0
6	93	73	2.0
7	108	85	2.0
8	124	98	2.0
9		111	2.0
10		124	2.0
GRADUATE STANDARDS			
1	9	6	2.75
2	18	12	2.75
3	27	18	2.75
4	36	24	2.75

If a student begins a semester as a full-time student, that semester is counted for student aid

eligibility even if the student withdraws or becomes a part-time student during the semester.

Transfer students will be evaluated individually according to the above standards of progress to determine the number of semesters of aid eligibility.

A student who does not meet the minimum acceptable standard after two semesters will be placed on financial aid probation and has the following options:

1. The student may enroll for the necessary number of hours during the summer term. Upon successful completion, aid eligibility is re-established for the following fall semester.
2. The student may receive financial aid for the following semester but must successfully complete the minimum hours and attain the GPA required at that level by the end of the semester.

If the option followed does not succeed, financial aid will be suspended.

A student on financial aid probation who fails to meet the above standards of progress and loses financial aid eligibility may appeal the decision and petition for reinstatement by submitting an appeal in writing to the Office of Financial Assistance for review by the Enrollment Management Committee. Mitigating circumstances, if any, will be given due consideration.

#### STUDENT EXPENSES

Central Methodist University is a private, not-for-profit, gift-supported institution, deriving no direct income from taxes or other public funds. Tuition and fees cover only part of the instructional costs each year, and the remainder of the operating budget is income from the Endowment Fund, as well as gifts of alumni, (business) corporations, The United Methodist Church, and other friends of the University.

The Board of Trustees of Central Methodist University reserves the right to change the fees listed in this catalog without notice should the situation warrant a change. However, such changes will not occur during the current year in which a student is in attendance.

UNDERGRADUATE TUITION & FEES		PER CREDIT HOUR
<b>Note: Some fees are based on vendor quotes and are subject to change.</b>		
Undergraduate Tuition		\$185.00
Undergraduate <u>Online</u> Tuition		\$225.00
Associate of Arts Tuition (Columbia, MO only)		\$92.50
CMU iSchool (formerly "Dual Credit") Tuition		\$70.00
Student Services Fee		\$5.00
Credit by Examination (per course)		\$35.00
Student Teaching fee (per credit hour): Payable the semester of student teaching. Courses for which the fee is charged are ED461, 1 hour; ED462, 8 hours; and ED 463, 1 hour. The fee covers administrative expenses and fees for the cooperating teacher.		\$35.00
SPECIAL FEES & CHARGES		PER TRANSACTION
<b>Note: Some fees are based on vendor quotes and are subject to change.</b>		
Undergraduate application fee		\$20.00
Background Check (Education Majors) (Per transaction)		\$5.00
Graduation fee (required of all graduates for cap, gown, and diploma, even if not participating in commencement):		\$75.00
Returned Check fee		\$25.00
Science Lab fee (per course)		\$50.00
Security Check and FBI Screening (Education majors)		\$50.95
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>

**PAYMENT REGULATIONS**

Fees and expenses are due and payable on or before the first day of classes; students will not be admitted to classes until arrangements concerning their settlement have been made at the Business Office. Financial arrangements not honored may result in suspension from classes until satisfactory arrangements are made. Outstanding balances will incur interest charges at a 12% annual rate. In addition, up to a \$100 late fee may be assessed each term if arrangements are not made before classes begin.

There are several payment plans available for the handling of student accounts. The total cost may be paid at the beginning of each semester. In addition, CMU offers a monthly installment plan or a deferred-payment plan for students with employer reimbursement. For more information about the payment plans, please write the Student Receivable Cashier, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248, or call (660) 248-6272.

**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.** When the completed withdrawal permit— together with the student ID card—is filed with the regional site coordinator, the University will adjust tuition in accordance with the following refund schedule:

16-WEEK TERM	REFUND
• Withdrawal 1 <sup>st</sup> & 2 <sup>nd</sup> weeks	90% of tuition
• Withdrawal 3 <sup>rd</sup> and 4 <sup>th</sup> weeks	50% of tuition
• Withdrawal 5 <sup>th</sup> through 8 <sup>th</sup> weeks	25% of tuition
• After 8 <sup>th</sup> week	None
8-WEEK TERM	
• Withdrawal during 1 <sup>st</sup> week	90% of tuition
• Withdrawal during 2 <sup>nd</sup> week	50% of tuition
• Withdrawal 3 <sup>rd</sup> through 4 <sup>th</sup> weeks	25% of tuition
• Withdrawal after 4 <sup>th</sup> week	None

4-WEEK SUMMER TERM	REFUND
• Withdrawal by close of business on Wed. in 1 <sup>st</sup> week	90% of tuition
• Withdrawal by close of business on Fri. in 1 <sup>st</sup> week	50% of tuition
• Withdrawal during 2 <sup>nd</sup> week	25% of tuition
• Withdrawal after 2 <sup>nd</sup> week	None

Absence from class does not constitute withdrawal from the class or from Central Methodist University. 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. And 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 published in this catalog.

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

**Payments:** Remittances should be addressed to the Cashier, Central Methodist University, 411 CMU Square, Fayette, MO 65248. For questions, call (660) 248-6272.

**Outstanding Accounts:** Students who have outstanding accounts may not be allowed to take final examinations, to pre-register for the next semester, to have transcripts issued, to participate in commencement, or to receive diplomas until appropriate financial arrangements have been made with the Business Office. Past due accounts may be turned over to a collection agency with all related legal and collection fees also due from the student.

## GENERAL ACADEMIC REGULATIONS

### STUDENT ACADEMIC RESPONSIBILITIES

Because education is a uniquely personal experience, it is the individual responsibility of each student (1) to know the degree requirements for his or her own course of study; (2) to know the rules, regulations, and deadlines which govern the academic programs which are published in this catalog; and (3) to 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. Students are also responsible for knowing and adhering to all University policies published in *The Student Handbook*. Registration in the University confirms students' acceptance of these obligations.

### ACADEMIC ADVISING

In addition to maintaining a personal relationship between student and instructor in the classroom and beyond, the Registrar, regional site coordinators, and directors advise students and monitor their programs and progress. Staff and faculty advisors assist students in planning academic work, registration, and management of problems during their college career. They assist students in interpreting degree requirements and in determining which requirements have or have not been met. The University also keeps students informed of their academic progress through an academic monitoring system. The Registrar's Office sends students and their advisors final grade reports each term.

The University holds each student to be finally responsible for being fully informed about the graduation requirements for his or her own degree program and for arranging academic schedules to meet graduation requirements on the timetable the student establishes. Faculty advisors will do all they can through the advising processes to assist students in meeting their educational goals.

### 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 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.

### ACADEMIC LOAD

Six (6) hours of academic credit is considered the normal load per term or session for undergraduate students, and nine (9) hours per semester for graduate students. No undergraduate student may register for more than 9 semester hours of academic credit per term unless that student has a grade point average of 3.20 in the previous term and obtains written permission from the Associate Dean of CGES. No student may receive credit for more than 12 hours in a term under any circumstances. Graduate students may not register for more than 9 hours per semester without permission of the Associate Dean of CGES.

### CLASS ATTENDANCE

Students may not be successful in college for many reasons, but the principle reasons for student failure are excessive absence from class and the lack of class preparation. The faculty and administration expect students to attend classes regularly and to establish adequate study patterns. Individual instructors establish their own attendance policies that are clearly stated in each course syllabus. The University reserves the right to withdraw any student from one or more classes or from the University for excessive absence. Students are responsible for any work missed as a result of absence. They should consult with each instructor to make satisfactory arrangements for academic work missed. This should be done in advance whenever possible. Absence from class does not constitute withdrawal from the class or from the College of Graduate and Extended Studies. Students who leave school without completing the withdrawal process forfeit their claim to honorable

dismissal and will receive a grade of “F” for all courses in progress.

I	Incomplete
W	Withdrawal
AU	Audit, no credit hours

**CLASSIFICATION OF STUDENTS**

Students are classified by the hours of credit achieved.

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

**Special Students** are not matriculating for a degree but wish to enroll for specific courses. They may be full- or part-time and may or may not have a baccalaureate degree.

**Part-Time Students** have matriculated for a degree but in any given term are registered for fewer than six semester hours of credit.

**CMU iSchool (formerly “Dual Credit”) Students** are enrolled in college courses while concurrently enrolled in a high school program.

**Graduate Students** have received an undergraduate degree and are enrolled in a graduate program of study.

**COURSES, GRADES AND GRADE POINT AVERAGES**

Courses and grades are given on a semester-hour basis. Normally, one semester hour of credit means one hour of instruction per week for a semester (15-16 hours of class instruction) plus two or more hours of study for each hour of instruction, but instructional time and credit hours may vary. Grade reports are issued to students at mid-term and following the end of each semester. Only final grades for courses are entered on the student’s transcript. The transcript is the individual student’s permanent academic record, maintained and secured by the Registrar’s Office.

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	

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 below. 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. Few courses are offered on a P/F grade basis. The grades of “I,” “W,” and “AU” earn no credit and are not computed in GPA.

The grade of “I”(Incomplete) can be given by an instructor at the end of the term 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 Registrar. All incomplete work must be completed by mid-term of the following term. 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 page 29) will apply.

A student may withdraw from a class with a grade of “W” until the last week of classes for the term as defined by the Academic Calendar. 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 professor that an audit has been satisfactorily completed, notation of the audit is made on a permanent record. Special or part-time students pay normal tuition rates to audit courses.

**GRADE APPEALS**

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted and the burden of proof is on the student.

Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results.

If the issue is not resolved with the course instructor, the student should next appeal to the 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 calendar year of the date the grade is first posted).

#### 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.

#### 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.

Generally, students need to have earned at least 124 credit hours with a cumulative GPA of 2.0 to graduate. Some programs have other requirements,

so students should check with their advisors and with division chairs.

#### REGISTRATION

Students must register on the days and at the times designated by the Associate Dean. They should register only after a conference with their advisor. Deadlines for registration and changes in registration are published on the Academic Calendar.

Changes in classes or class sections may be made at no charge during the first week of classes by completing a Change of Course Form from the regional site coordinator. After the first week of classes, courses may not be added. Any exceptions require written permission from the course instructor and the regional site coordinator. Courses may be dropped at any time prior to one week before the last day of classes for the term. **Students are urged to remember that the grade of "F" will be recorded on their transcripts for every course that is not completed but not officially dropped.** Courses are not officially dropped until the Change of Course Form has been filed in the Office of the Registrar.

#### CHANGES IN REGISTRATION

Changes in classes or class sections may be made only before the deadlines published in the academic calendar by completing a Change of Course Form obtained from the regional site coordinator. Any exceptions require written permission from the course instructor or the dean. Courses may be dropped at anytime during the term prior to final exam week. Students are urged to remember that the grade of "F" will be recorded on their transcripts for every course that is not completed but not officially dropped. Courses are not officially dropped until the Change of Course Form has been filed in the Registrar's Office.

Course instructors may request that any student be administratively dropped from a course for academic misconduct, excessive absence, or disruptive or other unacceptable classroom behavior. With the approval of the Associate Dean of the College, the student will be withdrawn from the class. No charge will be assessed for these changes.

#### ENROLLMENT IN CGES/ONLINE COURSES

College of Liberal Arts & Sciences (CLAS) students requesting permission to enroll in online or statewide courses during the Fall or Spring semesters must meet one of the following eligibility criteria:

- Through no fault of his/her own, the student must enroll in a specific course to graduate and said course is not available before graduation

in CLAS. (If a student postpones taking said course until his/her Senior year when he could have taken that course earlier, the student may not qualify for enrollment under this criterion.)

- The student will benefit educationally by taking a course and is recommended by his/her advisor, has approval of the Dean, and agrees to pay all tuition/fees required to take the course above regular CLAS tuition and fees.

#### **TRANSFER CREDIT & CREDIT BY EXAMINATION**

##### **CURRENT CMU STUDENTS TRANSFERRING CREDIT TO CMU**

CMU strongly encourages CMU students to get prior written approval (from the Associate Dean and the Registrar) before enrolling for any courses at another institution and then attempting to transfer the credit to apply to any CMU degree program. 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 Associate Dean and the Registrar), CMU accepts no responsibility for the applicability of these courses to the student's degree program.

##### **STUDENTS TRANSFERRING TO CENTRAL METHODIST UNIVERSITY**

CMU subscribes to the guidelines of the Coordinating Board for Higher Education of the State of Missouri. CMU welcomes students with coursework or associate's degrees from other accredited colleges and pledges to seek harmonious solutions to any problems that transfer students may encounter. Transfer credit from an accredited institution may be used to satisfy any course requirements where the courses or course categories are generally equivalent to CMU requirements. Credit from non-regionally accredited institutions will be considered on a case-by-case basis. CMU will accept as general elective courses those courses meeting graduation requirements from the transferring accredited institution but not counting toward specific major or general education requirements at CMU. CMU computes cumulative grade point averages on the basis of all hours attempted at all colleges attended. Courses that cannot transfer are not used in GPA calculations. CMU does not accept for transfer those courses in which failing grades were received.

#### **GENERAL EDUCATION REQUIREMENTS FOR TRANSFER STUDENTS WITH A BACHELOR'S DEGREE**

**Students with a CMU Degree.** To be eligible for a second bachelor's degree, a student must complete at least 26 hours in addition to those counted for first degree. These hours must be earned in courses approved by the Associate Dean of the College of Graduate and Extended Studies, must be taken at Central Methodist University, and must satisfy all specific course requirements for the second degree.

**Students with a Bachelor's Degree from another accredited institution** have met all General Education requirements but must satisfy any additional General Education requirements for each program and/or degree.

#### **GENERAL EDUCATION REQUIREMENTS FOR TRANSFER STUDENTS WITH AN ASSOCIATE'S DEGREE**

Students transferring to CMU with a post-1995 Associate of Arts degree (and 60-89 hours of transfer credit) from a Missouri institution of higher education (or with a completed general education program consistent with the "42-hour General Education Curriculum" described in the Missouri State Transfer and Articulation Agreement) are required to complete an advanced writing course, foreign language (for students pursuing the Bachelor of Arts degree), analytical skills (for students pursuing a Bachelor of Science degree), and any specified courses for a specific degree (BSE, BAcc, etc.) as identified in the catalog or as designated in any subsequent catalog. Students are cautioned, however, that Associate of Arts coursework might not meet individual program requirements.

#### **GENERAL EDUCATION PROGRAM TRANSFER POLICIES**

CMU will accept transfer credit for courses generally equivalent to those in the General Education Program.

#### **EARNING NON-TRANSFER ACADEMIC COURSE CREDIT**

CMU recognizes the need for students to earn credit in a variety of ways. The following information recognizes different ways in which CMU will accept credit other than transfer credit from other institutions of higher education. A maximum of 32 hours of such credit may be counted toward the hours required for graduation. Such non-transfer academic

credit appears on the student's transcript as being non-transfer academic credit earned with "P" as the grade received.

- **CREDIT BY INSTITUTIONAL**

**EXAMINATION:** Students enrolled in the University may receive credit for 100-level courses if they earn at least a "C" on a comprehensive institutional examination approved by the appropriate Division Chair, Dean, and Registrar. CMU charges an examination fee for such institutional examinations. Consult with the appropriate Division Chair for additional information. Students may receive credit by institutional examination for courses beyond the 100 level only if the instructor agrees that the course can be adequately assessed by an examination the instructor provides and administers, and only with the approval of the Division Chair and the Dean. Students must complete the process of receiving credit for all prerequisite courses before taking the next course above the course taken by examination.

- **CLEP (College-Level Examination Program)**

**CREDIT:** When approved by the appropriate Division Chair, Dean, and Registrar, CMU gives 100-level credit for subject examinations administered by the College-Level Examination Program (CLEP).

- **AP (Advanced Placement) CREDIT:** CMU affirms the intellectual achievement of students who have participated in the Advanced Placement program. Students may apply for credit for Advanced Placement (AP) courses that they have successfully completed with an AP score of 3 (three) or higher; acceptance of any AP examination or examination score is subject to approval by appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from AP, sent directly to the Office of the Registrar.

- **IB (International Baccalaureate) CREDIT:** CMU recognizes the high achievement and academic excellence of students who have participated in the International Baccalaureate degree program. IB's breadth of focus and commitment to scholarship are commensurate with the mission and educational goals of CMU. Usually, a score of 4 (four) or above on the Higher Level IB exam or a score of 5 (five) or above on the Standard Level IB exam will be assessed as

equivalent credit for specific courses. Specific course equivalents will be designated in consultation with the appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from IB, sent directly to the Office of the Registrar.

- **DANTES (Defense Activity for Non-Traditional Educational Support) credit:** CMU awards semester-hour credit recommended by the American Council on Education (ACE ) upon attainment of an acceptable passing score per section, or CMU awards credit as determined by the testing authority at the time the test was taken. Students must provide an official copy of the test results, sent directly to the Office of the Registrar. At the time of application, students must send an official record of test results to the Office of Admission. Acceptance of any DANTES credit score is subject to approval by the appropriate Division Chair, Dean, and Registrar.
- **MILITARY CREDIT:** Military veterans may receive limited credit for military training as recommended in the *Handbook of the American Council on Education*. CMU will review all credit on an individual basis. Please consult CMU's Office of the Registrar for more information. Acceptance of any military credit is subject to approval by the appropriate Division Chair, Dean, and Registrar.

#### TRANSCRIPTS

The student's permanent record is confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of the student's record are not issued except upon receipt of a signed request from the student. For transcript costs (including mailing fees) see page 25.

Official transcripts are issued directly to other schools, employers, official governmental agencies, or other persons or organizations entitled to receive an official statement of the student's record. Unofficial transcripts are issued to the student or parents.

No transcripts will be issued for any student or former student who is not financially in good standing with the University. Transcripts will not be issued to current students during the last two weeks of the term, until grades for that term are recorded. To have a transcript issued, write The Office of the Registrar, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. Indicate clearly the name and address to which the transcript is to be sent. Enclose a check for the transcript fees, and sign the request.

A transcript request form is available online at <http://www.centralmethodist.edu/regist/index.htm>. Such requests also will be accepted by Fax at 660-248-2622 including credit card charge authorization information for the proper amount. For further information call the Office of the Registrar (660-248-6208).

#### WITHDRAWAL FROM CLASSES

No student may withdraw from classes the last week of classes.

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 in the regional site coordinator.** The completed withdrawal permit— together with the student ID Card— is filed with the regional site coordinator. 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 published in this catalog.

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.

#### WITHDRAWAL FROM CMU iSchool (FORMERLY "DUAL CREDIT")

A CMU iSchool (formerly "dual credit") student who wishes to withdraw from the University must obtain a withdrawal form from the CMU iSchool (formerly "dual credit") coordinator at the High School who will outline the proper procedure for withdrawal. It is the student's responsibility to see that this withdrawal form is completed, signed, and sent to the University.

#### MEDICAL WITHDRAWAL

Students may withdraw from classes at any time during the term for medical reasons. Requests made after the last day to drop with a "W" must be approved by the Associate Dean, or at the Associate Dean's request by the Extended Studies Committee or Graduate Studies Committee. The Registrar will

indicate the withdrawal by placing a "W" on the transcript. A student (or someone representing the student) must initiate the medical withdrawal process by notifying the Associate Dean or regional site coordinator who will outline the proper procedures for withdrawal. The student seeking a medical withdrawal must present a bona fide medical excuse signed by a physician. The regular refund schedule (see page 26) will apply to medical withdrawals.

Students who have been granted a medical withdrawal and wish to re-enter the University must follow the standard re-admission policies and must provide satisfactory evidence that their medical condition will no longer impede their academic performance.

#### GRADUATION

##### Degree 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.

Generally, students need to have earned at least 124 credit hours with a cumulative GPA of 2.0 to graduate. Some programs have additional requirements, so students should check with their advisors and with division chairs.

##### Application for Graduation

In order to graduate, students must complete the online application at <http://www.centralmethodist.edu/cmforms/dean/gradap.html> by the following deadlines:

- For May or Summer graduation, complete the application no later than **December 1**.
- For December graduation, complete the application no later than **October 1**.

##### Undergraduate graduation honors

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 semester hours in residence at Central Methodist University.** Graduation with Honors will be calculated using all grades earned by the student toward graduation

through the term prior to commencement, including all transferred hours. These honors are recorded on the diplomas and in the Commencement Program. Students graduating with honors are given appropriately colored cords to wear in the Commencement Ceremony. Students must earn a

minimum of 60 semester hours from Central Methodist University to be eligible for honors.

#### **Academic Regalia and Commencement**

Arrangements for academic regalia are made through each campus office. Students must attend graduation on the campus at which they are enrolled.

## ACADEMIC RECOGNITIONS AND SANCTIONS

### **UNDERGRADUATE ACADEMIC ACHIEVEMENT AWARD**

Central Methodist University recognizes outstanding academic achievement for each term with the Academic Achievement Award. This award requires all the following:

1. **Admission Status:** The student must have met all requirements for full admission, including providing official transcripts of ALL college work.
2. **Scholarship:**
  - a. The student must have a cumulative GPA of at least 3.50 for all college work, including transfer work, AND
  - b. The student must earn a 4.0 CMU GPA as a full-time student (greater than six [6] semester hours) for the term.
3. The student must be a good citizen of the University community in the judgment of the regional site coordinator.

The Academic Achievement Award recognition will be posted on the Student's transcript.

### **ACADEMIC CONDUCT**

The students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the University as outlined in the *CMU Student Handbook*. When they are participating in a class, whether in the classroom, a laboratory, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic misconduct, excessive absence, or

disruptive or other unacceptable classroom behavior. With the approval of the Dean, or, at the Dean's request, by the Academic Standards and Admissions Committee, the student will be withdrawn from the course. Additional penalties may be imposed under the Academic Conduct Policy below.

### **ACADEMIC CONDUCT POLICY**

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

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

- 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, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

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

**ACADEMIC PROBATION**

Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 24 hours during a calendar year, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPAs) each semester 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**

Academic suspension is imposed for one of four reasons: (1) the failure of any student to rise above the probation level at the end of two consecutive terms on probation, (2) the failure of any student to rise above the probation level at the end of a third term on probation counting all terms of attendance at CMU, (3) the failure of any student to achieve a 1.0 (or above) grade point average for any term, or (4) 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 return the following term. 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.

**SUSPENSION OF GRADUATE STUDENTS.** See page 119.