Catalog in effect: 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.
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NU516 Health Care Issues. 3 hours. Students examine the role that diversity and social factors play in the care of clients. Students examine legal and ethical factors that influence health and health care and discuss ethical decision-making in advance-practice nursing.

NU518 Evidence-Based Client Care Management. 4 hours. The course focuses on evidence-based care of the client in the acute-care setting with attention to restoration, maintenance, and health promotion. Clinical decision-making will be enhanced through the use of case studies. Client safety, client satisfaction, national initiatives, and models of measurement will be discussed.

NU522 Clinical Nurse Leader Residency. 4 hours. Clinical-practice experience provides students an opportunity to work in the role of clinical nurse leader under the guidance of a mentor. A one-hour weekly seminar will give all students the opportunity to share experiences. The capstone project will be completed.
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SOCIAL SCIENCES
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.

Marianne E. Inman
President
BOARD OF TRUSTEES

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R. Fred Alexander ’58, P’94, P’04
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Nina Furstenau
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Terry Henderson ’83, Vice Chair
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Keith W. Young, MD, ’86
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Robert T. “Tad” Perry, PhD, ’65
Michael A. Scardina ’76
Bishop Robert C. Schnase
Deborah E. Sellmeyer, MD, ’87
Sondra Sercu Spalding ’57
James H. Steele ’64

OFFICERS OF THE UNIVERSITY

OFFICER
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Rita J. Gulstad, BA, MA, MLS, PhD
Jay Webster, BA, MEd, EdSp
Donna Merrell, BS, MDiv
Chad Gaines, BS, MS
Julee Sherman, BS, MBA

OFFICE
President
Vice President and Dean of the University
Vice President for Campus Life, Dean of Students, Director of Athletics
Vice President for Advancement
Vice President for Information Services
Vice President for Finance and Administration

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Fax 660-248-6392
660-248-6255
660-248-6214
660-248-6228
660-248-6203

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x56211
x58255
x56214
x54228
x56203

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Sally Dehn, BS
Amy M. Dykens, BS, BS, MBA
John F. Healy, BA, MA, PhD
Samuel Mason, BS, MBA, EdSp
Deborah DeGan-Dixon, BS, MS, EdSp
R. G. Kirby, BSE, MSE, SpEd, EdD
Linda Mackey, BA
Kay Winegard, AA
Larry Anderson, BSE, MA

OFFICE
Administrative Assistant to the Vice President and Dean of the University
Administrative Assistant to the President, Assistant Secretary to the Board of Trustees
Assistant Dean of the University for Research and Assessment
Associate Dean of the College of Liberal Arts and Sciences
Assistant Dean, CGES, Eastern Region
Assistant Dean, CGES, Western Region
Director of Plant Operations
Director of Financial Aid
Registrar
Director of Admissions

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660-248-6320
660-383-1610
660-248-6295
Fax 660-248-6288
660-248-6210
Fax 660-248-2622
660-248-6247

ON-CAMPUS EXTENSION
x56211
x56221
x56213
x56320
573-518-2179
660-383-1610
x55295
x56244
x56210
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**
Last day to add a course: Fri., August 27, 2010
Last day to withdraw: Fri., October 8, 2010

**Term II 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.

**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

**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

**Term V 2011**
Last day to add a course: Fri., June 3, 2011
Last day to withdraw: Fri., July 15, 2011

**Commencement Schedule**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fayette</td>
<td>May 7, 2011</td>
<td>2 p.m.</td>
</tr>
<tr>
<td>Park Hills</td>
<td>May 14, 2011</td>
<td>11 a.m.</td>
</tr>
<tr>
<td>St. Louis Community College</td>
<td>May 21, 2011 (Saturday)</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>August 2, 2011</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>St. Anthony’s Hospital</td>
<td>August 4, 2011</td>
<td></td>
</tr>
</tbody>
</table>
# CGES ACADEMIC CALENDAR—COLUMBIA CAMPUS

## Fall 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall enrollment begins</td>
<td>May 1, 2010</td>
</tr>
<tr>
<td>Fall classes begin</td>
<td>August 23, 2010</td>
</tr>
<tr>
<td>Last day to Add &amp; Drop w/o “W”</td>
<td>August 30, 2010</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>September 6, 2010</td>
</tr>
<tr>
<td>Thanksgiving recess begins (no classes)</td>
<td>November 20, 2010</td>
</tr>
<tr>
<td>Classes resume after Thanksgiving break</td>
<td>November 29, 2010</td>
</tr>
<tr>
<td>Last day to drop a course/withdraw</td>
<td>November 29, 2010</td>
</tr>
<tr>
<td>Last days of class (final examinations)</td>
<td>Dec. 13-16, 2010</td>
</tr>
</tbody>
</table>

## Spring 2011—TENTATIVE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring enrollment begins</td>
<td>October 1, 2010</td>
</tr>
<tr>
<td>Spring classes begin</td>
<td>January 18, 2011</td>
</tr>
<tr>
<td>Last day to Add &amp; Drop w/o “W”</td>
<td>January 25, 2011</td>
</tr>
<tr>
<td>Spring recess begins (no classes)</td>
<td>March 26, 2011</td>
</tr>
<tr>
<td>Classes resume after Spring recess</td>
<td>April 4, 2011</td>
</tr>
<tr>
<td>Last day to drop a course/withdraw</td>
<td>April 25, 2011</td>
</tr>
<tr>
<td>Last days of class (final examinations)</td>
<td>May 9-12, 2011</td>
</tr>
</tbody>
</table>

## Summer 2011 (8-week session)—TENTATIVE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (8-week session) enrollment begins</td>
<td>March 1, 2011</td>
</tr>
<tr>
<td>Summer (8-week session) classes begin</td>
<td>June 6, 2011</td>
</tr>
<tr>
<td>Independence Day recess (no classes)</td>
<td>July 4, 2011</td>
</tr>
<tr>
<td>Last day to drop an 8-week course/withdraw</td>
<td>July 15, 2011</td>
</tr>
<tr>
<td>Summer (8-week session) classes end</td>
<td>July 29, 2011</td>
</tr>
</tbody>
</table>

## Summer 2011 (first 4-week session)—TENTATIVE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (4-week sessions) enrollment begins</td>
<td>March 1, 2011</td>
</tr>
<tr>
<td>Summer (first 4-week session) classes begin</td>
<td>June 6, 2011</td>
</tr>
<tr>
<td>Last day to drop a course/withdraw for the first 4-week session</td>
<td>June 17, 2011</td>
</tr>
<tr>
<td>First 4-week summer session end</td>
<td>July 1, 2011</td>
</tr>
</tbody>
</table>

## Summer 2011 (second 4-week session)—TENTATIVE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Summer (4-week sessions) enrollment begins</td>
<td>March 1, 2011</td>
</tr>
<tr>
<td>Summer (second 4-week session) classes begin</td>
<td>July 5, 2011</td>
</tr>
<tr>
<td>Last day to drop a course/withdraw for the second 4-week session</td>
<td>July 16, 2011</td>
</tr>
<tr>
<td>Second 4-week summer session ends</td>
<td>July 29, 2011</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>DEGREES OFFERED</th>
<th>MAJORS AVAILABLE</th>
<th>OFFERED AT THESE SITES</th>
<th>SEE PAGE . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Accountancy (BAcc)</td>
<td>Bachelor of Accountancy</td>
<td>Clinton, Columbia, Lake of the Ozarks, Park Hills, Poplar Bluff, Sedalia, Union</td>
<td>See pg. 47.</td>
</tr>
<tr>
<td>Bachelor of Applied Science in Management (BASM)</td>
<td>Business</td>
<td>Park Hills, Union</td>
<td>See pg. 53.</td>
</tr>
<tr>
<td>Bachelor of Arts (BA) OR Bachelor of Science (BS)</td>
<td>Business</td>
<td>Clinton, Columbia, Lake of the Ozarks, Park Hills, Sedalia, Union</td>
<td>See pg. 49.</td>
</tr>
<tr>
<td></td>
<td>Business Major / Secondary Certification</td>
<td>Park Hills</td>
<td>See pg. 52.</td>
</tr>
<tr>
<td></td>
<td>Computer Science</td>
<td>Park Hills, Union</td>
<td>See pg. 57.</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice</td>
<td>Lake of the Ozarks, Park Hills, Sedalia, Union—See page 59.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Park Hills, Poplar Bluff</td>
<td>See pg. 72.</td>
</tr>
<tr>
<td></td>
<td>Mathematics Major / Secondary Certification</td>
<td>Park Hills, Poplar Bluff</td>
<td>See pg. 73.</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>Park Hills, Poplar Bluff, Sedalia, Union</td>
<td>See pg. 80.</td>
</tr>
<tr>
<td></td>
<td>Public Administration</td>
<td>Park Hills, Union</td>
<td>See pg. 82.</td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td>Park Hills</td>
<td>See pg. 84.</td>
</tr>
</tbody>
</table>
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• Adult Degree Program (St. Louis) | • See pg. 49.  
• See pg. 159. |
|  | Psychology | • Macon  
• Adult Degree Program (St. Louis) | • See pg. 80.  
• See pg. 162. |
|  | Child Development | Clinton, Grandin, Lake of the Ozarks, Macon, Park Hills, Poplar Bluff, St. Louis, Sedalia, Trenton | See pg. 56. |
| Bachelor of General Studies (BGS) | General Studies | Clinton, Lake of the Ozarks, Park Hills, Poplar Bluff, Sedalia, Union | See pg. 66. |
| Bachelor of Music Education (BME) | Music Education | Poplar Bluff | See pg. 75. |
| Bachelor of Science in Education (BSE) | 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 | • Clinton, Columbia, Lake of the Ozarks, Macon, Park Hills, Poplar Bluff, Rolla, St. Louis, Sedalia, Union  
• Adult Degree Program (St. Louis) | • See pg. 78.  
• See pg. 166. |
| Master of Education | | • Park Hills, Sedalia, Union  
• Adult Degree Program (St. Louis) | • See pg. 121.  
• See pg. 173. |
| Master of Science in | | | |

1 Under development
<table>
<thead>
<tr>
<th>DEGREES OFFERED</th>
<th>MAJORS AVAILABLE</th>
<th>OFFERED AT THESE SITES</th>
<th>SEE PAGE . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Science in Nursing</td>
<td>MSN, Clinical Nurse Leader</td>
<td>Columbia, Rolla, St. Louis</td>
<td>See pg. 136.</td>
</tr>
</tbody>
</table>

### CGES REGIONAL CAMPUS DIRECTORY

#### CLINTON, MO

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

| Sandra Gilkey, Site Coordinator | 660-383-1610 | sgilkey@centralmethodist.edu |
| Deborah DeGan-Dixon, Assistant Dean, Western Region | 660-383-1610 | ddegan@centralmethodist.edu |

#### COLUMBIA, MO

1400 Forum Boulevard, Suite 16, Columbia, MO 65203

| Denise Hartley, Site Coordinator | 573-447-3311 | dhartley@centralmethodist.edu |
| Judy Strodtman, Extended Studies Coordinator | 573-447-3311 | jstro@centralmethodist.edu |

#### GRANDIN, MO

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

| Linda Harfst, Administrative Assistant | 636-583-8434/Fax 636-583-3387 | lharfst@eastcentral.edu |

#### LAKE OF THE OZARKS, MO

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

| Janice Ganther, Site Coordinator | 573-693-9006 | jganther@centralmethodist.edu |

#### MACON, MO

408 Blee Industrial Drive, Macon, MO 63552

| Aimee Sage, Lead Admissions Counselor | 660-248-6651 | asage@centralmethodist.edu |

#### PARK HILLS, MO

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

| Angelette Prichett, Site Coordinator | 573-518-2112/Fax 573-518-2293 | aprichet@centralmethodist.edu |
| Cindy Presnell, Education Coordinator | 573-518-2178 | cpresnell@centralmethodist.edu |
| Theresa Keown, NCC, LPC, Director, Clinical Counseling Program; Advisor, Human Services | 573-518-2301 | tkeown@centralmethodist.edu |
| Rebekah Young, Administrative Assistant | 573-518-2112/Fax 573-518-2112 | rfolle@centralmethodist.edu |
| Larissa Dunn, Student Services and Financial Aid Assistant | 573-518-2136 | ladunn@centralmethodist.edu |
| Sam Mason, EdD, Assistant Dean, Eastern Region | 573-518-2179/Fax 573-518-2160 | smason@centralmethodist.edu |
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

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

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
David Gorton, Admissions Counselor 314-298-1500 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

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

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

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
Linda Harfst, Administrative Assistant 636-583-8434/Fax 636-583-3387 lharfst@eastcentral.edu
Michael Allison, EdD, Education Coordinator 573-808-4244 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
• Sam Mason, Assistant Dean, CGES, Eastern Region 573-518-2179
• Deborah DeGan-Dixon, Assistant Dean, CGES, Western Region 660-383-1610
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Director of Graduate Studies</td>
<td>John Carter</td>
<td>660-248-6343</td>
</tr>
<tr>
<td>Coordinator of RN-to-BSN and MSN Programs, CGES</td>
<td>Stephanie Brink</td>
<td>660-248-6639</td>
</tr>
<tr>
<td>Lead Admissions Counselor, CGES</td>
<td>Aimee Sage</td>
<td>660-248-6651</td>
</tr>
<tr>
<td>Extended Studies Coordinator</td>
<td>Judy Strodtman</td>
<td>660-248-6378</td>
</tr>
<tr>
<td>iSchool Coordinator</td>
<td>Ryan Wood</td>
<td>660-248-6378</td>
</tr>
<tr>
<td>Coordinator of RN-to-BSN and MSN Programs, CGES</td>
<td>Karen Boss</td>
<td>660-248-6275</td>
</tr>
<tr>
<td>Coordinator, Graduate Program</td>
<td>Lea Tindall</td>
<td>660-248-6254</td>
</tr>
<tr>
<td>Administrative Assistant, Customer Service</td>
<td>Denise Pihana</td>
<td>660-248-6384</td>
</tr>
<tr>
<td>Administrative Assistant, CMU iSchool (formerly “Dual Credit”)</td>
<td>Mary McGuire</td>
<td>660-248-6290</td>
</tr>
<tr>
<td>Administrative Assistant, Graduate Program</td>
<td>Mary McGuire</td>
<td>660-248-6203</td>
</tr>
<tr>
<td>Cashier, CGES</td>
<td>Shelley Monnig</td>
<td>660-248-6272</td>
</tr>
<tr>
<td>Financial Assistance Counselan</td>
<td>Mary McGuire</td>
<td>660-248-6290</td>
</tr>
<tr>
<td>Vice President for Finance &amp; Administration</td>
<td>Julee Sherman</td>
<td>660-248-6203</td>
</tr>
<tr>
<td>Administrator, CGES</td>
<td>Shelley Monnig</td>
<td>Fax 660-248-3469</td>
</tr>
<tr>
<td>Coordinator, Financial Assistance Counselan</td>
<td>Mary McGuire</td>
<td>660-248-6290</td>
</tr>
<tr>
<td>Administrator, Financial Assistance Counselan</td>
<td>Mary McGuire</td>
<td>Fax 660-248-6288</td>
</tr>
<tr>
<td>Vice President for Advancement</td>
<td>Donna J. Merrell</td>
<td>660-248-6214</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Tracy Crowe Jones</td>
<td>660-248-6234</td>
</tr>
<tr>
<td>Development Operations</td>
<td>Daytha Trimble</td>
<td>660-248-6232</td>
</tr>
<tr>
<td>Public Relations/Publications</td>
<td>Don Cullimore</td>
<td>660-248-6238</td>
</tr>
<tr>
<td>Registrar, Kay Wineard</td>
<td></td>
<td>660-248-6210</td>
</tr>
<tr>
<td>Registrar/Transcript Requests</td>
<td>Jerri Carter</td>
<td>660-248-6994</td>
</tr>
<tr>
<td>Division Chairs (2010-2011)</td>
<td></td>
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<tbody>
<tr>
<td>Business, Accounting, and Economics</td>
<td>Prof. Sally Hackman</td>
<td>660-248-6340</td>
</tr>
<tr>
<td></td>
<td>Prof. John Flanders</td>
<td>660-248-6338</td>
</tr>
<tr>
<td>Health Professions (Nursing and Athletic Training)</td>
<td>Prof. Megan Hess</td>
<td>660-248-6359</td>
</tr>
<tr>
<td>Humanities (English, Foreign Languages, Philosophy,</td>
<td>Dr. Daryl Jefferies</td>
<td>660-248-6333</td>
</tr>
<tr>
<td>Religion)</td>
<td></td>
<td></td>
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<tr>
<td>Music/Swinney Conservatory (Music, Theatre Arts, Art)</td>
<td>Dr. Barb Hamel</td>
<td>660-248-6318</td>
</tr>
<tr>
<td>Professional Education (Education, Physical Education,</td>
<td>Dr. Nancy Hadfield</td>
<td>660-248-6633</td>
</tr>
<tr>
<td>Recreation Management)</td>
<td></td>
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<tr>
<td>Science, Mathematics, and Computer Science</td>
<td>Dr. James Gordon</td>
<td>660-248-6253</td>
</tr>
<tr>
<td>Social Sciences (Communication Studies, Criminal Justice,</td>
<td>Dr. Brent Myer</td>
<td>660-248-6342</td>
</tr>
<tr>
<td>History, Political Science, Psychology, Sociology)</td>
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</tbody>
</table>
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

**TOTAL ENROLLMENT, FALL 2009:** 4,177

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<th>Location</th>
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<td>Fayette (undergrad)</td>
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**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)
<table>
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<tr>
<td>AMERICAN ASSOCIATION OF HIGHER EDUCATION &amp; ACCREDITATION (AAHEA)</td>
<td>COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)</td>
</tr>
<tr>
<td>2020 Pennsylvania Ave NW #975</td>
<td>One Dupont Circle NW, Suite 530, Washington, DC 20036</td>
</tr>
<tr>
<td>Washington, DC 20006</td>
<td>202-887-6791</td>
</tr>
<tr>
<td>202-293-6440 or 1-888-276-1299</td>
<td></td>
</tr>
<tr>
<td>AMERICAN COUNCIL ON EDUCATION (ACE)</td>
<td>COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION (CAATE)</td>
</tr>
<tr>
<td>One Dupont Circle NW</td>
<td>2201 Double Creek Drive, Suite 5006</td>
</tr>
<tr>
<td>Washington, DC 20036-1193</td>
<td>Round Rock, TX 78664</td>
</tr>
<tr>
<td>202-939-9300</td>
<td>512-733-9700</td>
</tr>
<tr>
<td>ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES &amp; COLLEGES (AGB)</td>
<td>THE HIGHER LEARNING COMMISSION of the North Central Association of Colleges and Schools; Higher Learning Commission website via CMU website</td>
</tr>
<tr>
<td><a href="http://www.agb.org/">http://www.agb.org/</a></td>
<td>The Higher Learning Commission</td>
</tr>
<tr>
<td>1133 20th St. N.W. Suite 300</td>
<td>30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504</td>
</tr>
<tr>
<td>Washington, DC 20036</td>
<td>800-621-7440 / 312-263-0456</td>
</tr>
<tr>
<td>202-296-8400 or Toll-Free: 800-356-6317</td>
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<tr>
<td>COUNCIL OF INDEPENDENT COLLEGES (CIC)</td>
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<tr>
<td>One Dupont Circle, NW, Suite 320</td>
<td>Missouri Department of Higher Education</td>
</tr>
<tr>
<td>Washington, DC 20036</td>
<td>3515 Amazonas Drive</td>
</tr>
<tr>
<td>202-466-7230</td>
<td>Jefferson City, MO 65109-5717</td>
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<tr>
<td>INDEPENDENT COLLEGES &amp; UNIVERSITIES OF MISSOURI</td>
<td>573-751-2361</td>
</tr>
<tr>
<td>PO Box 1865</td>
<td>MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)</td>
</tr>
<tr>
<td>Jefferson City, MO 65102-1865</td>
<td><a href="http://dese.mo.gov/">http://dese.mo.gov/</a></td>
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<tr>
<td>573-635-9160</td>
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<td>MISSOURI COLLEGES FUND</td>
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<tr>
<td><a href="http://mocollegesfund.org/">http://mocollegesfund.org/</a></td>
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<tr>
<td>Missouri Colleges Fund, Inc.</td>
<td>MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)</td>
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<tr>
<td>3401 West Truman Boulevard, Suite 202</td>
<td><a href="http://dese.mo.gov/">http://dese.mo.gov/</a></td>
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<tr>
<td>Jefferson City, MO 65109</td>
<td>PO Box 480</td>
</tr>
<tr>
<td>573-893-3818</td>
<td>Jefferson City, MO 65102</td>
</tr>
<tr>
<td>MISSOURI STATE BOARD OF NURSING</td>
<td>573-751-4212</td>
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<tr>
<td><a href="http://pr.mo.gov/nursing.asp">http://pr.mo.gov/nursing.asp</a></td>
<td>NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC (NASM)</td>
</tr>
<tr>
<td>3605 Missouri Boulevard</td>
<td><a href="http://nasm.arts-accredit.org/">http://nasm.arts-accredit.org/</a></td>
</tr>
<tr>
<td>PO Box 656</td>
<td>11250 Roger Bacon Drive, Suite 21</td>
</tr>
<tr>
<td>Jefferson City, MO 65102-0656</td>
<td>Reston, VA 20190-5248</td>
</tr>
<tr>
<td>573-751-0681</td>
<td>703-437-0700</td>
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<tr>
<td>UNIVERSITY SENATE OF THE UNITED METHODIST CHURCH</td>
<td>UNIVERSITY SENATE OF THE UNITED METHODIST CHURCH</td>
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<tr>
<td><a href="http://www.gbhem.org">http://www.gbhem.org</a></td>
<td>Division of Higher Education</td>
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<td>Division of Higher Education</td>
<td>General Board of Higher Education &amp; Ministry</td>
</tr>
<tr>
<td>General Board of Higher Education &amp; Ministry</td>
<td>PO Box 34007</td>
</tr>
<tr>
<td>PO Box 34007</td>
<td>Nashville, TN 37203-0007</td>
</tr>
<tr>
<td>Nashville, TN 37203-0007</td>
<td>615-340-7399</td>
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</table>
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

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 Central 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 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 21st 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. 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.htm).

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 50th 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.

<table>
<thead>
<tr>
<th>UNDERGRADUATE STANDARDS</th>
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<tbody>
<tr>
<td>Semester(s) Completed</td>
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<td>1</td>
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<tr>
<th>GRADUATE STANDARDS</th>
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<tr>
<td>Semester(s) Completed</td>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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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

<table>
<thead>
<tr>
<th>PER CREDIT HOUR</th>
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<tbody>
<tr>
<td>Undergraduate Tuition</td>
</tr>
<tr>
<td>Undergraduate Online Tuition</td>
</tr>
<tr>
<td>Associate of Arts Tuition (Columbia, MO only)</td>
</tr>
<tr>
<td>CMU iSchool (formerly “Dual Credit”) Tuition</td>
</tr>
<tr>
<td>Student Services Fee</td>
</tr>
<tr>
<td>Credit by Examination (per course)</td>
</tr>
<tr>
<td>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 ED463, 1 hour. The fee covers administrative expenses and fees for the cooperating teacher.</td>
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SPECIAL FEES & CHARGES

<table>
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<tr>
<th>PER TRANSACTION</th>
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<tbody>
<tr>
<td>Undergraduate application fee</td>
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<tr>
<td>Background Check (Education Majors) (Per transaction)</td>
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<tr>
<td>Graduation fee (required of all graduates for cap, gown, and diploma, even if not participating in commencement):</td>
</tr>
<tr>
<td>Returned Check fee</td>
</tr>
<tr>
<td>Science Lab fee (per course)</td>
</tr>
<tr>
<td>Security Check and FBI Screening (Education majors)</td>
</tr>
<tr>
<td>Transcript (Requests to Registrar must be written and signed)</td>
</tr>
<tr>
<td>• FAX</td>
</tr>
<tr>
<td>• Overnight delivery (where available)</td>
</tr>
<tr>
<td>• Priority service</td>
</tr>
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</table>

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:

<table>
<thead>
<tr>
<th>16-WEEK TERM</th>
<th>REFUND</th>
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<tbody>
<tr>
<td>• Withdrawal 1st &amp; 2nd weeks</td>
<td>90% of tuition</td>
</tr>
<tr>
<td>• Withdrawal 3rd and 4th weeks</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>• Withdrawal 5th through 8th weeks</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>• After 8th week</td>
<td>None</td>
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</table>

<table>
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<tr>
<th>8-WEEK TERM</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Withdrawal during 1st week</td>
<td>90% of tuition</td>
</tr>
<tr>
<td>• Withdrawal during 2nd week</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>• Withdrawal 3rd through 4th weeks</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>• Withdrawal after 4th week</td>
<td>None</td>
</tr>
</tbody>
</table>
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.

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

## Table:

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

CLASSIFICATION OF STUDENTS
Students are classified by the hours of credit achieved.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1-29 Hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 Hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 Hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more Hours</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Grade Points</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Grade Points</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Grade Points</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Grade Points</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Grade Points</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass, credit hours only</td>
<td></td>
</tr>
</tbody>
</table>

I Incomplete
W Withdrawal
AU Audit, no credit hours

All courses taken on a letter grade basis (A through F) are used to compute Grade Point Averages (GPA). For grades in courses repeated, see 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. **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.

<table>
<thead>
<tr>
<th>Weighted Hours Attempted</th>
<th>Minimum Cumulative and Cumulative Resident GPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.80</td>
</tr>
<tr>
<td>30-59</td>
<td>1.80</td>
</tr>
<tr>
<td>60-89</td>
<td>1.90</td>
</tr>
<tr>
<td>90 or beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Weighted Hours Attempted</th>
<th>Minimum Cumulative and Cumulative Resident GPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.30</td>
</tr>
<tr>
<td>30-59</td>
<td>1.50</td>
</tr>
<tr>
<td>60-89</td>
<td>1.70</td>
</tr>
<tr>
<td>90 or beyond</td>
<td>1.90</td>
</tr>
</tbody>
</table>

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.
DEGREE PROGRAMS

Degrees Offered
Associate of Arts (AA)
Associate of Science (AS)
Bachelor of Accountancy (BAcc)
Bachelor of Applied Science in Management (BASM)
Bachelor of Arts (BA)
Bachelor of General Studies (BGS)
Bachelor of Music Education (BME)
Bachelor of Science (BS)
Bachelor of Science in Education (BSE)
Bachelor of Science in Nursing (BSN)

Undergraduate Majors
Accounting, AS, BAcc (page 47)
Applied Mathematics, AS (page 74)
Business, AA, AS, BA, BS (page 49)
Child Development, BS (page 56)
Computer Science, AS, BA, BS (page 57)
Criminal Justice, BA, BS (page 59)
Early Childhood Education, BSE (page 63)

Education:
- Early Childhood Education, BSE (page 63)
- Elementary Education, BSE (page 64)
- Music Education (page 75)
- Secondary Certification², BA or BS: Business (page 52) and Math (page 73)
- Special Education Mild-Moderate Disabilities K-12 (EDU), BSE (page 65)

Interdisciplinary Studies, AA, AS, BA, BS (page 68)
Management, BASM (page 53)
Mathematics, BA, BS (page 72)
Music Education (page 75)
Nursing, BSN (page 76)
Psychology, AA, BA, BS (page 80)
Sociology, BA, BS (page 84)
Special Education Mild-Moderate Disabilities K-12, BSE (page 86)

Minors
Accounting (page 48)
Applied Law Enforcement (page 60)
Biology (page 49)
Business (page 53)
Chemistry (page 55)
Child Development (page 56)
Computer Science (page 57)
Criminal Justice (page 60)
Economics (page 60)
Education (page 63)

Graduate Degree Programs
Master of Education (page 121)
Master of Science in Clinical Counseling (page 132)
Master of Science in Nursing, Clinical Nurse Leader (page 136)

Post-baccalaureate, Non-Degree Programs
MORENET Workshop Course for Graduate Credit (page 116)
Temporary Authorization Certificate (TAC) (Education) (page 116)
Virtual Education Software (VESi) (page 127)

² Candidates for Secondary Certification take the BA or BS degree in their subject area.
The Values Statement, Mission Statement, and Educational Goals of Central Methodist University are published on page 15. These statements are pledges about the character of the College of Liberal Arts and Sciences and the education it seeks to provide to all students. As these pledges make clear, the University understands education to be concerned with the formation of the self, not merely with providing information to an individual who is unchanged by it. Liberal education is formative as well as informative. At their best, both liberal arts education and education for professional preparation provide the intellectual knowledge, skills, and disciplines from which the student constructs his or her unique character as well as prepares for a career and for life.

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

GENERAL EDUCATION COMPETENCIES AND REQUIREMENTS: ADDITIONAL INFORMATION

1. All baccalaureate degrees will be required to have the same 31.5-32-hour Common Core competencies and requirements.
2. Courses in the major will not count in the Common Core.
3. Each course taught as part of General Education will meet the General Education competencies. Competencies met by each course will be listed on the course syllabus.
4. The core competencies are for the Common Core.
5. Assessment of additional General Education requirements may be a part of the major or professional program assessment.
6. Courses under the section “Understanding Human Nature and Exploring the Nature of the Universe” have specific competencies, but these courses should continue to emphasize information fluency and oral and written communications as part of the course. Where appropriate, these courses should also emphasize math literacy and wellness.

General Education Transfer Policies: Transfer credit will be accepted for courses generally equivalent to those in the General Education program.

- Transfer students with fewer than 30 hours of credit must complete all requirements except that students who have had one semester of full-time study on a university campus do not have to take CMU101 Freshman Survival Skills I or CMU102 Freshman Survival Skills II.
- Transfer students with more than 30 hours do not have to take CMU101 Freshman Survival Skills I, CMU102 Freshman Survival Skills II, or PE111 Wellness.
- Transfer students with more than 60 hours of credit do not need to take CMU101 Freshman Survival Skills I, CMU102 Freshman Survival Skills II, CMU201 Introduction to Leadership, or PE111 Wellness.
GENERAL EDUCATION HOURS: ALL DEGREES

All baccalaureate degrees will be required to satisfy the same Common Core competencies and requirements. Also, courses in the major will not count in the Common Core.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Common Core</th>
<th>Additional Gen. Ed. Requirements</th>
<th>Notes</th>
<th>Total Hours—Gen. Ed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts (AA)</td>
<td>29.5-33</td>
<td>13-16</td>
<td></td>
<td>44.5-49</td>
</tr>
<tr>
<td>Associate of Science (AS)</td>
<td>28.5-29</td>
<td></td>
<td></td>
<td>28.5-29</td>
</tr>
<tr>
<td>Bachelor of Accountancy (BAcc)</td>
<td>31.5-32</td>
<td>12</td>
<td>Students applying to graduate school or for certification usually have 130 to 150 hours at graduation, including 6-15 additional hours of General Education.</td>
<td>43.5-44</td>
</tr>
<tr>
<td>Bachelor of Applied Science in Management (BASM)</td>
<td>31.5-32</td>
<td>21-24</td>
<td></td>
<td>53.5-56</td>
</tr>
<tr>
<td>Bachelor of Arts (BA)</td>
<td>31.5-32</td>
<td>21-24</td>
<td></td>
<td>52.5-56</td>
</tr>
<tr>
<td>Bachelor of General Studies (BGS)</td>
<td>31.5-32</td>
<td>19-20</td>
<td></td>
<td>50.5-52</td>
</tr>
<tr>
<td>Bachelor of Music Education (BME)</td>
<td>31.5-32</td>
<td>11</td>
<td></td>
<td>42.5-43</td>
</tr>
<tr>
<td>Bachelor of Science (BS)</td>
<td>31.5-32</td>
<td>21-24</td>
<td></td>
<td>52.5-56</td>
</tr>
<tr>
<td>Bachelor of Science in Education (BSE)</td>
<td>31.5-32</td>
<td>18</td>
<td>Students in BSE-Elementary will continue in the core subjects they will teach (e.g. Mathematics, Geography)</td>
<td>49.5-50</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing (BSN)</td>
<td>31.5-32</td>
<td>17</td>
<td></td>
<td>60.5-61</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION COMPETENCIES

The following competencies are for the Common Core.

I. FOUNDATIONS: Students will develop skills to help them achieve academic and professional excellence and a foundation for lifelong learning.

Information Fluency
1. Students will find existing sources of information on a topic using print and electronic resources.
2. Students will evaluate the accuracy and validity of information presented in a wide variety of media.
3. Students will cite sources in a standardized format and in accordance with CMU’s Academic Conduct Policy.

Oral and Written Communication
4. Students will write a logically developed, organized document or presentation using standard grammar, usage, mechanics, and spelling.
5. Both orally and in writing students will articulate ideas clearly and logically for varied audiences and purposes.

Math Literacy
6-7. Students will demonstrate mathematical reasoning by applying appropriate methods and procedures.
Wellness
8. Students will demonstrate behaviors consistent with lifelong wellness.

II. UNDERSTANDING HUMAN NATURE: Students will develop their understanding of human nature in order to assess issues and solve problems from a variety of perspectives and in order to develop as socially responsible leaders.

Valuing
9. Students will consider both the Christian tradition as well as the beliefs and practices of people of diverse religious, philosophical, racial, and ethnic backgrounds.
10. Students will recognize how Philosophy and Religion have worked to explain human existence within a cultural and historical context.
11. Students will explain their own understanding of the relationship between humans, the world, and the divine.

Social Sciences
12. Students will understand historical and cultural changes and human behavior in their social contexts.
13. Students will use the different social science methods to evaluate contemporary problems.
14. Students will understand the constitutions of the United States and of the State of Missouri.
15. Students will demonstrate the ability to think critically about social institutions and problems.

Humanities
16. Students will understand the historical, cultural, and social contexts of the humanities.
17. Students will articulate a critical response to works in the humanities.

Understanding Leadership
18. Students will understand leadership through the examination of case studies.

III. EXPLORING THE NATURE OF THE UNIVERSE: Students will explore the nature of the universe in a variety of dimensions and will develop their values and beliefs.

Life and Physical Sciences
19. Students will use the scientific method to develop and test hypotheses.
20. Students will evaluate scientific evidence and argument.
21. Students will recognize concepts of the principles, organization, and evolution of natural systems.
22. Students will understand how human choices affect the earth and living systems.

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3 Courses under the section “Understanding Human Nature and Exploring the Nature of the Universe” have specific competencies, but these courses should continue to emphasize information fluency and oral and written communications as part of the course. Where appropriate, these courses should also emphasize math literacy and wellness.
## DEGREE REQUIREMENTS

### General Education Common Core (All Degrees)

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>HOURS</th>
<th>WHICH COURSES SATISFY COMPETENCIES?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU101/102</td>
<td>1.5-2 hours</td>
<td>CMU101/102</td>
</tr>
<tr>
<td>Wellness</td>
<td>1 hour</td>
<td>PE111 Wellness</td>
</tr>
</tbody>
</table>
| Freshman Writing | 3 hours (6 hrs if taking EN110 & EN111) | EN110 College Composition I / EN111 College Composition II (required of students whose ACT English subscore is < 20)
|              |       | OR
|              |       | EN120 College Comp I/II |
| Oral Communications | 3 hours | CT101 Communication Skills |
| Math/Algebra/Statistics | 3 hours (6 hrs if taking MA101 & MA102) | • MA101 Algebra for College Students I / MA102 Algebra for College Students II (required of students whose ACT Math subscore is < 20)
|              |       | • MA103 College Algebra
|              |       | • MA105 Elementary Statistics
|              |       | • MA118 Calculus and Analytic Geometry I
|              |       | • MA224 Mathematics for Elementary and Middle Grade Teachers (Only Early Childhood Education majors may count MA224 in the Common Core.)
| Advanced Writing | 3 hours | • EN305 Expository Writing
|              |       | • EN306 Technical Writing |
| Religion     | 3 hours | RL122 Religion / Human Adventure |
| Social Science with Constitution | 3 hours | • HI117 Development of the United States I
|              |       | • HI118 Development of the United States II
|              |       | • HI307 History and Politics of Missouri
|              |       | • PS101 Intro American National State Local Govt.
| Leadership   | 1 hour | CMU201 Intro to Leadership |
| Literature   | 3 hours | EN222 Intro to Literature |
| Valuing OR Social Science (CJ, CT, EC, Ethics, HI, Philosophy, PS, PY, or SO) | 3 hours | VALUING
|              |       | • PL105 Intro Philosophy
|              |       | SOCIAL SCIENCE
|              |       | • CJ100 Intro Criminal Justice
|              |       | • EC122 Economics for Educators
|              |       | • EC201 Macroeconomics
|              |       | • EN202 Microeconomics
|              |       | • HI101 World History I
|              |       | • HI102 World History II
|              |       | • HI117 Dev. of the U.S. I
|              |       | • HI118 Dev. of the U.S. II
|              |       | • PS101 Intro American National State Local Govt.
|              |       | • PY101 Intro Psychology
|              |       | • SO101 Intro Sociology
|              |       | • SO102 Social Problems
|              |       | • SO150 Intro Anthropology |

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4 To be listed as satisfying any General Education competency, faculty teaching or administering a course must apply for such listing through the faculty’s Committee on Academic Affairs, which, in consultation with the Committee on Assessment, will endorse or not endorse such listing. If endorsed, the proposal then goes to the full faculty for approval.
EXPLORING THE NATURE OF THE UNIVERSE

<table>
<thead>
<tr>
<th>Science with Lab: May count specified courses with the AS, BI, CH, ES, GL, and PH prefixes. May count SC101 but no other SC courses.</th>
<th>4 hours sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AS101 Descriptive Astronomy</td>
<td>• CH114 General Chemistry with Qualitative Analysis</td>
</tr>
<tr>
<td>• AS102 Descriptive Astronomy: Beyond the Solar System</td>
<td>• GL101 Physical Geology</td>
</tr>
<tr>
<td>• BI101 General Biology</td>
<td>• GL102 Hist. Geology</td>
</tr>
<tr>
<td>• BI102 General Biology</td>
<td>• PH111 Gen. Physics</td>
</tr>
<tr>
<td>• BI105 Intro Environmental Science</td>
<td>• PH112 Gen. Physics II</td>
</tr>
<tr>
<td>• BI106 Human Biology</td>
<td>• PH205 Calculus Physics</td>
</tr>
<tr>
<td>BI108 Biodiversity</td>
<td>• SC101 Conceptual Physical Science</td>
</tr>
<tr>
<td>• CH111 Gen. Chemistry</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COMMON CORE HOURS 31.5-32 HOURS

General Education Transfer Policies: Transfer credit will be accepted for courses generally equivalent to those in the General Education program.

- Transfer students with fewer than 30 hours of credit must complete all requirements except that students who have had one semester of full-time study on a university campus do not have to take CMU101 Freshman Survival Skills I or CMU102 Freshman Survival Skills II.
- Transfer students with more than 30 hours do not have to take CMU101 Freshman Survival Skills I, CMU102 Freshman Survival Skills II, or PE111 Wellness.
- Transfer students with more than 60 hours of credit do not need to take CMU101 Freshman Survival Skills I, CMU102 Freshman Survival Skills II, CMU201 Introduction to Leadership, or PE111 Wellness.

TIER TWO (ADDITIONAL GENERAL EDUCATION REQUIREMENTS)
The second level of General Education Requirements (known as “Tier Two”) differs from one degree program to the next. Before selecting any courses for Tier Two requirements, determine whether a degree program specifies what must be taken. If given a choice of courses to satisfy a Tier Two requirement, consult the following section. Advisors may not count in Tier Two any course taken for the Common Core; advisors may double-count courses in Tier Two, the major, and the minor.

FINE ARTS COURSES
What is a “fine arts” course? Fine Arts courses must survey the monuments and major figures of a visual or performing art, examine the social and cultural contexts and influences on this visual or performing art, and provide sufficient study of and exposure to the visual or performing art to enable the student to begin to comprehend the aesthetic and to offer an informed response to the aesthetic. Fine Arts requirements also can be satisfied by studio art courses that include instruction in history and theory.

CMU’s faculty designated these as “Fine Arts” courses:

• AR116 Basic Photography (3)
FOREIGN LANGUAGE REQUIREMENT
The BA degree requires six to eight hours of a single foreign language. Students whose native language is other than English who seek a degree requiring foreign language have the following options: (1) fulfill the foreign language degree requirement stated by the degree, (2) take six hours of 300-level literature in their native language if that language is offered at CMU, (3) take six hours in oral and written communications in addition to EN110/111 or EN 120, EN305 or 306, and CT 101.

HUMANITIES REQUIREMENTS
Some degree programs designate which course(s) a student must take to fulfill the Humanities courses for Tier Two of the General Education curriculum. If no such designation exists, students may not count courses taken as part of the Common Core but instead must select courses from the following:

- **ENGLISH (EN):** EN212 (or satisfies “Fine Arts” requirement), EN216, EN227, EN228, EN229, EN230, EN231, EN312, EN323, EN324, EN329, EN331, EN335, EN340, EN342, EN345, and EN347. EN190/290/390/490 satisfy Tier Two requirements unless otherwise indicated. EN160/260/360/460 do not satisfy Tier Two requirements.

- **PHILOSOPHY (PL):** PL105, PL211, PL303, PL304, PL306, PL310, PL314 (cross-listed with RL314), and PL325. PL190, 290, and 390 satisfy Tier Two requirements unless otherwise indicated. PL 160/260/360/460 do not satisfy Tier Two requirements.

- **RELIGION (RL):** RL201, RL202, RL203, RL301, RL302, RL303, RL310, RL314 (cross-listed with PL314), RL325, RL331, RL332, RL333, and RL336. Unless otherwise indicated, RL190/290/390/490 satisfy Tier Two requirements. RL160/260/360/460 do not satisfy Tier Two requirements.

- **SPANISH (SP):** SP203, SP204, SP316, SP318, and SP320. Unless otherwise indicated, SP190/290/390/490 satisfy Tier Two requirements. SP160/260/360/460 do not satisfy Tier Two requirements.

MATHEMATICS REQUIREMENTS

To fulfill Mathematics requirements, students must take courses with the MA (Mathematics) prefix.
ANALYTICAL SKILLS REQUIREMENTS
Some degree programs designate which course(s) a student must take to fulfill Analytical Skills courses for Tier Two of the General Education curriculum. Unless otherwise designated, students pursuing a Bachelor of Science degree must select from these courses:

- BU225 Computer Applications in Business
- PL101 Introduction to Logic
- a course in Research Methods (CJ/HI/PS/PY/SO 331 and PS/PY/SO 334 have been designated for students majoring in the Social Sciences.)
- a Math above MA103
- an Applied Computer Skills course

Students may not apply any 160/260/360/460 courses with the AS (Astronomy), BI (Biology), CH (Chemistry), CS (Computer Science), ES (Environmental Science), GL (Geology), or PH (Physics) prefix for the Analytical Skills requirement. Students may not count courses taken as part of the Common Core.

SCIENCE REQUIREMENTS
Some degree programs designate which course(s) students must take to fulfill Science requirements in Tier Two of the General Education curriculum. If no such designation exists, students must take courses with the AS (Astronomy), BI (Biology), CH (Chemistry), ES (Environmental Science), GL (Geology), or PH (Physics) prefix or SC101 and SC103 (but no other SC courses unless specified)—excluding courses numbered 160/260/360/460. Students must have met all prerequisites for these courses. Students may not count courses taken as part of the Common Core.

SOCIAL SCIENCES REQUIREMENTS
Some degree programs designate which course(s) students must take to fulfill Social Sciences requirements in Tier Two of the General Education curriculum. If no such designation exists, students must take courses with the CJ (Criminal Justice), CT (Communication Studies), EC (Economics), HI (History), PS (Political Science), PY (Psychology), or SO (Sociology) prefix—excluding any Social Science 190/290/390/490, 160/260/360/460, 268/368/468, CT303, CT304, CT305, CT314, CT340, and CT410. Students may not count courses taken as part of the Common Core.
GENERAL DEGREE REQUIREMENTS

REQUIREMENTS FOR A SECOND BACHELOR’S DEGREE

1. 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 the first degree. These hours must be earned in courses approved by the Dean of the University, must be taken at Central Methodist University, and must satisfy all the specific course requirements for the second degree.

2. Students with a Bachelor’s degree from another institution. To be eligible for a second Bachelor’s degree, a student must satisfy all the specific course and degree requirements for the second degree.

CUMULATIVE GPA
In the work offered as a basis for graduation, a student must have attained a “C” average (2.00 on a 4.00 scale) for all courses and for all courses taken in residence. The BSE, the BME, and Missouri teacher certification require a minimum 2.5 cumulative and cumulative residential grade point average, 2.5 GPA in the major, and a 2.5 overall GPA in the Professional Education sequence, and no grade lower than a “C” in the Professional Education sequence. Additional grade point standards and other standards are stated for individual programs.

UPPER-LEVEL (JUNIOR AND SENIOR) COURSES
For bachelor’s degrees, at least 36 hours must be in 300-level courses or higher. These are offered primarily for Juniors and Seniors and generally require advanced knowledge. At least 15 hours at the 300-400 level must be in the major field. Courses taken at the lower-divisional level from either a two-year or four-year institution may meet content requirements to enroll for an upper-division course but do not count as upper-division credit toward the required 36 hours of 300-level coursework.

ACADEMIC MAJORS AND MINORS
All students must have a major field of study and a secondary field of study (either a second major, a minor, or the alternative to the minor). Requirements for the major and minor in each academic field are described in this catalog on each discipline’s pages; academic disciplines are listed alphabetically.

Academic Majors. Central Methodist University believes that every person with a college education should have one or more areas of both in-depth and extensive knowledge. The academic major insures that all graduates have one or more widely recognized fields of study in which they can function at a sophisticated, advanced level. Students choose a degree program, and within it they choose an academic major. Within the major field, students again have both some freedom of course selection as well as a structure of requirements to fulfill.

All BA and BS degrees require the completion of one of the following: (a) a major and a minor, (b) a double major, or (c) a major and at least 18 hours outside of the department of their major and in addition to the General Education Common Core requirements.

For the BA and BS degrees, majors require at least 27 hours, and they may not require more than 40 hours in the discipline named as the major. Students may, however, elect courses beyond the 40 hours required in the major field. All undergraduate degrees other than the BA and BS require a major with at least 27 hours, but the major is not limited to 40 hours.

If selecting a double major, students must complete degree plans for both programs and must complete all requirements for each major. At least 27 hours of coursework in each major must be distinct from the other major. That is, at least 27 semester hours in each major cannot be counted in the courses which satisfy the other major.

Academic Minors. Degree programs must include a significant secondary field of study (at least 17 hours) or a set of corollary courses (at least 17 hours) in addition to the major and the General Education Common Core program. To fulfill this requirement, students have the following options:

a. Select a second major (see “double major” above).

b. Select an academic minor from a number of fields on the basis of further support for the major or personal interest. Minors require at least 17 hours. Students must submit at least 44 distinct semester hours in the major and minor combined.

c. Select an alternative to the minor—a set of courses (at least 17 hours from outside their major department and in addition to the General Education Common Core requirements) that would enhance their educational experience.
Students should select one of these options in consultation with their advisors. Some degree programs provide an alternative to the minor in assuring a secondary field or fields of significant study.

**ELECTIVES—As Provided By Each Degree Program**
As a part of every college education, students should explore areas of interest beyond what is required of them. These interests, formally pursued in college courses, may form the basis for continued learning throughout life. Formal college education should support and encourage such continued, informal learning.

**LIMITATIONS**
A maximum of 21 hours in Education—and a maximum of 14 hours in any combination of applied music, physical education theory, and military science courses which have been approved by the faculty—may be applied toward the BA degree. No more than four activity courses in Physical Education may be applied toward any degree.

**RESIDENCE**
Candidates for a baccalaureate degree must complete at least 30 of the last 36 hours of credit in residence at Central Methodist University. Exceptions to this residence requirement may be made in the case of military veterans whose programs of study have been approved by the Dean of the University. For extraordinary circumstances, students may petition the Faculty Committee on Academic Standards and Admissions. A candidate for the Associate’s degree must earn the last 24 hours of credit in residence at Central Methodist University.

**ASSESSMENT**
In order to assure the continuing improvement of its educational programs, the College of Graduate and Extended Studies has a “Program to Assess Student Academic Achievement.” All students and faculty are involved in this program through various tests, class assignments, surveys, etc. conducted throughout the undergraduate program. This program seeks to measure student learning in general education and the major fields of study. The results of this ongoing study of student learning are used for continuing improvement of the curriculum and instruction.

**ENGLISH USAGE**
Each student must demonstrate proficiency in written and spoken English before receiving a degree. This may be accomplished by receiving a passing grade in either EN305 or EN306. Those who have successfully completed six hours in composition before entering CMU will receive credit for EN110/EN111 and must still take and pass EN305 or EN306. For spoken English, students must either successfully complete a proficiency examination, pass CT101, or transfer in an equivalent course.
SPECIAL COURSES, PROGRAMS, & EDUCATIONAL OPPORTUNITIES

Special Problems Courses 1-5 hours. Offered by most departments and numbered 260, 360, or 460 depending on the level of study expected, Special Problems courses consist of a program of independent study or research on a topic of special interest to an individual student. Each course is designed to study topics either not covered or treated only briefly in other courses in the curriculum. A written course proposal or abstract adequately describing the project must be prepared by the student and approved by the supervising instructor, the regional site coordinator, and the academic advisor, prior to the regular period for registration. Special Problems may be repeated for credit. Prerequisite: Written approval by those named above.

Special Topics Courses 1-5 Hours. Offered by most departments and numbered 190, 290, 390, or 490 depending on the level of study expected, Special Topics courses will be offered from time to time on topics of importance in the discipline, which are not covered, or treated only briefly, in other courses in the curriculum. It may cover topics of special interest to an instructor and a particular group of students, or it may be an experimental course being considered for addition to the curriculum. Special Topics may be repeated for credit for different topics. (After two course offerings on the same topic, departments will request that the course be added to the curriculum.) Prerequisites: Those specified by the instructor in the course schedule.

Internships and Field Experiences are available in most departments with varying hours of credit depending on the design of the learning experience. They are all numbered as either 268, 368, or 468. Each internship is individually arranged by the student, a supervising instructor who assigns the final grade, and a supervisor/instructor on the site of the internship experience. Students complete a separate registration form describing the learning experience. This form must be signed and approved by the student, supervising instructor, and regional site coordinator prior to registration for the Internship course.

STUDY ABROAD
Students wishing to study abroad for credit should consult Dr. Jack Healy, Associate Dean of the College of Liberal Arts and Sciences, for assistance in selecting a program. Generally, students should begin planning study abroad at least one year prior to leaving the country for studies. Before studying abroad, students must consult with Dr. Healy and with the Office of the Registrar to determine whether the students' planned courses will transfer to CMU for credit.
ACCOUNTING

The Division of Accounting, Business, and Economics offers an Accounting program that is consistent with the mission statement of Central Methodist University by providing professional preparation in Accounting and Business and by promoting lifelong learning and social responsibility. Within the program, students develop technical, interpersonal, and communication skills.

A Business approach to Accounting is used at CMU to emphasize the way businesses operate. Students are better prepared to enter not only accounting but also related fields. Accounting information is useful in such diverse areas as financial planning, health care, communications, law, engineering, forensics, actuarial science, and the fine arts. The degree in Accounting will prepare the student for graduate school in a number of disciplines.

Certifications which students may be able to pursue after an approved course of study would include Certified Public Accountant (CPA), Certified Managerial Accountant (CMA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Financial Planner (CFP), and Actuary.

Requirements for these certifications will vary. For detailed information on certification requirements, contact the sponsoring organizations and the Division.

BACHELOR OF ACCOUNTANCY (BACC)—MIN. 124 HOURS

NOTE: Students applying to graduate school or for certification usually have 130 to 150 hours at graduation including 6-15 additional hours of General Education.

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

| COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees. |
| TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (12 HOURS) |
| Statistics | 3 hours |
| Applied Computer Skills: BU225 Computer Applications in Business (3) | 3 hours |
| Ethics: PL306 Ethics and the Professions (3) | 3 hours |
| Economics | 3 hours |

| PROFESSIONAL PROGRAM IN ACCOUNTING (53-56 HOURS): A minimum grade of “C” is required in all courses labeled AC. |
| AC201 Accounting Principles I (4) | FB351 Business Finance (3) |
| AC202 Accounting Principles II (4) | MG354 Principles of Management (3) |
| AC301 Intermediate Accounting I (3) | MG370 Information Systems (3) |
| AC305 Intermediate Accounting II (3) | MG477 Production Operations Management (3) |
| AC312 Computerized Accounting (3) | MK330 Marketing (3) |
| AC320 Cost Accounting (3) | |
| AC340 Income Tax (3) | |
| AC350 Governmental and NFP Accounting (3) | |
| AC430 Auditing (3) | |
| AC480 Accounting Major Readings (3) | |
| BU341 Business Law Contracts (3) | |
| BU342 Business Law Commercial (3) | |
| ONE (1) FROM THE FOLLOWING: |
| AC268, AC368, or AC468 Accounting Internship (3) |
| EC311 Money, Credit, & Banking (3) |
| EC314 Managerial Economics (3) |

| ELECTIVES (TO COMPLETE MIN. 124 HOURS) |
ACCOUNTING MINOR—17 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

**REQUIRED COURSES:**

- **AC201** Principles of Accounting I (4)
- **AC202** Principles of Accounting II (4)
- **AC312** Computerized Accounting (3)

**ELECTIVES: TWO (2) FROM THE FOLLOWING (ONE [1] MUST BE AN ACCOUNTING COURSE):**

- **AC301** Intermediate Accounting I (3)
- **AC320** Cost Accounting (3)
- **AC340** Income Tax (3)
- **AC350** Governmental & NFP Accounting (3)
- **BU341** Business Law Contracts (3)
- **ET375** Small Business Management (3)

For Business majors, an Accounting minor requires 17 semester hours in Accounting. Nine (9) to eleven (11) semester hours counted toward the major may be applied toward the minor.

AS, Concentration in Accounting—Min. 62 Hours

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

**AS, Concentration in Accounting—min. 62 hrs.**

1. **COMMON CORE (28.5-29 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

<table>
<thead>
<tr>
<th>Foundations</th>
<th>11.5-12 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU101/102</td>
<td>1.5-2 hours</td>
</tr>
<tr>
<td>Wellness</td>
<td>1 hour</td>
</tr>
<tr>
<td>Freshman Writing</td>
<td>3 hours (6 hours if taking EN110 &amp; EN111)</td>
</tr>
<tr>
<td>Oral Communications</td>
<td>3 hours</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
</tr>
</tbody>
</table>

2. **UNDERSTANDING HUMAN NATURE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>3</td>
</tr>
<tr>
<td>Social Science with Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Leadership</td>
<td>1</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Valuing or Social Science: EC201 Macroeconomics (3) OR EC202 Microeconomics (3)</td>
<td>3</td>
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</table>

3. **EXPLORING THE NATURE OF THE UNIVERSE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science with Lab</td>
<td>4</td>
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</tbody>
</table>

4. **CONCENTRATION IN ACCOUNTING (20 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC201 Principles of Accounting I (4)</td>
<td></td>
</tr>
<tr>
<td>AC202 Principles of Accounting II (4)</td>
<td></td>
</tr>
<tr>
<td>AC312 Computerized Accounting (3)</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVES:**

- Selected from Accounting (6)
- Selected from Business and Economics (3)

5. **ELECTIVES (TO COMPLETE MIN. 62 HOURS)**
### BIOLOGY

**BIOLOGY MINOR—18 HOURS**
Introductory biology course, with lab (3-5)
Additional Courses in Biology (13-15)

### BUSINESS

The Division of Accounting, Business, and Economics offers a progressive Business program, which combines professional preparation with a liberal arts education. The purpose of this program is to develop the important personal characteristics of confidence in oneself, ability to work with others, written and oral communication skills, technical competence, mathematical skills, moral awareness, and ethical values. The major in Business will prepare the student for graduate school (MBA or Law) or for a career in industry, entrepreneurship, or public service.

#### BA OR BS, BUSINESS MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

   Required Courses from General Education:
   - EC201      Macroeconomics (3)
   - MA105     Elementary Statistics (3)

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)
   - Humanities or Fine Arts:
     - When choosing a Fine Arts course, see page 41 for guidelines.
     - When choosing a Humanities course, see page 42 for guidelines.
   - Social Sciences (CI, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.
   - Science: See page 43 for guidelines.

   BA  Foreign Language (a single language)
   BS  Analytical Skills: See page 42 for guidelines.

3. **BUSINESS MAJOR—BUSINESS COMMON CORE (20 HOURS)
   - AC201 Principles of Accounting I (4)
   - AC202 Principles of Accounting II (4)
   - BU341 Business Law Contracts (3)
   - BU480 Major Readings (Capstone) (3)
   - MG354 Principles of Management (3)
   - MK330 Marketing (3)

4. **BUSINESS MAJOR—AREA OF CONCENTRATION (21 HOURS):** Each of the following areas of concentration consists of 21 hours of course work. Each area has some required courses and some electives which can be chosen from a given group of courses. Some of the electives may be from outside the Division of Accounting, Business, and Economics.
## MANAGEMENT (21 HOURS)

- EC3xx Economics Elective (3)
- ET375 Small Business Management (3)
- FB351 Business Finance (3)
- MG356 Human Resource Management (3)
- MG365 Organizational Theory (3)
- MG477 Production/Operations Management (3)

**ONE (1) FROM THE FOLLOWING:**
- BU268 Internship (3)
- BU342 Business Law Commercial (3)
- BU368 Internship (3)
- MK339 Sales Management (3)
- MK366 Advertising (3)

## MARKETING & ADVERTISING (21 HOURS)

- CT201 Introduction to Public Relations (3)
- MK339 Sales Management (3)
- MK378 Marketing Research (3)
- MK366 Advertising (3)
- MK430 Strategic Marketing (3)

**TWO (2) FROM THE FOLLOWING:**
- BU268 Internship (3)
- BU228 Electronic Commerce (3)
- BU368 Internship (3)
- BU390 Special Topics (1-3)
- CT330 Communication in the Business World (3)
- CT345 Group and Organizational Communication (3)
- PY324 Social Psychology (3) *(PY101 or SO101 prerequisite)*

## GENERAL BUSINESS (21 HOURS)

- BU110 Introduction to Business (3)
- ET375 Small Business Management (3)

**ONE (1) FROM THE FOLLOWING:**
- MK339 Sales Management (3)
- MK366 Advertising (3)

**FOUR (4) FROM THE FOLLOWING:**
- AC312 Computerized Accounting (3)
- BU228 Electronic Commerce (3)
- BU268 Internship (3)
- BU342 Business Law Commercial (3)
- BU368 Internship (3)
- FB345 Investment Analysis (3)
- FB351 Business Finance (3)
- MG356 Human Resource Management (3)
- MG365 Organizational Theory (3)

## BANKING AND FINANCE (21 HOURS)

- AC340 Income Tax (3)
- BU342 Business Law Commercial (3)
- EC311 Money, Credit, and Banking (3)
- EC316 Intermediate Macroeconomics (3)
- FB345 Investments Analysis (3)
- FB351 Business Finance (3)

**ONE (1) FROM THE FOLLOWING:**
- BU268 Internship (3)
- BU368 Internship (3)
- EC314 Managerial Economics (3)
- EC347 International Economics (3)
### ENTREPRENEURSHIP (21 HOURS)

- ET375 Small Business Management (3)
- MK339 Sales Management (3)
- BU342 Business Law Commercial (3)
- ET475 Entrepreneurship (3)

**ONE (1) FROM THE FOLLOWING:**
- MK366 Advertising (3)
- MK378 Marketing Research (3)
- MK430 Strategic Marketing (3)

**ONE (1) FROM THE FOLLOWING:**
- EC314 Managerial Economics (3)
- FB351 Business Finance (3)

**ONE (1) FROM THE FOLLOWING:**
- AC312 Computerized Accounting (3)
- BU228 Electronic Commerce (3)
- EC311 Money, Credit, and Banking (3)
- ET275 SIFE (Students In Free Enterprise) (2)
- FB345 Investment Analysis (3)
- IB376 International Business (3)
- MG477 Production/Operations Management (3)

### INTERNATIONAL BUSINESS (21 HOURS)

Students with this concentration will have a foreign language as their minor or complete an interdisciplinary minor in two languages. A student may be able to demonstrate fluency in at least one foreign language in place of the minors.

- BU228 Electronic Commerce (3)
- BU342 Business Law II-Commercial (3)
- EC347 International Economics (3)
- IB376 International Business (3)
- PS322 Comparative Economic and Political Systems (3)

**TWO (2) FROM THE FOLLOWING:**
- MK339 Sales Management (3)
- MK366 Advertising (3)
- BU268 Internship (3)
- BU368 Internship (3)
- MG477 Production/Operations Management (3)
- FB351 Business Finance (3)

### MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)

**Recommendations:** A student who is considering graduate school should complete one of the following:
- MA112 Selected Topics in Calculus (3)
- MA118 Calculus/Analytical Geometry (5)

The following course will meet general education requirements and will complement the Business Major:
- PL306 Ethics and the Professions (3)
### BA OR BS, BUSINESS MAJOR WITH CERTIFICATION TO TEACH BUSINESS AT THE SECONDARY LEVEL—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. COMMON CORE (31.5-32 HOURS):</strong> See page 40 for Common Core requirements for all CMU degrees.</td>
<td></td>
</tr>
<tr>
<td><strong>Required Courses from General Education:</strong></td>
<td></td>
</tr>
<tr>
<td>• HI117 Development of the U.S. I (3) OR HI118 Development of the U.S. II (3)</td>
<td></td>
</tr>
<tr>
<td>• MA105 Elementary Statistics (3)</td>
<td></td>
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<tr>
<td>• PS101 Intro Amer. Nat. State Local Govt. (3)</td>
<td></td>
</tr>
<tr>
<td>• Physical Science with a laboratory (4)</td>
<td></td>
</tr>
<tr>
<td><strong>2. TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>Humanities or Fine Arts:</td>
<td></td>
</tr>
<tr>
<td>• When choosing a Fine Arts course, see page 41 for guidelines.</td>
<td>9 hours (BA)</td>
</tr>
<tr>
<td>• When choosing a Humanities course, see page 42 for guidelines.</td>
<td>6 hours (BS)</td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>Science: Biological Science w/ lab (4)</td>
<td></td>
</tr>
<tr>
<td>BA Analytical Skills: See page 42 for guidelines. Must include BU225 Computer Applications in Business (3) and ED122 Education Technology (2).</td>
<td>6-8 hours</td>
</tr>
<tr>
<td><strong>3. BUSINESS MAJOR—BUSINESS COMMON CORE (23-24 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>AC201 Principles of Accounting I (4)</td>
<td>BU480 Major Readings (Capstone) (3)</td>
</tr>
<tr>
<td>AC202 Principles of Accounting II (4)</td>
<td>BU341 Business Law Contracts (3)</td>
</tr>
<tr>
<td>BU225 Computer Applications in Business (3) [students may need CS121 (1)]</td>
<td>MG354 Principles of Management (3)</td>
</tr>
<tr>
<td><strong>4. BUSINESS EDUCATION REQUIREMENTS (16-17 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>BU110 Introduction to Business (3)</td>
<td></td>
</tr>
<tr>
<td>BU152 Intermediate Keyboarding (2)</td>
<td></td>
</tr>
<tr>
<td>BU342 Business Law Commercial (3)</td>
<td></td>
</tr>
<tr>
<td>CT214 Webpage Design (3)</td>
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</tr>
<tr>
<td><strong>TWO (2) FROM THE FOLLOWING:</strong></td>
<td></td>
</tr>
<tr>
<td>AC312 Computerized Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>BU153 Advanced Keyboarding (2)</td>
<td></td>
</tr>
<tr>
<td>BU228 Electronic Commerce (3)</td>
<td></td>
</tr>
<tr>
<td>MG370 Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td><strong>5. PROFESSIONAL EDUCATION COURSE REQUIREMENTS (31-33 HOURS)</strong></td>
<td></td>
</tr>
<tr>
<td>ED101 Introduction to Teaching (2)</td>
<td>ED462 Supervised Student Teaching (Capstone) (8)</td>
</tr>
<tr>
<td>ED102 Introduction to Teaching Practicum (1)</td>
<td>ED471 Teaching Reading in the Secondary School (2)</td>
</tr>
<tr>
<td>ED122 Education Technology (2) [if not taken in Tier Two]</td>
<td>PY210 Educational Psychology (3)</td>
</tr>
<tr>
<td>ED340 Implementing Business Education Programs (3)</td>
<td>PY223 Developmental Psychology (3)</td>
</tr>
<tr>
<td>ED370BU The Teaching of Business Education in High School (2)</td>
<td>PY342 Psychology of the Exceptional Child (2)</td>
</tr>
<tr>
<td>ED453 General Methods Teaching (Capstone) (4)</td>
<td>PY343 Practicum for PY342 (1)</td>
</tr>
<tr>
<td><strong>6. ELECTIVES (TO COMPLETE MIN. 124 HOURS)</strong></td>
<td></td>
</tr>
</tbody>
</table>
**BACHELOR OF APPLIED SCIENCE IN MANAGEMENT (BASM)—MIN. 124 HOURS**

This degree program is designed for and available only to students who transfer to Central Methodist University with an Associate of Science (AS) or Associate of Applied Science (AAS) degree.

- Students with an AS or AAS in Management or a closely related cognate field should consult the Bachelor of Science programs in Business which will serve as their degree-completion program.
- Students who have taken AAS technical courses in some AAS field but have not completed the AAS degree will be evaluated for this and other degree-completion programs on an individual basis. This degree program requires at least 36 hours of upper-division coursework.

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

### 1 COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

**Required Courses from General Education:**

- EC202 Microeconomics (3)
- EN306 Technical Writing (3)
- MA105 Elementary Statistics (3)

### 2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)

<table>
<thead>
<tr>
<th>Statistics</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Computer Skills: BU225 Computer Applications in Business (3)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Ethics: PL306 Ethics and the Professions (3)</td>
<td>3 hours</td>
</tr>
<tr>
<td>Economics: EC314 Managerial Economics (3)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

### 3 APPLIED SCIENCE IN MANAGEMENT MAJOR REQUIREMENTS (32 HOURS)

| AC201 Accounting Principles I (4) | EC201 Macroeconomics (3) |
| AC202 Accounting Principles II (4) | MG354 Principles of Management (3) |
| BU/CS/AC/EC Electives (6) | MG356 Human Resources Management (3) |
| BU341/342 Business Law Contracts or Commercial (3) | MG477 Production & Operation Mgmt (3) |
| BU480 Major Readings (Capstone) (3) | |

### 4 APPLIED SCIENCE CONCENTRATION (18 OR MORE HOURS): Technical courses transferred from the AAS field of concentration

### 5 ELECTIVES (TO COMPLETE MIN. 124 HOURS)

**BUSINESS MINOR—19 HOURS**

| AC201 Principles of Accounting I (4) | |

**ONE (1) FROM THE FOLLOWING:**

- MG354 Principles of Management (3)
- MK330 Marketing (3)

**ONE (1) FROM THE FOLLOWING:**

- EC201 Macroeconomics (3)
- EC202 Microeconomics (3)

**THREE (3) COURSES FROM THE FOLLOWING DISCIPLINES (9 HOURS):**

- Accounting
- Business
- Economics
## AA, CONCENTRATION IN BUSINESS—MIN. 62 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>COMMON CORE (29.5-33 HOURS): See page 40 for Common Core requirements for all CMU degrees.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONS</strong></td>
</tr>
<tr>
<td>CMU101/102</td>
</tr>
<tr>
<td>Wellness</td>
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<tr>
<td>Freshman Writing</td>
</tr>
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</tr>
<tr>
<td>Math/Algebra/Statistics</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>UNDERSTANDING HUMAN NATURE</th>
<th><strong>13 HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>3 hours</td>
</tr>
<tr>
<td>Social Science with Constitution</td>
<td>3 hours</td>
</tr>
<tr>
<td>Leadership</td>
<td>1 hour</td>
</tr>
<tr>
<td>Literature</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
| Valuing or Social Science (CJ, CT, EC, Ethics, HI, PY, PS, Philosophy, or SO):  
  EC201 Macroeconomics (3) **OR** EN202 Microeconomics (3) | 3 hours |

<table>
<thead>
<tr>
<th>EXPLORING THE NATURE OF THE UNIVERSE</th>
<th><strong>4 HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Science with Lab</td>
<td>4 hours</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (15-16 HOURS)</th>
</tr>
</thead>
</table>
| Humanities or Fine Arts:  
  • When choosing a Fine Arts course, see page 41 for guidelines.  
  • When choosing a Humanities course, see page 42 for guidelines. | 9 hours |
| Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines. | 3 hours |
| Science: See page 43 for guidelines. | 3-4 hours |

<table>
<thead>
<tr>
<th>CONCENTRATION IN BUSINESS (13-14 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC201 Principles of Accounting I (4)</td>
</tr>
<tr>
<td>BU341 Business Law Contracts (3)</td>
</tr>
<tr>
<td>AC/BU/EC Elective (3-4)</td>
</tr>
</tbody>
</table>

| ELECTIVES (TO COMPLETE MIN. 62 HOURS) |
**AS, CONCENTRATION IN BUSINESS—MIN. 62 HOURS**

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (29.5-33 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>12.5-13 HOURS</th>
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</thead>
<tbody>
<tr>
<td>CMU101/102</td>
<td>1.5-2 hours</td>
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<tr>
<td>Wellness</td>
<td>1 hour</td>
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<td>Freshman Writing</td>
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</tr>
<tr>
<td>Oral Communications</td>
<td>3 hours</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
</tr>
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</table>

2. **UNDERSTANDING HUMAN NATURE**

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>13 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>3 hours</td>
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</tr>
<tr>
<td>Leadership</td>
<td>1 hour</td>
</tr>
<tr>
<td>Literature</td>
<td>3 hours</td>
</tr>
<tr>
<td>Valuing or Social Science (CJ, CT, EC, Ethics, HI, Philosophy, PS, PY, or SO): EC201 Micro-economics (3) OR EC202 Microeconomics (3)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

3. **EXPLORING THE NATURE OF THE UNIVERSE**

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>4 HOURS</th>
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</thead>
<tbody>
<tr>
<td>Science with Lab</td>
<td>4 hours</td>
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</tbody>
</table>

4. **CONCENTRATION IN BUSINESS (25-26 HOURS)**

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>ONE (1) FROM THE FOLLOWING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC201 Principles of Accounting I (4)</td>
<td>BU110 Introduction to Business (3)</td>
</tr>
<tr>
<td>BU341 Business Law Contracts (3)</td>
<td>ET375 Small Business Management (3)</td>
</tr>
<tr>
<td>AC/BU/EC Electives (15-16 hours)</td>
<td></td>
</tr>
</tbody>
</table>

5. **ELECTIVES (TO COMPLETE MIN. 62 HOURS)**

**CHEMISTRY**

**CHEMISTRY MINOR—20 HOURS**

A minor in Chemistry consists of any 20 hours of Chemistry course work.
CHILD DEVELOPMENT

The Bachelor of Science with a major in Child Development is offered for students who are interested in a career in early childhood settings that do not require public school certification. Students will participate in general education and early childhood courses. These courses will provide students with a background to establish, manage, and evaluate their own day care centers. Students will receive the knowledge and background for a career in commercial and/or non-profit childcare initiatives including Head Start Programs and other child care agencies.

BS, CHILD DEVELOPMENT MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1 COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

Recommended Common Core course: PY101 General Psychology (3)

2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)

- Humanities or Fine Arts:
  - When choosing a Fine Arts course, see page 41 for guidelines.
  - When choosing a Humanities course, see page 42 for guidelines.

- Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines. Take PY210 Educational Psychology (3) if PY101 General Psychology (3) not taken as part of the Common Core (above). Also, take PY223 Developmental Psychology (3).

- Science: See page 43 for guidelines.

- Analytical Skills: See page 42 for guidelines.

3 CHILD DEVELOPMENT MAJOR REQUIREMENTS (36 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH364</td>
<td>Child Health (2)</td>
<td></td>
</tr>
<tr>
<td>ED101</td>
<td>Introduction to Teaching (2)</td>
<td></td>
</tr>
<tr>
<td>ED103</td>
<td>Child Development (2)</td>
<td></td>
</tr>
<tr>
<td>ED204</td>
<td>Util. Fam. And Comm. Resources (3)</td>
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</tr>
<tr>
<td>ED206</td>
<td>Infant Toddler Curriculum (2)</td>
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<tr>
<td>ED207</td>
<td>Infant Toddler Practicum (2)</td>
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<tr>
<td>ED308</td>
<td>Administration of EC Programs (3) (Capstone)</td>
<td></td>
</tr>
<tr>
<td>ED315</td>
<td>Reading/Writing for Young Children (4)</td>
<td></td>
</tr>
<tr>
<td>ED326</td>
<td>Children’s Literature (3)</td>
<td></td>
</tr>
<tr>
<td>ED327</td>
<td>Creative Arts (3)</td>
<td></td>
</tr>
<tr>
<td>ED330</td>
<td>Curriculum Methods (2) (Capstone)</td>
<td></td>
</tr>
<tr>
<td>ED331</td>
<td>Curriculum Methods Practicum (1)</td>
<td></td>
</tr>
<tr>
<td>ED332</td>
<td>Screening &amp; Diagnosis (2)</td>
<td></td>
</tr>
<tr>
<td>ED333</td>
<td>Screening &amp; Diagnosis Practicum (1)</td>
<td></td>
</tr>
<tr>
<td>ED334</td>
<td>Early Childhood Practicum (2) (Capstone)</td>
<td></td>
</tr>
<tr>
<td>ED337</td>
<td>Curriculum Development (2)</td>
<td></td>
</tr>
<tr>
<td>ED338</td>
<td>Administration of Early Childhood Programs (3)</td>
<td></td>
</tr>
<tr>
<td>ED339</td>
<td>Curriculum Methods and Materials (2)</td>
<td></td>
</tr>
<tr>
<td>ED340</td>
<td>Curriculum Methods Practicum (1)</td>
<td></td>
</tr>
<tr>
<td>ED341</td>
<td>Curriculum Development (2)</td>
<td></td>
</tr>
</tbody>
</table>

4 MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH364</td>
<td>Child Health (2)</td>
</tr>
<tr>
<td>ED101</td>
<td>Introduction to Teaching (2)</td>
</tr>
<tr>
<td>ED102</td>
<td>Introduction to Teaching Practicum (1)</td>
</tr>
<tr>
<td>ED103</td>
<td>Child Development (2)</td>
</tr>
<tr>
<td>ED204</td>
<td>Utilizing Family and Community Resources (3)</td>
</tr>
<tr>
<td>ED308</td>
<td>Administration of Early Childhood Programs (3)</td>
</tr>
<tr>
<td>ED330</td>
<td>Curriculum Methods and Materials (2)</td>
</tr>
<tr>
<td>ED331</td>
<td>Curriculum Methods Practicum (1)</td>
</tr>
<tr>
<td>ED337</td>
<td>Curriculum Development (2)</td>
</tr>
</tbody>
</table>
This major combines professional preparation with a liberal education. A student completing this major is qualified for employment in business or industry in entry-level positions requiring application programming, working knowledge of computing systems, and use of commercial software packages. The student has the option of graduating with a Bachelor of Science degree or with a Bachelor of Arts degree. Additionally, graduates will possess a solid foundation for success in a graduate program in Computer Science.

### BA OR BS, COMPUTER SCIENCE MAJOR—min. 124 hrs.

<table>
<thead>
<tr>
<th>COMMON CORE (31.5-32 HOURS):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See page 40 for Common Core requirements for all CMU degrees.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities or Fine Arts:</td>
<td></td>
</tr>
<tr>
<td>- When choosing a Fine Arts course, see page 41 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>- When choosing a Humanities course, see page 42 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>Science: See page 43 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>BA Foreign Language (a single language)</td>
<td></td>
</tr>
<tr>
<td>BS Analytical Skills: See page 42 for guidelines.</td>
<td></td>
</tr>
<tr>
<td>Must include CS331 Research Design and Data Analysis in the Social Sciences (3).</td>
<td></td>
</tr>
<tr>
<td>9 hours (BA)</td>
<td></td>
</tr>
<tr>
<td>6 hours (BS)</td>
<td></td>
</tr>
<tr>
<td>3 hours (BA)</td>
<td></td>
</tr>
<tr>
<td>6 hours (BS)</td>
<td></td>
</tr>
<tr>
<td>3-4 hours</td>
<td></td>
</tr>
<tr>
<td>6-8 hours</td>
<td></td>
</tr>
</tbody>
</table>

### COMPUTER SCIENCE MAJOR REQUIREMENTS (35 HOURS)

<table>
<thead>
<tr>
<th>CS172</th>
<th>.NET 1 (formerly Structured Programming I) (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS271</td>
<td>.NET II (4)</td>
</tr>
<tr>
<td>CS321</td>
<td>Computer Architecture (3)</td>
</tr>
<tr>
<td>CS362</td>
<td>Database Systems and SQL (3)</td>
</tr>
<tr>
<td>CS363</td>
<td>Networking (4)</td>
</tr>
<tr>
<td>CS371</td>
<td>Concepts of MIS (3)</td>
</tr>
<tr>
<td>CS480</td>
<td>Senior Thesis (3)</td>
</tr>
</tbody>
</table>

**TWO (2) FROM THE FOLLOWING:**

<table>
<thead>
<tr>
<th>CS214</th>
<th>Web Page Design (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS216</td>
<td>Web Programming (3)</td>
</tr>
<tr>
<td>CS231</td>
<td>Scientific Computer Programming (3)</td>
</tr>
<tr>
<td>CS375</td>
<td>Game Programming (3)</td>
</tr>
<tr>
<td>MA107</td>
<td>Discrete Math (3)</td>
</tr>
</tbody>
</table>

**RELATED WORK IN STATISTICS AND SYMBOLIC LOGIC IS ALSO STRONGLY RECOMMENDED.**

**ONE (1) FROM THE FOLLOWING:**

<table>
<thead>
<tr>
<th>CS236</th>
<th>Programming in Visual Basic (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS237</td>
<td>Programming with Java (3)</td>
</tr>
<tr>
<td>CS272</td>
<td>Survey of Programming Languages (3)</td>
</tr>
</tbody>
</table>

### MINOR AND ELECTIVES (To Complete Min. 124 HOURS)

**COMPUTER SCIENCE MINOR—17 hrs.**

<table>
<thead>
<tr>
<th>CS172</th>
<th>.NET I (formerly Structured Programming I) (4)</th>
</tr>
</thead>
</table>

Thirteen (13) hours in Computer Science
**AS, CONCENTRATION IN COMPUTER SCIENCE—** min. 62 hrs.

1. **COMMON CORE (29.5-33 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

### Foundations

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU101/102</td>
<td>1.5-2</td>
</tr>
<tr>
<td>Wellness</td>
<td>1</td>
</tr>
<tr>
<td>Freshman Writing</td>
<td>3 (6 hours if taking EN110 &amp; EN111)</td>
</tr>
<tr>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
</tr>
</tbody>
</table>

### Understanding Human Nature

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>3</td>
</tr>
<tr>
<td>Social Science with Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Leadership</td>
<td>1</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Valuing or Social Science (CJ, CT, EC, Ethics, HI, Philosophy, PS, PY, or SO)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Exploring the Nature of the Universe

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science with Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Common Core Hours**

29.5-33 HOURS

2. **Concentration in Computer Science (22 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS172 .NET I (formerly Structured Programming I)</td>
<td>(4)</td>
</tr>
<tr>
<td>CS271 .NET II</td>
<td>(4)</td>
</tr>
<tr>
<td>CS321 Computer Architecture</td>
<td>(5)</td>
</tr>
<tr>
<td>CS362 Database Systems and SQL</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**One (1) from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA105 Elementary Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>MA107 Discrete Mathematics</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**One (1) from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS231 Scientific Computer Programming</td>
<td>(3)</td>
</tr>
<tr>
<td>CS235 Programming in Visual Basic</td>
<td>(3)</td>
</tr>
<tr>
<td>CS237 Programming with Java</td>
<td>(3)</td>
</tr>
<tr>
<td>CS272 Survey of Programming Languages</td>
<td>(3)</td>
</tr>
</tbody>
</table>

3. **Electives (To complete min. 62 Hours)**
**CRIMINAL JUSTICE**

The Bachelor’s degree program in Criminal Justice is designed to prepare students for careers in law enforcement, criminal justice administration, and corrections management. In addition to these professional objectives, the program is also intended to prepare the student for graduate school or law school. Criminal Justice majors may earn either a Bachelor of Arts or a Bachelor of Science degree. As a requirement for graduation, all Criminal Justice majors must sit for a nationally normed exit examination in the final semester of their coursework.

**BA OR BS, CRIMINAL JUSTICE MAJOR—MIN. 124 HOURS**

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.</th>
</tr>
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<tr>
<td>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)</td>
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<tr>
<td>Science: See page 43 for guidelines.</td>
</tr>
<tr>
<td>BA Foreign Language (a single language)</td>
</tr>
<tr>
<td>BS Analytical Skills: See page 42 for guidelines. Must include CJ331 Research Design and Data Analysis in the Social Sciences (3).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE MAJOR REQUIREMENTS (30 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ100 Introduction to Criminal Justice (3)</td>
</tr>
<tr>
<td>CJ202 Criminal Law (3)</td>
</tr>
<tr>
<td>CJ270 Criminal Procedure (3)</td>
</tr>
<tr>
<td>CJ301 Constitutional Aspects of Criminal Justice (3)</td>
</tr>
<tr>
<td>CJ331 Social Science Research Methods (3)</td>
</tr>
<tr>
<td>CJ480 Senior Thesis (3) (Capstone)</td>
</tr>
<tr>
<td>ONE (1) FROM THE FOLLOWING:</td>
</tr>
<tr>
<td>CJ314 Social Deviance (3)</td>
</tr>
<tr>
<td>CJ315 Criminology (3)</td>
</tr>
</tbody>
</table>

**GUIDED ELECTIVES IN CRIMINAL JUSTICE (9 HOURS) SELECTED FROM THE FOLLOWING:**

| CJ201 Police Organization and Management (3) |
| CJ203 History of Corrections and Penal Institutions (3) |
| CJ204 Global Crime (3) |
| CJ260/360 Special Problems in Criminal Justice (3) |
| CJ268/368 Internship in Criminal Justice (3) |
| CJ290/390 Special Topics in Criminal Justice (3) |
| CJ304 Capital Punishment (3) |
| CJ306 Serial Crime and Profiling (3) |
| CJ308 American Constitutional Law (3) |
| CJ309 Law in American Society (3) |
| CJ320 Women in Crime (3) |
| CJ330 Principles of Public Administration (3) |
| CJ350 Policing in a Democracy (3) |

**MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)**
CRIMINAL JUSTICE MINOR—18 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

CJ100  Introduction to Criminal Justice (3)
CJ202  Criminal Law (3)
CJ270  Criminal Procedure (3)
CJ301  Constitutional Aspects of Criminal Justice (3)
Electives in Criminal Justice (6)

APPLIED LAW ENFORCEMENT MINOR—17 TO 24 HOURS

Note: Students must be Criminal Justice Majors in order to have a minor in Applied Law Enforcement. Applied law enforcement hours that do not meet the standard norm for contact hours, 42-45 hours for one hour of credit, will not be accepted in transfer.

The Applied Law Enforcement minor consists of 17 to 24 hours of coursework in applied law enforcement including criminal investigation; victimology; corrections procedures; juvenile justice procedures; police operations; and probation and parole procedures. To earn the BS in Criminal Justice, transfer students with AS or AAS degrees from designated institutions must fulfill all Central Methodist University’s General Education requirements and all the specific requirements of CMU’s Criminal Justice major.

ECONOMICS

ECONOMICS MINOR—18 HOURS

18 semester-hours are required in Economics. Business majors may apply a maximum of 9 semester-hours in Economics from their major field requirements toward a minor in Economics.
EDUCATION

The following Central Methodist University programs of study have been approved by the Missouri Department of Elementary and Secondary Education (DESE). Students who satisfactorily complete the programs of study and other degree requirements may be recommended to the Missouri Department of Elementary and Secondary Education (DESE) for educator certification.

CERTIFICATION AREA (GRADE LEVEL)
EARLY CHILDHOOD (Birth-Grade 3)
ELEMENTARY (1-6)
SECONDARY (9-12)

- Business
- Mathematics

K-12
- Special Education: Mild-Moderate Disabilities

It is important for all students who intend to pursue educator certification to examine certification standards and program of study requirements. Students should confer with their academic advisors and plan each semester of their programs. The lack of careful planning or late decision to enter the Educator Preparation Program may result in extended study.

Students who intend to prepare for educator certification will be fully admitted to the program when they have passed all parts of the C-BASE and have earned 60 hours with a 2.5 GPA. Information about these requirements will be distributed to students enrolled in ED10 Introduction to Teaching. Students who transfer credit in a course evaluated as equivalent to ED101 should consult with the Director of Professional Education within their first semester of attendance to determine their status in the Educator Preparation Program.

Students must pass all parts of the C-BASE by the time they reach Junior standing (60 hours). Many Junior-level courses require the C-BASE: ED303, ED318, ED324, ED369MU, ED370 (all sections), ED462, ED471.

Educator Preparation candidates participate in selected professional education courses and student teaching experiences. Students must meet certain requirements before they will be allowed to register for ED453, ED461, ED462, or ED463. The requirements are:

(a) passing scores of 235 (or more) on all subsections of the College Basic Academic Subjects Examination (C-BASE), within a two-year period,

(b) required minimum GPAs: 2.5 GPA overall, 2.5 in the certificate subject area, and 2.5 in professional education courses with no grade lower than a “C.”

(c) registration or completion of courses in the professional education sequence and

(d) incorporation of appropriate components of demonstrations, observations, mini-teaching, and/or development into the pre-service portfolio.

Students cannot register for any other courses concurrently with ED462 without written permission from the Chair of the Division of Professional Education.

For initial certification, candidates must also receive a passing score on the appropriate Praxis II examination for their certification area.

Professionalism and Ethical Behavior.
Students working toward educator certification must act and dress in a professional manner when visiting or working in the classrooms of our public and private school partners. All educator preparation students will be involved in two different levels of security check processes. The first level (Freshman, Sophomore, Junior) involves security checks with the Missouri State Highway Patrol, the Missouri Division of Family Services, and the Missouri Sex Registry. Prior to student teaching, students must undergo an FBI Fingerprint Screen as well as the security checks previously mentioned. An arrest or conviction may disqualify a candidate for certification. The Department of Elementary and Secondary Education (DESE) has the authority to refuse to issue a certificate.
BSE, CERTIFICATION—MIN. 124 HOURS

• Early Childhood Education—See page 63.

• Elementary Education—See page 64.

• Secondary School: Students seeking secondary certification in Business and Math must complete a major in the area of certification with a Bachelor of Arts or a Bachelor of Science degree with a Minor in Education. For the BA/BS in Business Education, see page 52. For the BA/BS in Mathematics Education, see page 73.

• Special Education: Mild-Moderate Disabilities K-12—See page 65.
# BSE, EARLY CHILDHOOD CERTIFICATION, BIRTH-GRADE 3—MIN. 126 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

## 1. COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

**Required Courses from General Education:**

- HI117 Development of the U.S. I (3) **OR** HI118 Development of the U.S. II (3)
- MA224 Mathematics for Elementary and Middle School Teachers (4)
- Physical Science with a laboratory (4)
- PS101 Intro American National State Local Govt. (3)

## 2. TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (9 HOURS)

| Humanities or Fine Arts: AR186, AR188, MU188, or TA103 | 3 hours |
| Additional Science with Lab: Biological Science w/ lab (4) | 4 hours |
| ED122 Education Technology | 2 hours |

## 3. PROFESSIONAL EDUCATION (23-28 HOURS)

| ED101 Introduction to Teaching (2) |  |
| ED102 Introduction to Teaching Practicum (1) |  |
| ED461 Early Childhood Student Teaching (5) |  |
| ED462 Student Teaching (8) |  |
| PY210 Educational Psychology (3) |  |
| PY223 Developmental Psychology (3) |  |
| PY342 Psychology of the Exceptional Child (2) |  |

**ONE (1) FROM THE FOLLOWING:**

- ED452 Gen. Methods Early Childhood Teaching (1) **OR** ED453 General Methods of Teaching (4)

## 4. EARLY CHILDHOOD CERTIFICATION BIRTH—GRADE 3 (48 HOURS)

| AH364 Child Health (2) | ED324 Methods of Teaching Mathematics in Elementary/Middle School (3) |
| ED103 Child Development (2) | ED326 Children’s Literature (3) |
| ED204 Utilizing Family and Comm. Resources (3) | ED327 Creative Arts (3) |
| ED206 Infant/Toddler Curriculum Methods and Materials (2) | ED329 Emergent Language (2) |
| ED207 Infant/Toddler Curriculum Methods and Materials Practicum (2) | ED330 Curriculum Methods and Materials in Early Childhood Education (2) |
| ED303 Methods & Materials for Teaching Content Classes (3) | ED331 Curriculum Methods and Materials in Early Childhood Education Practicum (1) |
| ED304 Methods & Materials for Teaching Content Classes Practicum (1) | ED332 Screening, Diagnosis, and Planning Instruction (2) |
| ED308 Organization & Administration of Early Childhood Programs (Capstone) (3) | ED333 Screening, Diagnosis, and Planning Instruction Practicum (1) |
| ED315 Reading and Writing with Young Children (4) | ED337 Curriculum Development (2) |
| ED318 Reading Assessment and Instruction (3) | PY321 Family Relationships and Values (3) |
| ED319 Reading Practicum (1) |  |

## 5. ELECTIVES (TO COMPLETE MIN. 124 HOURS)


BSE, ELEMENTARY (GRADES 1-6) CERTIFICATION—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

   Required Courses from General Education:
   - HI117  Development of the U.S. I (3) OR HI118  Development of the U.S. II (3)
   - PS101  Intro American National State Local Govt. (3)
   - Physical Science with a laboratory (4)

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (19 HOURS)**

   | Humanities or Fine Arts: AR186, AR188, or MU188 | 3 hours |
   | Social Sciences: EC122 Economics for Educators (3) **AND** HI205 World Geography (3). | 6 hours |
   | Additional Science with Lab: Biological Science w/ lab (4) | 4 hours |
   | MA224  Mathematics for Elementary and Middle School Teachers (4) | 4 hours |
   | ED122 Education Technology | 2 hours |

3. **PROFESSIONAL EDUCATION (23 HOURS)**

   | ED101  Introduction to Teaching (2) |  |
   | ED102  Introduction to Teaching Practicum (1) |  |
   | ED453  General Methods of Teaching (4) |  |
   | ED462  Student Teaching (8) |  |
   | PY210  Educational Psychology (3) |  |
   | PY223  Developmental Psychology (3) |  |
   | PY342  Psychology of the Exceptional Child (2) |  |

4. **ELEMENTARY 1-6 CERTIFICATION REQUIREMENTS (33 HOURS)**

   | AH364  Child Health (2) | ED320  Teaching Reading & Writing in Middle School (3) |
   | ED103  Child Development (2) |  |
   | ED303  Methods / Materials for Teaching Content Classes (3) | ED324  Methods of Teaching Mathematics in Elementary/Middle School (3) |
   | ED304  Methods and Materials for Teaching Content Classes Practicum (1) | ED326  Children’s Literature (3) |
   | ED315  Reading and Writing with Young Children (4) | ED327  Creative Arts (3) |
   | ED318  Reading Assessment and Instruction (3) | ED329  Emergent Language (2) |
   | ED319  Reading Practicum (1) | PE322  Teaching Elementary School Physical Education (3) |

5. **ELECTIVES (TO COMPLETE MIN. 124 HOURS)**
BSE, SPECIAL EDUCATION CERTIFICATION, MILD/MODERATE DISABILITIES, K-12—MIN. 125 HOURS
For the Special Education program description and degree requirements, see page 86.

BA OR BS, SECONDARY EDUCATION CERTIFICATION—MIN. 124 HOURS
Students seeking secondary certification in Business and Math must complete a major in the area of certification with a Bachelor of Arts or a Bachelor of Science degree with a Minor in Education.

• For the BA/BS in Business Education, see page 52.
• For the BA/BS in Mathematics Education, see page 73.

EDUCATION MINOR—17 HRS.
A student seeking a minor in Education without seeking certification must complete 17 hours of Education coursework. Prerequisites will not be waived for the minor.
### BACHELOR OF GENERAL STUDIES

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

   Required courses from General Education: Math above MA103 (3) or PL101 Logic (3)

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (19-20 HOURS)**

   - Humanities or Fine Arts: One course each from Fine Arts, EN, PL, or RL
   - Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.
   - Science: See page 43 for guidelines.
   - CS122

<table>
<thead>
<tr>
<th>Humanities or Fine Arts</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>6 hours</td>
</tr>
<tr>
<td>Science</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>CS122</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

3. **MAJOR REQUIREMENTS (45 HOURS):**

   **NOTE 1:** The BGS major requires a minimum of 15 semester hours in each of three (3) separate disciplines (see A, B, and C below).

   **NOTE 2:** The BGS major requires a minimum of six (6) semester hours of 300-level credit in each of three (3) separate disciplines, though not necessarily in the three (3) discipline areas chosen below for the major.

   **NOTE 3:** Nursing (NU) counts as a single discipline in the BGS. Nursing (NU) and Allied Health (AH) count as a single discipline in the BGS. Education (ED) and Psychology (PY) may count as a single discipline in the BGS, as long as the PY work is limited to those courses required for “Professional Education” in any Education degree program.

<table>
<thead>
<tr>
<th>Discipline A (15 hours)</th>
<th>Discipline B (15 hours)</th>
<th>Discipline C (15 hours)</th>
</tr>
</thead>
</table>

4. **ELECTIVES (TO COMPLETE MIN. 124 HOURS)**
HISTORY

HISTORY MINOR—18 HRS.
At least 18 hours in History courses other than those counted toward the major. These must include at least six hours of 300-level courses.

SOCIAL SCIENCE MINOR—18 HRS.
HI117  Development of the US I (3) OR HI118 Development of the U.S. II (3)
HI205  World Geography (3)
PS101  Intro American National State Local Govt. (3)

**ONE (1) FROM THE FOLLOWING:**
- EC122  Economics for Educators (3)
- EC201  Macroeconomics (3)
- EC202  Microeconomics (3)

**ONE (1) FROM THE FOLLOWING:**
- SO101  Introduction to Sociology (3)
- SO102  Social Problems (3)
- SO150  Introduction to Anthropology (3)

**ONE (1) FROM THE FOLLOWING:**
- PY101  General Psychology (3)
- PY210  Educational Psychology (3)
INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies (IDS) major allows students to design their programs relative to an educational objective which cannot be achieved within one of the existing formal degree programs. Students may elect the Interdisciplinary Studies major in the Bachelor of Arts and Bachelor of Science degree programs. The specific degree plan for the IDS major must have the signed approval of the faculty advisor who assists with its design and will direct the study, the regional site coordinator, and the student. The signed degree plan with a complete description of the IDS Major should be developed by the end of the Junior year and must be filed no later than the registration next following the student’s completion of 90 semester hours of study (the beginning of the Senior year). The IDS Major will consist of 45 semester hours or more with at least 15 semester hours at the 300-level and include some capstone experience. IDS majors must complete all other requirements for the degree sought.

BA OR BS, INTERDISCIPLINARY STUDIES MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

2. TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)

   - Humanities or Fine Arts:
     - When choosing a Fine Arts course, see page 41 for guidelines.
     - When choosing a Humanities course, see page 42 for guidelines.
   - Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.
   - Science: See page 43 for guidelines.
   - BA Foreign Language (a single language)
   - BS Analytical Skills: See page 42 for guidelines.

3. INTERDISCIPLINARY COURSE REQUIREMENTS (45 hours): At least 15 hours must be at the 300 level. These 45 hours must include some capstone experience.

4. ELECTIVES (TO COMPLETE MIN. 124 HOURS)

INTERDISCIPLINARY STUDIES MINOR—18 HOURS

The Interdisciplinary Studies minor allows students to design a minor which complements their major, career goals, or personal interests. The minor requires at least 18 hours in two or three departmental areas with at least six hours in each area beyond the general education requirements. No course in the student’s major, whether or not required, may be taken for this minor. The student must provide a written statement of rationale for the minor including the specific courses to be used and must have the written approval of his or her advisor and the regional site coordinator.
### AA, CONCENTRATION IN INTERDISCIPLINARY STUDIES—MIN. 62 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (29.5-33 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

<table>
<thead>
<tr>
<th>Foundations</th>
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</tr>
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<tbody>
<tr>
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<tr>
<td>Freshman Writing</td>
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</tr>
<tr>
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<td>3 hours</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
</tr>
</tbody>
</table>

2. **FOUNDATIONS (12.5-13 HOURS):**

<table>
<thead>
<tr>
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<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours</td>
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</table>

4. **UNDERSTANDING HUMAN NATURE (13 HOURS):**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Religion</td>
<td>3 hours</td>
</tr>
<tr>
<td>Social Science with Constitution</td>
<td>3 hours</td>
</tr>
<tr>
<td>Leadership</td>
<td>1 hour</td>
</tr>
<tr>
<td>Literature</td>
<td>3 hours</td>
</tr>
<tr>
<td>Social Science (CJ, CT, EC, HI, PS, PY, or SO)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

5. **EXPLORING THE NATURE OF THE UNIVERSE (4 HOURS):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science with Lab</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

6. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (15-16 HOURS):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities or Fine Arts:</td>
<td>9 hours</td>
</tr>
<tr>
<td>• When choosing a Humanities course, see page 42 for guidelines.</td>
<td>9 hours</td>
</tr>
<tr>
<td>• When choosing a Fine Arts course, see page 41 for guidelines.</td>
<td>9 hours</td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PS, PY, or SO): See page 43 for guidelines.</td>
<td>3 hours</td>
</tr>
<tr>
<td>Science: See page 43 for guidelines.</td>
<td>3-4 hours</td>
</tr>
</tbody>
</table>

7. **INTERDISCIPLINARY STUDIES REQUIREMENTS (18 HOURS):** The Interdisciplinary Studies concentration requires a minimum of 18 semester hours with a minimum of 9 semester hours in each of two (2) academic disciplines. Hours counted toward the General Education Common Core cannot be double-counted toward the IDS concentration.

<table>
<thead>
<tr>
<th>Discipline A (9 hours)</th>
<th>Discipline B (9 hours)</th>
</tr>
</thead>
</table>

8. **ELECTIVES (TO COMPLETE MIN. 62 HOURS):**
# AS, Concentration in Interdisciplinary Studies—Min. 62 Hours

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>Common Core (29.5-33 Hours): For a list of approved Common Core courses, see page 40+.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations</strong></td>
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<tr>
<td>CMU101/102</td>
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</tr>
<tr>
<td>Oral Communications</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
</tr>
</tbody>
</table>

| Understanding Human Nature | 13 Hours |
|---|
| Religion | 3 hours |
| Social Science with Constitution | 3 hours |
| Leadership | 1 hour |
| Literature | 3 hours |
| Social Science (CJ, CT, EC, HI, PS, PY, or SO) | 3 hours |

| Exploring the Nature of the Universe | 4 Hours |
|---|
| Science with Lab | 4 hours |

<table>
<thead>
<tr>
<th>Interdisciplinary Studies Requirements (18 Hours): The Interdisciplinary Studies concentration requires a minimum of 18 semester hours with a minimum of 9 semester hours in each of two (2) academic disciplines. Hours counted toward the General Education Common Core cannot be double-counted toward the IDS concentration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline A (9 hours)</td>
</tr>
</tbody>
</table>

| Electives (To complete Min. 62 Hours) |
MARKETING Minor—18 HRS.

The minor in Marketing is offered to students pursuing a non-Business major. The Marketing minor complements the skills that a student gains in his/her major discipline by enhancing the knowledge and abilities related to marketing situations and processes and the emerging global market. Upon completion of the 18 outlined hours, students will receive a minor in Marketing concurrently with the Bachelor’s degree in his/her major area. It is the student’s responsibility to meet any prerequisites for the courses in the minor.

**MARKETING MINOR REQUIRED COURSES (9 HOURS)**
- MK330  Principles of Marketing (3)
- MK366  Advertising (3)
- MK430  Strategic Marketing (3)

**THREE (3) COURSES FROM THE FOLLOWING (9 HOURS)**
- BU228  E-commerce (3)
- CS214  Web page Design (3)
- CT201  Public Relations (3)
- CT330  Business Communications (3)
- MK235  Consumer Behavior (3)
- MK339  Sales Management (3)
- MK378  Marketing Research (3)
MATHEMATICS

A student completing the Mathematics major should be able to attend graduate school or receive employment in such areas as mathematics, computing, engineering, business, economics, statistics, cartography, the physical sciences, and other fields requiring strong quantitative skills. The Mathematics major is designed also to prepare the student to teach the Mathematics courses commonly offered in middle and secondary schools. All majors are required to pass a Mathematics Department assessment examination. Mathematics courses numbered below 105 are not credited for the major. A maximum of three hours in internship may count toward the major.

BA OR BS, MATHEMATICS MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1 COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

Required courses from General Education:

- MA105 Elementary Statistics (3): Any student whose ACT Math subscore is below 20 must pass MA101/MA102 before taking MA105.

2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)

<table>
<thead>
<tr>
<th>Humanities or Fine Arts:</th>
<th>9 hours (BA)</th>
<th>6 hours (BS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>When choosing a Fine Arts course, see page 41 for guidelines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When choosing a Humanities course, see page 42 for guidelines.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines. | 3 hours (BA) | 6 hours (BS) |

Science: See page 43 for guidelines. 3-4 hours

BA Foreign Language (a single language) 6-8 hours

BS Analytical Skills: See page 42 for guidelines.

3 MATHEMATICS MAJOR REQUIREMENTS (33-39 HOURS)

| MA118 Calculus and Analytic Geometry I (5) | ELECTIVES (14-20 HOURS): |
| MA209 Calculus and Analytic Geometry II (5) | BA Major: Math Electives (14) |
| MA308 Calculus and Analytic Geometry III (5) | BS Major: Math Electives (20) |
| MA460 Special Problem (Capstone) (3) | |
| SC425 Science Seminar (Capstone) (1) | |

4 MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)
BA OR BS, MATHEMATICS MAJOR WITH CERTIFICATION TO TEACH MATHEMATICS AT THE SECONDARY LEVEL—MIN. 124 HOURS.

All majors are required to take a Mathematics Department assessment examination and to complete the Science Division Capstone Experience. Majors also must pass at least two Computer Science courses and the Praxis II in order to obtain Missouri certification.

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS)**: See page 40 for Common Core requirements for all CMU degrees.

   **Required Courses from General Education:**

   - HI117 Development of the United States I (3) OR HI118 Development of the United States II (3)
   - Physical Science with a laboratory (4)
   - PS101 Intro American National State Local Govt. (3)
   - MA105 Elementary Statistics (3): Any student whose ACT Math subscore is below 20 must pass MA101/MA102 before taking MA105.

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)**

   **Humanities or Fine Arts:**
   - When choosing a Fine Arts course, see page 41 for guidelines.
   - When choosing a Humanities course, see page 42 for guidelines.
   - 9 hours (BA) 6 hours (BS)

   **Social Sciences (CJ, CT, EC, HI, PY, PS, or SO):** See page 43 for guidelines.
   - 3 hours (BA) 6 hours (BS)

   **Additional Science with Lab: Biological Science w/ lab (4)**
   - 3-4 hours

   **BA Foreign Language (a single language)**
   - 6-8 hours

   **BS Analytical Skills:** See page 42 for guidelines.

3. **MATHEMATICS MAJOR REQUIREMENTS (33-39 HOURS)**

   **BA, COURSES IN MATHEMATICS (33 HOURS):**

   - MA118 Calculus and Analytic Geometry I (5)
   - MA209 Calculus and Analytic Geometry II (5)
   - MA308 Calculus and Analytic Geometry III (5)
   - MA317 Modern Algebra (4)
   - MA319 College Geometry (4)

   **TWO (2) FROM THE FOLLOWING:**

   - MA105 Elementary Statistics (3) [if not taken in the Common Core above]
   - MA303 History of Mathematics (3)
   - MA318 Matrices and Linear Algebra (3)

   **BA CAPSTONE REQUIREMENTS:**

   - MA460 Special Problems (3) (Capstone)
   - SC425 Science Seminar (1) (Capstone)

   **BS, COURSES IN MATHEMATICS (39 HOURS):**

   - MA105 Elementary Statistics (3)
   - MA107 Discrete Mathematics (3)
   - MA118 Calculus and Analytic Geometry I (5)
   - MA209 Calculus and Analytic Geometry II (5)
   - MA303 History of Mathematics (3)
   - MA308 Calculus and Analytic Geometry III (5)
   - MA317 Modern Algebra (4)
   - MA318 Matrices and Linear Algebra (3)
   - MA319 College Geometry (4)

   **BS CAPSTONE REQUIREMENTS:**

   - MA460 Special Problems (3) (Capstone)
   - SC425 Science Seminar (1) (Capstone)

4. **PROFESSIONAL EDUCATION REQUIREMENTS (28 HOURS)**

   - ED101 Introduction to Teaching (2)
   - ED102 Introduction to Teaching Practicum (1)
   - ED370MA The Teaching of Math in High School (2)
   - ED453 General Methods Teaching (4)
   - ED462 Supervised Student Teaching (Capstone) (8)

   - ED471 Teaching Reading in the Secondary School (2)
   - PY210 Educational Psychology (3)
   - PY223 Developmental Psychology (3)
   - PY342 Psychology of the Exceptional Child (2)
   - PY343 Psychology of Exceptional Child Practicum (1)

5. **ELECTIVES (TO COMPLETE MIN. 124 HOURS)**
MATHEMATICS MINOR—17 HOURS
Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

**REQUIRED COURSES (3-5)**
- MA112 Selected Topics in Calculus (3) OR MA118 Calculus and Analytic Geometry (5)

**ELECTIVES IN MATHEMATICS (12-14 HOURS)**

AS, CONCENTRATION IN APPLIED MATHEMATICS—MIN. 62 HOURS
Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1 COMMON CORE (29.5-33 HOURS): See page 40 for Common Core requirements for all CMU degrees.

Required Courses from General Education:
- Computer Science including a programming course (4)
- Natural or Physical Science (at least 1 with a lab) (7-8)

<table>
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<th>FOUNDATIONS</th>
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<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
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UNDERSTANDING HUMAN NATURE 13 HOURS
- Religion                                         3 hours
- Social Science with Constitution                  3 hours
- Leadership                                       1 hour
- Literature                                       3 hours
- Valuing or Social Science (CJ, CT, EC, Ethics, HI, PL, PS, PY, or SO):
  EC201 Macroeconomics (3) OR EN202 Microeconomics (3)  3 hours

EXPLORING THE NATURE OF THE UNIVERSE 4 HOURS
- Science with Lab                                  4 hours

2 CONCENTRATION IN MATHEMATICS (22 HOURS)
- MA118 Calculus and Analytic Geometry I (5)
- MA209 Calculus and Analytic Geometry II (5)
- Twelve (12) additional hours of Mathematics courses numbered 105 or above.

3 ELECTIVES (TO COMPLETE MIN. 62 HOURS)
The requirements for the Bachelor of Music Education degree are designed to prepare students to teach music in the Missouri public schools. In addition to meeting state certification requirements in vocal or instrumental music, students may elect to pursue an additional endorsement in the area not represented in initial certification. Satisfactory completion of the BME degree will also prepare students for success in public performance and graduate study.

The Bachelor of Music Education student (1) must achieve a minimum GPA of 2.5 overall; a minimum GPA of 2.5 in the major; a minimum GPA of 2.5 in the professional education sequence; (2) must have no grade below “C” in the Professional Education, Music Education and pedagogy sequences; and (3) must pass the C-Base examination, the PRAXIS II, and the piano proficiency examination.

The course of study below is based on current practice on the Fayette campus.

| 1 | COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees. |
| 2 | TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (11 HOURS) |
| 3 | MUSIC MAJOR REQUIREMENTS (61 HOURS)—UNDER DEVELOPMENT |
| 4 | PROFESSIONAL EDUCATION REQUIREMENTS (21 HOURS) |
| 5 | ELECTIVES (TO COMPLETE MIN. 124 HOURS) |
**PHILOSOPHY**

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

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

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

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

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

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

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

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

The Bachelor of Science nursing graduate will be able to:

1. demonstrate professional nursing leadership with technical proficiency utilizing principles of management and leadership, evidenced in the care of clients, families, and communities including management of physical, fiscal, and human resources.
2. apply critical thinking and problem-solving to provide nursing care, which promotes holism and adaptation by discovering research questions, critically analyzing research, and applying research to practice.
3. incorporate the principles of communication, client education, and client advocacy into practice.
4. exhibit a commitment to individual and professional growth as a lifelong learner, evidenced by continuing formal education, informal education, and reading refereed professional journals and participating in shaping the health care delivery system.
5. provide, delegate, and/or supervise nursing care based on current knowledge, theory, and research to promote holism and adaptation as evidenced by the ability to:

   a. Assess and diagnose the health status of diverse individuals, families, and communities.
   b. Plan, implement, and evaluate the care—in structured and unstructured settings—for diverse individuals, families, and communities who require nursing at restorative, maintenance, or promotion levels.
6. evaluate career choices within the nursing profession based on emerging skills and personal strengths and abilities.

7. display behaviors as a member of the profession of nursing based on standards of practice and professional codes of ethics to:
   a. assume accountability for own nursing practice
   b. practice within ethical and legal frameworks

8. demonstrate collaboration with other health care providers to promote the full human potential. (The liberal arts education provides opportunities for growth in knowledge, personal integrity, spirituality, and professional competence).

ASSESSMENT OF STUDENT LEARNING OUTCOMES

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

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

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

BSN REQUIREMENTS FOR ADMISSION
1. Applicants must meet the admission requirements of the University.
2. minimum GPA of 2.0 overall;
3. an associate’s degree in Nursing from a regionally accredited institution (34 Nursing credits from the ADN will be applied toward the BSN; general education credits will also transfer where applicable).
4. official transcripts from all regionally and nationally accredited colleges and universities attended; and
5. current Missouri RN license.

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

BSN CURRICULUM REQUIREMENTS
1. A cumulative 2.0 GPA must be maintained and a grade of “C” or above must be attained in all Nursing courses.
2. NU300, NU301, NU303, NU315, NU320, NU325, NU450, and NU455, and AH330 should be completed within two consecutive academic years.
3. The BSN program should be completed within five (5) years of enrollment.

Graduation Requirements
1. Satisfactory completion of the liberal arts and/or general education coursework as well as all courses in the major;
2. satisfactory completion of at least 124 credit hours;
3. satisfactory completion of at least 43 credit hours in the area of concentration;
4. satisfactory completion of at least 15 credit hours of upper-division coursework in the major;
5. satisfactory completion of at least 36 credit hours of upper-division coursework;
6. cumulative GPA of at least 2.0 on coursework earned at CMU;
7. cumulative GPA of at least 2.0 on all upper-division major coursework;
8. payment of all tuition and fees; and
9. recommendation of the faculty.
**BACHELOR OF SCIENCE IN NURSING (RN-BSN) — MIN. 124 HOURS**

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

   **Required courses from General Education:**
   - BI101 General Biology (4)
   - MA105 Elementary Statistics (3)
   - SO101 Introduction to Sociology (3)

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (17 HOURS)**

   **Humanities or Fine Arts:**
   - When choosing a Humanities course, see page 42 for guidelines.
   - When choosing a Fine Arts course, see page 41 for guidelines.
   
   **Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):** See page 43 for guidelines.
   - Must include PY101 General Psychology (3).
   - Must include a 200- or 300-level course in SO or PY (3).

   **Science:** 1 Physical Science with lab (4)

3. **NURSING CREDIT GRANTED FOR ASSOCIATE’S DEGREE IN NURSING (ADN) OR DIPLOMA EDUCATION (34 HOURS)**

4. **NURSING MAJOR (26 HOURS)**

   - AH330 Business Concepts in Health Care/Case Management (3)
   - NU300 Adaptation Nursing Model (1)
   - NU301 Physical Assessment (2)
   - NU303 Research in Nursing (3)
   - NU315 APA Formatting and Library Databases (1)
   - NU320 Adaptation Nursing in the Community (4)
   - NU325 History/Trends in Nursing (3)
   - NU450 Integrated Concepts on Adaptation Nursing (6)
   - NU455 Professional Issues, Leadership, and Management (3)

5. **ELECTIVES TO COMPLETE MIN. 124 HOURS**

**SCHOLASTIC STANDARDS FOR NURSING**

The grading scale for the Department of Nursing is based on 78% as the minimum percentage for a “C” grade. To graduate, students must maintain a grade of “C” in all Nursing, Allied Health, and Science courses and must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.

**Requirements for Continuation in Program:** Students who earn less than a “C” in a course may not continue in their cohort. Any one course where the student earns less than a “C” must be repeated and completed with a grade of “C” or higher, and then the student will join the subsequent cohort. Any second instance when a student earns less than a “C”—whether it is a repeated course or one taken for the first time—results in the student’s dismissal from the program.
PHILOSOPHY

PHILOSOPHY MINOR—18 HRS.

PL306 Ethics and the Professions (3)

ONE (1) FROM THE FOLLOWING:

   PL101 Introduction to Logic (3)
   PL105 Introduction to Philosophy (3)

ONE (1) FROM THE FOLLOWING:

   PL303 History of Philosophy I (3)
   PL304 History of Philosophy II (3)

THREE (3) FROM THE FOLLOWING:

   PL211 Epistemology (3)
   PL306 Ethics and the Professions (3)
   PL310 Ethics and Leadership (3)
   PL314 World Religions Today (3)
   PL325 Philosophy of Religion (3)

POLITICAL SCIENCE

POLITICAL SCIENCE MINOR—18 HRS.

PS200 International Problems and Relations (3)
PS308 American Constitutional Law (3)
PS318 American Legislative Politics (3)
PS319 The American Presidency, Past and Present (3)

GUIDED ELECTIVE COURSES IN POLITICAL SCIENCE (6 HOURS)

NOTE: PS101 may not be credited towards the minor in Political Science.
PSYCHOLOGY

The Division of Social Sciences offers a bachelor’s degree program in Psychology which is designed to assist students in gaining an understanding of the science of human behavior and mental processes. Students will become familiar with the most important contemporary research finding in the fields of learning, personality, counseling, psychophysiology, social processes, abnormal Psychology, and human development. The Psychology major is often used as a foundation for professional training in counseling, law, the ministry, or graduate study in Psychology.

The Psychology major has the option of graduating with a Bachelor of Arts or a Bachelor of Science degree. The requirements of the Bachelor of Arts in Psychology provide a broad liberal arts exposure to the discipline, thereby preparing students for a broad range of careers in business management and public service. The requirements of the Bachelor of Science in Psychology include a stronger emphasis on the development of analytic skills and thus may be of special interest to students planning to pursue advanced degrees in the field. As a requirement for graduation, all Psychology majors must sit for a nationally normed exit examination in the Senior year.

BA OR BS, PSYCHOLOGY MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1 COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.

Required courses from General Education:

- MA105 Elementary Statistics (3): If student’s ACT Math subscores require enrollment in /MA102, take MA105 in Additional General Education Requirements (below).
- PY101 General Psychology (3)

2 TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)

Humanities or Fine Arts:
- When choosing a Fine Arts course, see page 41 for guidelines.
- When choosing a Humanities course, see page 42 for guidelines.

Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.

Science: See page 43 for guidelines.

BA Foreign Language (a single language)

BS Analytical Skills: See page 42 for guidelines. Must include MA105 Elementary Statistics (3) if MA105 not taken as part of the Common Core (above). Must include either PY331 Research Design and Data Analysis in the Social Sciences (3) or PY334 Applied Quantitative Data Analysis (3) [or both if MA105 taken as part of the Common Core above].

3 PSYCHOLOGY MAJOR REQUIREMENTS (30 HOURS)

- PY204 Experimental Psychology (3)
- PY331 Research Design and Data Analysis in the Social Sciences (3)
- PY334 Applied Quantitative Data Analysis (3)
- PY480 Senior Thesis (Capstone) (3)

PSYCHOLOGY ELECTIVES (6 HOURS): PY210 cannot be counted for Psychology credit in the degree programs of Psychology majors or minors without the written permission of the chair of the Division of Social Sciences.

ONE (1) COURSE FROM EACH OF THESE FOUR AREAS:
### Minor and Electives (To Complete Min. 124 Hours)

**Psychology Minor—18 Hours**

Courses in Psychology (18) *(Courses are not counted towards the student’s major and must include at least six (6) hours of 300/400-coursework.)*

**Note:** PY210 cannot be counted for Psychology credit in the degree programs of Psychology majors or minors without the written permission of the chair of the Division of Social Sciences.

**AA, Concentration in Psychology—Min. 62 Hours**

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

#### Common Core (29.5-33 Hours): See page 40 for Common Core requirements for all CMU degrees.

<table>
<thead>
<tr>
<th>Foundations</th>
<th>12.5-13 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU101/102</td>
<td>1.5-2 hours</td>
</tr>
<tr>
<td>Wellness</td>
<td>1 hour</td>
</tr>
<tr>
<td>Freshman Writing</td>
<td>3 hours (6 hours if taking EN110 &amp; EN111)</td>
</tr>
<tr>
<td>Oral Communications</td>
<td>3 hours</td>
</tr>
<tr>
<td>Math/Algebra/Statistics</td>
<td>3 hours (6 hrs if taking MA101 &amp; MA102)</td>
</tr>
</tbody>
</table>

**Understanding Human Nature**

<table>
<thead>
<tr>
<th>Religion</th>
<th>3 hours</th>
</tr>
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<tbody>
<tr>
<td>Social Science with Constitution</td>
<td>3 hours</td>
</tr>
<tr>
<td>Leadership</td>
<td>1 hour</td>
</tr>
<tr>
<td>Literature</td>
<td>3 hours</td>
</tr>
<tr>
<td>Valuing or Social Science (CJ, CT, EC, Ethics, HI, PL, PS, PY, or SO)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Exploring the Nature of the Universe**

<table>
<thead>
<tr>
<th>Science with Lab</th>
<th>4 hours</th>
</tr>
</thead>
</table>

**Tier Two: Additional General Education Requirements (15-16 Hours)**

- Humanities or Fine Arts:
  - When choosing a Fine Arts course, see page 41 for guidelines.
  - When choosing a Humanities course, see page 42 for guidelines.

- Social Sciences (CJ, CT, EC, HI, PY, PS, or SO): See page 43 for guidelines.
  - 3 hours

- Science: See page 43 for guidelines.
  - 3-4 hours

**Concentration in Psychology (18 Hours)**

**Electives (To Complete Min. 62 Hours)**
BA OR BS, PUBLIC ADMINISTRATION MAJOR—MIN. 124 HOURS

The Public Administration major provides students with multidisciplinary education which focuses on developing the skills essential for the public sector manager. The major prepares students for a variety of careers in national, state, and local government service, including but not limited to human resource management, program planning, budgeting, and law enforcement administration. In addition to its standard course offerings, this program provides opportunities for field experiences and internships. Majors in Public Administration may pursue either a Bachelor of Arts or a Bachelor of Science degree.

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>COMMON CORE (31.5-32 HOURS): See page 40 for Common Core requirements for all CMU degrees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required course from General Education: CH111 General Chemistry (4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities or Fine Arts:</td>
</tr>
<tr>
<td>• When choosing a Humanities course, see page 42 for guidelines.</td>
</tr>
<tr>
<td>• When choosing a Fine Arts course, see page 41 for guidelines.</td>
</tr>
<tr>
<td>Science: See page 43 for guidelines.</td>
</tr>
<tr>
<td>BS Analytical Skills: See page 43 for guidelines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUBLIC ADMINISTRATION MAJOR (36 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC201 Macroeconomics (3)</td>
</tr>
<tr>
<td>EC202 Microeconomics (3)</td>
</tr>
<tr>
<td>HI118 Development of U.S. II (3)</td>
</tr>
<tr>
<td>PS/SO480 Major Readings (3)</td>
</tr>
<tr>
<td>PS101 Intro American National State Local Govt. (3)</td>
</tr>
<tr>
<td>PS330 Principles of Public Administration (3)</td>
</tr>
<tr>
<td>PS333 Public Policy Analysis (3)</td>
</tr>
<tr>
<td>PY101 General Psychology (3)</td>
</tr>
<tr>
<td>PY352 Group Processes (3)</td>
</tr>
<tr>
<td>SO324 Social Psychology (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MINOR AND ELECTIVES TO COMPLETE MIN. 124 HOURS</th>
</tr>
</thead>
</table>
RELIGION

RELIGION MINOR – 18 HRS.
RL314  World Religions Today (3)

ONE (1) FROM THE FOLLOWING:
RL201  Old Testament (3)
RL202  New Testament (3)

ELECTIVES IN RELIGION (12 HOURS)

SCIENCE

SCIENCE AND EARTH SCIENCE MINOR—26 HRS.
AS101  Descriptive Astronomy—The Solar System (4)
AS102  Descriptive Astronomy—Beyond the Solar System (4)
GL101  Physical Geology (4)
GL102  Historical Geology (4)
HI205  World Geography (3)
SC101  Concepts in Physical Science (4)
SC103  Introduction to Meteorology (3)
### SOCIOLGY

The Division of Social Sciences offers Bachelor’s degree programs in Sociology which are designed to fulfill the following objectives: (1) provide an understanding of the interdependence between humans and their social environment; (2) provide insight into the interdependent relationships between social elements; (3) develop an appreciation for the procedure and methodology of Sociology as a scientific study of human interaction; and (4) provide necessary knowledge and skills to work as an applied sociologist or to pursue graduate studies in Sociology. The Sociology major has the option of graduating with a Bachelor of Arts or a Bachelor of Science degree. As a requirement for graduation, all Sociology majors must sit for a nationally normed exit examination during their Senior year.

### BA OR BS, SOCIOLOGY MAJOR—MIN. 124 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

<table>
<thead>
<tr>
<th>COMMON CORE (31.5-32 HOURS):</th>
<th>See page 40 for Common Core requirements for all CMU degrees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required courses from General Education:</td>
<td></td>
</tr>
<tr>
<td>• MA105 Elementary Statistics (3): If student’s ACT Math subscores requires enrollment in MA102, take MA105 in Additional General Education Requirements (below).</td>
<td></td>
</tr>
<tr>
<td>• SO101 Introduction to Sociology (3) OR SO102 Social Problems (3)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (21-24 HOURS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities or Fine Arts:</td>
<td></td>
</tr>
<tr>
<td>• When choosing a Fine Arts course, see page 41 for guidelines.</td>
<td>• 9 hours (BA)</td>
</tr>
<tr>
<td>• When choosing a Humanities course, see page 42 for guidelines.</td>
<td>• 6 hours (BS)</td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PY, PS, or SO); See page 43 for guidelines.</td>
<td>• 3 hours (BA)</td>
</tr>
<tr>
<td>Science: See page 43 for guidelines.</td>
<td>• 6 hours (BS)</td>
</tr>
<tr>
<td>BA Foreign Language (a single language)</td>
<td></td>
</tr>
<tr>
<td>BS Analytical Skills: See page 42 for guidelines. Must include MA105 Elementary Statistics (3) if MA105 not taken as part of the Common Core (above). Must include either SO331 Research Design and Data Analysis in the Social Sciences (3) OR SO334 Applied Quantitative Data Analysis (3) [OR BOTH if MA105 taken as part of the Common Core above].</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIOLOGY MAJOR (30 HOURS)</th>
<th>FIVE (5) FROM THE FOLLOWING (15 HOURS):</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO331 Research Design and Data Analysis (3)</td>
<td>SO101 Introduction to Sociology (3)</td>
</tr>
<tr>
<td>SO334 Applied Quantitative Data Analysis (3)</td>
<td>SO102 Social Problems (3)</td>
</tr>
<tr>
<td>SO350 Social Theory (3)</td>
<td>SO150 Introduction to Anthropology (3)</td>
</tr>
<tr>
<td>SO480 Senior Thesis (3) (Capstone)</td>
<td>SO204 World Cultures (3)</td>
</tr>
<tr>
<td>ONE (1) FROM THE FOLLOWING:</td>
<td>SO301 Race and Ethnicity in the United States (3)</td>
</tr>
<tr>
<td>SO301 Race and Ethnicity in the United States (3)</td>
<td>SO312 Gender and Sexuality (3)</td>
</tr>
<tr>
<td>SO312 Gender and Sexuality (3)</td>
<td>SO314 Social Deviance (3)</td>
</tr>
<tr>
<td>SO315 Criminology (3)</td>
<td>SO315 Criminology (3)</td>
</tr>
<tr>
<td>SO321 Family Relationships and Values (3)</td>
<td>SO324 Social Psychology (3)</td>
</tr>
<tr>
<td>SO324 Social Psychology (3)</td>
<td>SO340 Teaching with Historic Places (3)</td>
</tr>
<tr>
<td>SO351 Introduction to Counseling Theory and Practice</td>
<td>SO190/290/390 Special Topics (1-5)</td>
</tr>
</tbody>
</table>

| MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS) |
SOCIOLOGY MINOR—18 HOURS
Eighteen (18) hours in Sociology, other than those counted toward the major. The minor must include six (6) hours of upper-division (300/400-level) coursework.

SPANISH

SPANISH MINOR—17 HRS.
Students declaring a Spanish minor are encouraged to pursue one summer semester or session of study in a country where the language being studied is the native language. The Department must approve the place of study and the program selected.

REQUIRED COURSES:
- SP101 and SP102 (8 Hours)
- Electives (Spanish courses numbered 200 or higher) (9 Hours)
SPECIAL EDUCATION: MILD-MODERATE DISABILITIES (K-12)

The undergraduate programs provided by the Division of Professional Education at Central Methodist University offer a rigorous and comprehensive initial Educator Preparation Program in Mild-Moderate Disabilities. The program reflects the most recent Council for Exceptional Children and State of Missouri professional standards. The curriculum is a result of a collaborative effort of the Education faculty.

The standards-based curriculum features

- a commitment to the preparation of reflective education practitioners to serve in both rural and urban environments;
- a commitment to a curriculum that is inculcated with a global perspective that values and appreciates the contributions of a multicultural student population;
- a common core of courses for all Special Education majors;
- a series of fieldwork experiences that provide opportunities for early application of performance standards concurrent with courses containing related knowledge standards;
- a series of fieldwork experiences that provide opportunities for early and on-going investigation of the needs and opportunities for teaching in rural and urban environments;
- a full-semester capstone student-teaching experience;
- a performance-based evaluation system.

BSE, CERTIFICATION IN SPECIAL EDUCATION, MILD/MODERATE DISABILITIES K-12—MIN. 135 HOURS

Undergraduate course descriptions begin on page 88 and are listed alphabetically by course prefix (AC or EN).

1. **COMMON CORE (31.5-32 HOURS):** See page 40 for Common Core requirements for all CMU degrees.

<table>
<thead>
<tr>
<th>Required Courses from General Education:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• HI117 Development of the United States I (3) <strong>OR</strong> HI118 Development of the United States II (3)</td>
</tr>
<tr>
<td>• PS101 Intro American National State Local Govt. (3)</td>
</tr>
<tr>
<td>• Physical Science with a laboratory (4)</td>
</tr>
</tbody>
</table>

2. **TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (19 HOURS)**

| Humanities or Fine Arts: AR186, AR188, or MU188 | 3 hours |
| Social Sciences: EC122 Economics for Educators (3) **AND** HI205 World Geography (3) | 6 hours |
| Additional Science with Lab: Biological Science w/ lab (4) | 4 hours |
| MA224 Mathematics for Elementary and Middle School Teachers (4) | 4 hours |
| ED122 Education Technology | 2 hours |

3. **PROFESSIONAL EDUCATION (21 HOURS)**

| ED101 Introduction to Teaching (2) | ED462 Student Teaching (8) |
| ED102 Introduction to Teaching Practicum (1) | PY210 Educational Psychology (3) |
| ED453 General Methods of Teaching (4) | PY223 Developmental Psychology (3) |
### SPECIAL EDUCATION CERTIFICATION (MILD/MODERATE DISABILITIES K-12) REQUIREMENTS (66 HOURS)

**NOTE:** We recommend that students have a second area of certification, in addition to Special Education certification.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH364 Child Health</td>
<td>2</td>
</tr>
<tr>
<td>ED103 Child Development</td>
<td>2</td>
</tr>
<tr>
<td>ED303 Methods &amp; Materials for Teaching Content Classes</td>
<td>3</td>
</tr>
<tr>
<td>ED304 Methods and Materials for Teaching Content Classes Practicum</td>
<td>1</td>
</tr>
<tr>
<td>ED315 Reading and Writing with Young Children</td>
<td>4</td>
</tr>
<tr>
<td>ED318 Reading Assessment and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>ED319 Reading Practicum</td>
<td>1</td>
</tr>
<tr>
<td>ED320 Teaching Reading &amp; Writing in the Middle School</td>
<td>3</td>
</tr>
<tr>
<td>ED324 Methods of Teaching Mathematics in the Elementary/Middle School</td>
<td>3</td>
</tr>
<tr>
<td>ED326 Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>ED327 Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ED329 Emergent Language</td>
<td>3</td>
</tr>
<tr>
<td>PE322 Teaching Elementary School Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>SE203 Introduction to Special Education — MMD K-12</td>
<td>3</td>
</tr>
<tr>
<td>SE204 Diversity Experience for Special Education Majors</td>
<td>1</td>
</tr>
<tr>
<td>SE213 Curriculum Methods—MMD Elementary</td>
<td>3</td>
</tr>
<tr>
<td>SE214 Curriculum Methods Practicum</td>
<td>2</td>
</tr>
<tr>
<td>SE223 Career Development</td>
<td>2</td>
</tr>
<tr>
<td>SE233 Special Education Processes</td>
<td>2</td>
</tr>
<tr>
<td>SE301 Curriculum Methods—MMD Secondary</td>
<td>3</td>
</tr>
<tr>
<td>SE309 Curriculum Methods Practicum</td>
<td>2</td>
</tr>
<tr>
<td>SE313 Counseling in Special Education</td>
<td>2</td>
</tr>
<tr>
<td>SE321 Diagnostic &amp; Prescriptive Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SE340 Mathematics Instruction for Special Needs Students</td>
<td>3</td>
</tr>
<tr>
<td>SE341 Literacy Instruction for Special Needs Students</td>
<td>3</td>
</tr>
<tr>
<td>SE345 Classroom &amp; Behavior Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### THEATRE ARTS

#### THEATRE ARTS MINOR—MIN. 17-18 HRS.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA103 Basic Principles of Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TA111 Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TA113 Script Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

**ONE (1) FROM THE FOLLOWING:**

- TA384 Theatre History I | 3 |
- TA386 Theatre History II | 3 |
- TA388 Dramatic Literature and Criticism | 3 |

Guided Electives (200-300 level courses) in Theatre (5-6 hours).
CGES UNDERGRADUATE COURSE DESCRIPTIONS

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

ACCOUNTING (AC)

Courses are listed alphabetically according to course prefixes.

AC201  Principles of Accounting I.  4 hours.  Introduction to integrated financial and managerial accounting systems with emphasis on (a) providing economic information to all users, (b) accounting terminology, and (c) using financial statement analysis and accounting information for decision making.  Practical applications of math, communication, and skills used in business will be integrated. Prerequisite MA103 (or ACT Math subscore ≥ 20).

AC202  Principles of Accounting II.  4 hours.  The continued study of integrated financial and managerial accounting with an emphasis on the corporate environment. Prerequisite: AC 201.

AC260  Special Problems.  1-5 hours.  Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

AC268  Internship.  1-3 hours.  Internship under a cooperative arrangement between the division and an agency, institution, or firm. Prerequisite: Regional site coordinator’s permission.

AC301  Intermediate Accounting I.  3 hours.  Advanced study of accounting practices with emphasis on the conceptual framework and principles, the financial statements, their elements and supporting schedules, and the time value of money. Prerequisites: AC201 and AC202.

AC305  Intermediate Accounting II.  3 hours.  A continuation of the study of accounting practices with emphasis on earnings per share, pensions, leases, income tax, accounting errors and changes, and additional aspects of financial reporting and financial analysis. Prerequisite: AC301.

AC312  Computerized Accounting.  3 hours.  An introduction to several accounting software packages, their uses, and their ability to meet the needs of a business for recording, planning, controlling, and analyzing. A specific application software package for a small business is introduced and used for the above purposes. Prerequisites: AC201 and AC202.

AC320  Cost Accounting.  3 hours.  Considers commonly used cost accounting concepts and methods, along with special problem-solving techniques, to be used by management in controlling current operations, costing products, and services and planning for the future. Application of these procedures via spreadsheets includes manufacturing, merchandising, and service organizations. Prerequisites: AC201 and AC202.

AC340  Income Tax.  3 hours.  Survey of individual federal income tax laws.  Topics will include property transactions; business, farm, rent and royalty and investment income; and employee expenses.  Forms 1040EZ, 1040A, and 1040 and the accompanying schedules are considered.

AC350  Accounting for Governmental and Not-For-Profit Organizations.  3 hours.  Concepts and techniques of accounting for organizations which are not seeking profits.  Topics include the concept of a fund; various types of funds; special problems of municipalities, public schools, universities, hospitals, churches and the federal government. Prerequisites: AC201 and AC202.

AC360  Special Problems.  1-5 hours.  Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

AC368  Internship.  1-12 hours.  Internship under a cooperative arrangement between the division and an agency, institution, or firm. Prerequisites: Regional site coordinator’s permission, and Junior or Senior standing.

AC370  Accounting Information Systems.  3 hours.  The role of information systems in business and the immense effects of globalization of trade and the growth of the Internet.  Emphasis is placed on creating a competitive advantage and providing useful products and services to customers. Students will become familiar with the general role of information systems, the technical background involved with information systems, the building of systems, and the management and support of systems.  Cross-listed with C370S/MG370. Prerequisites: Junior standing, BU225, or a course in programming.

AC430  Auditing.  3 hours.  Investigative techniques with emphasis on the decision-making process. Major areas include the audit environment, theory and concepts, auditing specific cycles and accounts, completing the audit, and reporting the results. Prerequisite: AC301.

AC432  Auditing II.  3 hours.  Additional in-depth look at auditing processes with a focus on the structure of the audit process, risk assessment, evaluation of evidence, and an emphasis on the comprehensive audit case.

AC460  Special Problems.  1-5 hours.  Independent study or research on a subject of interest to an individual student.
AC468 Senior Internship. 1-5 hours. Internship under a cooperative arrangement between the division and an agency, institution, or firm. Prerequisites: Regional site coordinator’s permission and Senior standing.

AC480 Major Readings in Accounting. 3 hours. Students read significant works in Business and Accounting with reflections of those readings including how the topics are currently influencing the industry. Students will discuss current topics in the industry and will complete a thesis paper and oral presentation on a current issue within the student’s field. Students will write various forms of communication, including résumés, cover letters, thank-you letters, rejection letters, and interoffice documents in response to business-related issues such as harassment, discrimination, violence, and ethical dilemmas. Prerequisites: Senior standing, Accounting major.

AC490 Special Topics in Accounting. 1-3 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

ALLIED HEALTH (AH)

Courses are listed alphabetically according to course prefixes.

AH301 Pathophysiology. 3 hours. The study of alterations in body physiology caused by disease or injury. Focuses on providing care for clients with selected disease processes and on the influence of the disease or injury process on client adaptation.


ART (AR)

Courses are listed alphabetically according to course prefixes.

AR186 Art History I. 3 hours. A study of the major world cultures and their artistic achievements. Covers prehistoric art to the end of the Medieval Period. Fulfills “Fine Arts” requirement.

AR188 Art History II. 3 hours. A study of the major world cultures and their artistic achievements. Covers the Renaissance to the present. Fulfills “Fine Arts” requirement.

AR390 Special Topics. 1-3 hours. Offered on demand.

ASTRONOMY (AS)

Courses are listed alphabetically according to course prefixes.

AS101 Descriptive Astronomy – The Solar System. 4 hours. An elementary survey of the solar system and the historical development of scientific thinking in astronomy. The laboratory provides experience with telescopes and other astronomical equipment of Morrison Observatory. 3 lectures, 2 laboratory hours.

AS102 Descriptive Astronomy – Beyond the Solar System. 4 hours. A survey of stars, galaxies and cosmology. The laboratory provides experience with telescopes and other astronomical equipment of Morrison Observatory. 3 lectures, 2 laboratory hours. AS101 is not a prerequisite for AS102.

BIOLOGY (BI)

Courses are listed alphabetically according to course prefixes.

BI101 General Biology. 4 hours. This introductory course is for majors and non-majors. Topics include methods of scientific study, basics of chemistry, cell biology, membranes, enzymes, cell division, photosynthesis, metabolism, and genetics on a molecular and cellular level, evolution, and population biology. 3 lectures, 2 laboratory hours.

BI102 General Biology. 4 hours. This is a continuation of the BI101 course. Topics include investigation of the origin and evolution of life, speciation, ecosystems, photosynthesis, metabolism, organ systems, neurons, sensory reception, immunology, and animal behavior. The laboratory portion of the course provides a survey of the kingdom of living organisms. 3 lectures, 2 laboratory hours. Prerequisite: BI101.

BI103 Integrated Biology. 5 hours. This introductory course and lab is intended to provide non-science majors with an understanding of the basic principles of biology. Topics include methods of scientific inquiry, cell biology, enzymes, cell division, photosynthesis, metabolism, genetics, evolution, and ecology and population biology. 3 lectures, 2 laboratory hours.

BI105 Introduction to Environmental Science. 4 hours.
This introductory course is primarily aimed at non-majors. This study of Biology with a focus on Environmental Science will cover topics including the inter-relations of humans with our environment; environmental ethics; risk assessment; public policy solutions; and soil, air, water, and energy conservation. The laboratory portion of the course focuses on the methodology of Environmental Science. 3 lectures, 2 laboratory hours.

**BI106 Human Biology.** 4 hours. This introductory course is primarily aimed at non-pre-health professions majors. This is a study of Biology with a focus on human Biology and will cover the systems of the human body involved in maintenance, support, movement, coordination, and reproduction. The course also will cover the basics of human genetics, evolution, and ecology. 3 lectures, 2 laboratory hours.

**BI107 Human Anatomy.** 4 hours. Introduction to the basic components of the human anatomical systems. 3 lectures, 2 laboratory hours.

**BI108 Biodiversity.** 4 hours. This course is an introduction to the science of Biology, within the topic of biological diversity. It includes the study of the classification and evolution of all major groups of living organisms. Students will become familiar with the major groups of viruses, bacteria, protists, fungi, plants, and animals. The course includes a lab focusing on the observation and classification of living organisms. This introductory course is primarily aimed at non-Biology majors. 3 lectures, 2 laboratory hours.

**BI110 Introduction to Biotechnology.** 3 hours. This introductory course is primarily aimed at non-majors. This is a study of biotechnology, including the science behind it, how it is regulated, the impact on society, and ethical concerns raised by new advances in biological sciences. 3 lectures.

**BI205 General Physiology.** 5 hours. General physiological processes with emphasis on the organs and systems of man and their inter-relationship. 4 lectures, 2 laboratory hours. Prerequisites: BI101 and BI102 and one year of college Chemistry or by permission of the instructor and the chair of the division.

**BI305 Microbiology.** 4 hours. The role of bacteria and other micro-organisms in nature. The principles of the subject as related particularly to agriculture, domestic science, sanitation, public health, nursing, and medicine. 3 lectures, 2 laboratory hours. Prerequisites: BI101 and BI102 and one year of college Chemistry or BI205.

**BUSINESS (BU)**

Courses are listed alphabetically according to course prefixes.

See related course listings under **Entrepreneurship** (page 100), **Finance** (page 101), **International Business** (page 102), **Management** (page 103), and **Marketing** (page 104).

**BU110 Introduction to Business.** 3 hours. Survey course to acquaint students with the major institutions and practices in the business world, to provide the elementary concepts of business, to act as an orientation course for selecting a major, and to provide information on business career opportunities. Open only to Freshmen and Sophomores.

**BU152 Intermediate Keyboarding.** 2 hours. Tabulation, business letters, reports, entering and arranging materials, along with practicing speed and accuracy in touch typing. It may not be taken for credit by students who have had more than one semester of typing in middle, junior, or senior high school, except by instructor’s permission.

**BU153 Advanced Keyboarding.** 2 hours. Continuation of BU152 but also includes a study of desktop publishing, spreadsheets, database and presentation software. Identification of ergonomic issues related to keyboarding will also be covered. Prerequisite: BU152 or equivalent.

**BU190 Special Topics.** 1-3 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**BU225 Computer Applications in Business.** 3 hours. The course includes the use of microcomputer spreadsheet application software. Topics include creating, formatting, and manipulating files, graphs, and databases; creating both simple and advanced macros, formulas, and functions with an emphasis on business applications. Also includes an introduction to microcomputer relational database software. Topic include creating and manipulating structures and files; using relational and logical operators and statistical commands to extract data; writing simple command files; linking databases and creating reports. **Cross-listed with CS225.**

**BU228 Electronic Commerce.** 3 hours. Processes, opportunities, and challenges in electronic business technologies. Tools and strategies for using the Internet will be covered. Prerequisite: BU225 or CS122.

**BU260 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**BU268 Internship and Field Experiences.** 1-5 hours.

**BU290 Special Topics.** 1-3 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**BU341 Business Law—Contracts.** 3 hours. Introduction
to legal considerations that influence a businessperson. Topics include the legal environment of business, contracts, and the Uniform Commercial Code. Prerequisite: Sophomore standing.

**BU342 Business Law—Commercial.** 3 hours. Study of law with emphasis on agency and employment, property, bankruptcy, legal aspects of business organizations, and government regulation. Prerequisite: Sophomore standing.

**BU360 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**BU368 Internship and Field Experiences.** 1-5 hours.

**BU460 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**BU468 Internship and Field Experiences.** 1-5 hours.

**BU480 Major Readings.** 3 hours. (Capstone) Students read significant works in Business and Accounting with reflections of those readings including how the topics are currently influencing the industry. Students will discuss current topics in the industry and will complete a thesis paper and oral presentation on a current issue within the student’s field. Students will write various forms of communication, including résumés, cover letters, thank-you letters, rejection letters, and interoffice documents in response to business-related issues such as harassment, discrimination, violence, and ethical dilemmas. Prerequisite: Business major with Senior standing.

**BU490 Special Topics.** 1-3 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**CHEMISTRY (CH)**

Courses are listed alphabetically according to course prefixes.

**CH107 Chemistry/Allied Health.** 3 hours. A survey of concepts for General Chemistry, Organic Chemistry, and Biochemistry. The course includes an introduction to atomic theory; structure and nomenclature for organic and inorganic molecules; and reactions and properties of inorganic, organic, and biochemical systems.

**CH111 General Chemistry.** 4 hours. An introduction to general chemistry and elementary physical chemistry, including atomic theory and structure, periodic table, reactions and properties of elements and compounds. Those lacking college preparation chemistry need the instructor’s permission. 3 lecture hours, 3 laboratory hours.

**CH114 General Chemistry with Qualitative Analysis.** 4 hours. A continuation of the topics in CH111 with emphasis on reactions, equilibria of elements, compounds and solutions, including the techniques of qualitative analysis. 3 lectures, 3 laboratory hours per week. Prerequisite: CH111 or permission of instructor and division chair.

**CRIMINAL JUSTICE (CJ)**

Courses are listed alphabetically according to course prefixes.

**CJ100 Introduction to Criminal Justice.** 3 hours. The history, nature, and function of the criminal justice system in America.

**CJ190 Special Topics.** 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**CJ201 Police Organization and Management.** 3 hours. Principles and practices common to the effective management of law enforcement agencies.

**CJ202 Criminal Law.** 3 hours. Origin, development, and classification of the substantive criminal law defenses and criminal responsibility. Prerequisite: CJ100; or instructor’s permission.

**CJ203 History of Corrections and Penal Institutions.** 3 hours. An historical analysis of the development of corrections and penal institutions in the United States and the influence of changing social philosophies on this development. Prerequisite: CJ100; or instructor’s permission.

**CJ204 Global Crime.** 3 hours. An examination of international crime operations including sea and air piracy, smuggling, and terrorism. Prerequisite: CJ100; or instructor’s permission.

**CJ205 Administration of Correctional Institutions.** 3 hours. Administrative procedures of correctional institutions with attention to the problems associated with the classification, care, and treatment of prisoners. Prerequisite: CJ100; or instructor’s permission.

**CJ260 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**CJ268 Internship and Field Experiences.** 1-5 hours.

**CJ270 Criminal Procedure.** 3 hours. Survey of criminal
procedure those stipulations that guide detention, arrest, pretrial, trial, conviction and corrections as well as other associated topics. The course forms a theoretical bridge between criminal and constitutional law. Prerequisites: CJ100 and CJ202; or instructor’s permission.

CJ290 Special Topics. 1-5 hours. Intermediate level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

CJ301 Constitutional Aspects of Criminal Justice. 3 hours. An examination of U.S. case law regarding the rights and privileges of criminal defendants with regard to electronic surveillance, entrapment, self-incrimination, plea bargaining, trial, double jeopardy, and sentencing. Prerequisite: CJ202; or instructor’s permission.

CJ304 Capital Punishment. 3 hours. This survey class will address moral, constitutional, and legal considerations as well as issues of application of capital punishment in the United States. Prerequisite: CJ202 or instructor’s permission.

CJ306 Serial Crime and Profiling. 3 hours. This course is about reconstructing the serial offender’s motives and intent by closely examining all evidence left by a perpetrator at a crime scene. This course is intended to provide students with the skills and information necessary to profile a broad array of serial crimes and will involve review and analysis of actual cases and crime scenes. Prerequisite: CJ202.

CJ308 American Constitutional Law and Judicial Process. 3 hours. Study of the leading American constitutional principles and major decisions of the Supreme Court. An analysis of the role played by judges and courts in public policy formation. Cross-listed with PS308. Prerequisite: PS101; or instructor’s permission.

CJ309 Law in American Society. 3 hours. A study of the role of law and legal institutions in the American system of justice. Cross-listed with PS309.

CJ314 Social Deviance. 3 hours. Sociological approaches to deviance are reviewed, and various forms of social deviance are examined as is the process involved in changing the status of a behavior from deviant to not and vice-versa. Cross-listed with SO314. Prerequisite: SO101.

CJ315 Criminology. 3 hours. The nature, extent, causes, control, and prevention of crime. Cross-listed with SO315.

CJ320 Women in Crime. 3 hours. An exploration of issues of gender in Criminal Justice, the course is broken into three components: women as perpetrators, women as victims, and women as practitioners in the affiliated fields of law enforcement.

CJ330 Principles of Public Administration. 3 hours. Introductory survey of public administration with reference to organization, personnel management, financial administration, and administrative process. Prerequisites: PS101 and Junior standing; or instructor’s permission.

CJ331 Social Science Research Methods. 3 hours. An introduction to research design, social measurement, analytic strategies and applied statistical techniques relevant to the interpretation of social phenomena. Prerequisites: MA103 with MA105 recommended.

CJ350 Policing in a Democracy. 3 hours. An examination of the relationship between law enforcement and American society with emphasis on the importance of police-community relations and the constitutional limits on law enforcement agencies.

CJ360 Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

CJ368 Internship and Field Experiences. 1-5 hours.

CJ390 Special Topics. 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

CJ480 Senior Thesis. 3 hours. (Capstone) Seminar in which students complete the research and writing of a senior thesis which must be successfully defended before the faculty of the Division of Social Sciences.

CMU-PREFIX (CMU)
Courses are listed alphabetically according to course prefixes.

CMU101 Freshman Survival Skills. 1 hour. A First-year orientation class designed to orient the student to university life and discuss adaptations and skills necessary for success at the university level.

CMU102 Freshman Survival Skills II. 0.5 to 1 Hour. The second part of the university orientation class, designed to prepare students for success by focusing on more discipline-specific issues.

CMU201 Introduction to Leadership. 1 hour. This interdisciplinary course provides an introduction to leadership principles and theories using a combination of case studies, historical perspectives, and personal experience with effective leaders. By the end of the course, students should understand individual and group leadership issues and be able to identify personal leadership qualities to apply in their lives. Prerequisite: Sophomore standing.

COMPUTER SCIENCE (CS)
Courses are listed alphabetically according to course prefixes.
CS121  Introduction to MS Office. 1 hour. Introduction to Windows. MS Word, MS Excel and MS PowerPoint, along with MS Outlook. This course is project-oriented with an eye towards outcomes-based objectives.

CS122AW  Computers in the Academic World. 1 hour. In depth coverage of Word, Excel and PowerPoint. Document integration between the software will be integral. Additionally, document creation, index creation, outline creation, etc. CS122 may be taken in more than one content area, but only two hours will count towards a degree.

CS122SC  Computers in Science. 1 hour. The use of computers and programmable/graphing calculator operation and their interfacing with scientific instrumentation. Students are introduced to writing and using Quick Basic programs. Significant attention is given to the use of Excel, Word, and PowerPoint in the collection, manipulation and presentation of scientific information. CS121 is a prerequisite (or a high school microcomputer applications course). CS122 may be taken in more than one content area, but only two hours will count towards a degree.

CS127  .NET 1 (formerly Structured Programming I). 4 hours. A study of structured programming using C++ #.NET including: introduction to the programming environment, algorithmic development, problem solving, and an introduction to data abstraction. Emphasis is placed on program design and documentation.

CS190  Special Topics. 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor's permission.

CS214  Web Page Design. 3 hours. An introduction to the fundamentals of web page design including such aspects as artistic qualities, eye-catching appearance, timeliness, ease-of-use, aesthetics, message communicated. Use of HTML to plan and create web pages that combines text, images, video, and sound. Advanced features including frame tags, frame layouts. Nesting tags, and effective use of frames. Cross-listed with CT214.

CS216  Web Programming. 3 hours. Students will learn the basics of web communication protocols and HTML file formats. Then students will write programs to submit web requests and process responses automatically. Several different web programs and web bots will be created during this class to illustrate the different techniques of web programming. Prerequisite: CS172.

CS231  Scientific Computer Programming. 3 hours. Introduction to the FORTRAN programming language and other languages with examples chosen from science and mathematics. Prerequisite: One programming course or division chair's permission.

CS236  Programming in Visual Basic. 3 hours. Program development using Visual Basic.NET. Topics include: language statements, Visual Basic objects in forms, menus, dialog boxes, multiple forms, file management, and accessing databases. A toolkit of objects such as buttons, text boxes, and labels are used to build programs.

CS237  Programming with Java. 3 hours. Students will learn to program using the Java language. They will explore the strengths and weaknesses of Java. Students will examine how to do input and output, branching and iteration, make calculations, save and execute Java programs. At the end of the course, students should be able to create various Java applications.

CS260  Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

CS268  Internship and Field Experiences. 1-5 hours.

CS271  .NET II (formerly Structured Programming II). 4 hours. Continuing the study of structured programming using C#.NET including: algorithmic development, problem solving, interfacing with databases, and an introduction to graphics. Emphasis is placed on program design and documentation. Prerequisite: CS172.

CS272  Survey of Programming Languages. 3 hours. This course will briefly look at six to eight languages, comparing and contrasting their strengths and weaknesses. Several structured languages like C++, Pascal, Java, and C# will be surveyed along with assembler, and AI languages like LISP or Prolog, and COBOL. Because of the brief treatment of each language, students are not expected to be proficient at any of the languages but should be able to recognize and understand code and the strengths and weaknesses of each language.

CS290  Special Topics. 1-5 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

CS321  Computer Architecture. 5 hours. A study of computer structure and machine language, assembly language, addressing techniques, File I/O, program segmentation, linkage, and interpretative routines. Prerequisite: CS271.

CS336  Database Systems and SQL. 3 hours. An introduction to database concepts, data models, database normalization, data description languages, query facilities, database security, data integrity and reliability, and SQL. Prerequisite: One programming course.

CS363  Digital Communications/Networking. 3 hours. A study of data communications, network structure design and architecture network standards and services using the
OSI model. Emphasis in NOVELL and NT architectures. Prerequisite: CS321.

CS368 Internship and Field Experiences. 1-5 hours.

CS370 Information Systems. 3 hours. Survey of the system development process and the role of information systems in business with emphasis on accounting information systems. Students will become familiar with the general role, structure, and control of the accounting information system. Cross-listed with AC370 and MG370. Prerequisite: Junior standing, BU225, or a course in programming.

CS371 Concepts of MIS. 3 hours. This course will investigate the system development cycle. Stress will be placed on system documentation describing process flow, data flows, data structures, file design, input and output, and program specification. A significant class project will illustrate concepts. Prerequisite: One programming course.

CS375 Game Programming. 3 hours. This course builds on content from prior computer science courses and incorporates programming fundamentals with the topics of graphics, animation, data structures, and web programming. Several game projects, from simple to more complex, will be examined and coded. Issues like player input, calculations, and presentation, along with real-time versus turn-based, will be discussed. Prerequisite: CS271.

CS390 Special Topics. 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

CS480 Senior Thesis. 3 hours. (Capstone) A course tailored to the individual student’s needs. Special projects will be used to extend the areas of interest. Prerequisite: Computer Science major with Senior standing.

COMMUNICATION STUDIES (CT)
Courses are listed alphabetically according to course prefixes.

CT101 Communication Skills. 3 hours. Study of the theory of speech communication with emphasis on the development of specific skills in the one-on-one and public speaking situations. Four semester weeks spent in speech lab. Required of all students.

CT201 Introduction to Public Relations. 3 hours. The study of public relations techniques. Students learn about generating positive publicity, the practice and distribution of press releases, and the role of media relations with print, radio, and television in corporate America.

CT212 Introduction to Cinema. 3 hours. Through experiencing, reading about, and discussing a series of films, the class studies the history of the film, the major film genres, and some of the important film directors. The class examines themes, impacts, and techniques in cinematic art. Fulfills “Fine Arts” requirements. Cross-listed with EN212.

CT214 Web Page Design. 3 hours. An introduction to the fundamentals of web page design including such aspects as artistic qualities, eye-catching appearance, timeliness, ease-of-use, aesthetics, and message communicated. Use of HTML to plan and create web pages that combines text, images, video and sound. Advanced features including frame tags, frame layout, nesting tags, and effective use of frames. Cross-listed with CS214.

CT306 Media Law and Contemporary Issues. 3 hours. An overview of the major tenets of media law including the First Amendment, libel and privacy, shield laws, copyrights and trademarks, and obscenity and indecency. The course will also differentiate between legal and ethical issues. Students will apply the legal and ethical foundations learned in class to making reasoned, defensible judgments on current media controversies. Prerequisite: Junior standing; or instructor’s permission.

CT320 Interpersonal & Intercultural Communication. 3 hours. A study of the different methods of analyzing the self and one-on-one relationships within the context of interpersonal communication. Application of theory, self- and relational analysis through written assignments and small group interaction.

CT330 Communication in the Business World. 3 hours. Study of communication in the business setting including making winning presentations, interviewing, small group processes, leadership skills, use of presentation software such as PowerPoint.

CT345 Group and Organizational Communication. 3 hours. A study of the methods and guidelines for use of communication in organizational settings such as intercompany meetings, panel discussions, symposia, and professional conferences. Course material will include information on definitions and approaches to organizational communication, and on group evaluation and improvement. Emphasis will be on the practical application of group communication theory.

CT260/360/460 Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

CT268/368/468 Internship and Field Experiences. 1-5 hours.

CT290/390/490 Special Topics. 1-5 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.
**ECONOMICS (EC)**

Courses are listed alphabetically according to course prefixes.

**EC122 Economics for Educators.** 3 hours. A survey course of Microeconomics, Macroeconomics, and the fundamentals of International Economics. It also includes techniques for teaching economics at the elementary and secondary levels.

**EC190 Special Topics.** 1-3 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**EC201 Macroeconomics.** 3 hours. Following an initial introduction to important general economic concepts, including demand and supply, the course examines the U.S. economy from a macroeconomic perspective. It includes an analysis of (1) how unemployment, inflation, and Gross Domestic Product are measured, (2) different theories of why the economy goes through cyclical fluctuations (recessions and booms) in the short-run, (3) long-run economic growth, and (4) the use of monetary and fiscal policies to stabilize the economy. Prerequisite: MA103 (or ACT Math subscore ≥ 20).

**EC202 Microeconomics.** 3 hours. Following an initial introduction to important general economic concepts, including demand and supply, the course examines the U.S. economy from a microeconomic perspective. It includes an analysis of (1) the theory of consumer behavior, (2) elasticity, (3) costs and supply, (4) market structure, (5) anti-trust law and regulation, and (6) factor markets. Prerequisite: MA103 (or ACT Math subscore ≥ 20.)

**EC260 Special Problems.** 1-3 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**EC268 Internship and Field Experiences.** 1-5 hours.

**EC290 Special Topics.** 1-3 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**EC311 Money, Credit, and Banking.** 3 hours. Examination of the role of money, financial markets, and financial intermediation in the American economy, with a particular focus on commercial banks. Includes an in-depth look at the money supply process and the Federal Reserve System. Prerequisites: EC201 and EC202.

**EC314 Managerial Economics.** 3 hours. Intermediate microeconomics with a focus on applications of Economics to decisions made by managers of a firm, including the concepts of demand analysis and forecasting, production and cost analysis, and pricing and output decisions. Prerequisite: EC202; or instructor’s permission.

**EC316 Intermediate Macroeconomics.** 3 hours. This course builds on the material covered in EC201. After reviewing basic macroeconomic concepts, it looks at different models of how the aggregate economy functions in both the short-run and the long-run (including Keynesian, monetarist, supply-side, and real business cycle models). It also looks at the use of monetary and fiscal policies to stabilize the economy. Prerequisites: EC201 and EC202.

**EC322 Comparative Economic and Political Systems.** 3 hours. An introduction to the comparative study of political systems. Attention is focused on the role of political culture as a determinant of political and economic development. Cross-listed with PS322. Prerequisite: EC201 or EC202.

**EC330 Law and Economics.** 3 hours. Use of the tools of micro-economic analysis to investigate the legal system of the United States. A variety of specific topics are covered, including property rights, contracts, family law, tort law, criminal law, anti-trust law, and regulation. Prerequisite: EC202; or instructor’s permission.

**EC347 International Economics.** 3 hours. Examination of the economic interdependence among the nations of the world. The first half of the semester covers the theory of international trade and explores such issues as why nations trade with one another, the results of such trade, and the consequences of interfering with free trade with tariffs and quotas. The second half covers international finance and focuses on the determination of exchange rates, the balance of payments, and the international transmission of business cycles. Prerequisites: EC201 and EC202.

**EC360 Special Problems.** 1-3 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**EC368 Internship and Field Experiences.** 1-5 hours.

**EC390 Special Topics.** 1-3 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**EDUCATION (ED)**

Courses are listed alphabetically according to course prefixes.

See related course listings under **Physical Education** (page 106) and **Special Education** (page 110).

**ED101 Introduction to Teaching.** 2 hours. A study of the historical, philosophical, legal, and social development of education in the United States with an emphasis on school organization and management, and the roles and
ED102 Introduction to Teaching Practicum. 1 hour. Applied experiences (12-18 clock hours) working with students in a classroom setting. Prerequisite: Concurrent enrollment in ED101.

ED103 Child Development. 2 hours. The study of the physical, motor, intellectual, social, and emotional development of the young child as well as the development of an intelligent philosophy of adult-child relationships. This course includes 10-12 clock hours of clinical experiences.

ED122 Education Technology. 2 hours. This course will introduce students to a number of current technologies, both hardware- and software-based, with the intent of enhancing the presentation of materials and the sharing and collaboration of information. The course will include material concerning related social, ethical, and legal issues surrounding technology.

ED204 Utilizing Family and Community Resources. 3 hours. The cooperation between home, school, and community to provide a supportive educational environment for the young child. Includes community exploration from an historical, philosophical, and social perspective; basic principles related to community resources; various child-rearing and parenting styles; and methods of utilizing and communicating with families and the community. Cultural and socioeconomic factors, and the realities of the changing family and variations among parent education program types are considered. Prerequisite: ED103.

ED206 Infant/Toddler Curriculum Methods and Materials. 2 hours. Introduction to various curriculum methods for children aged six weeks through two years. Current issues in infant/toddler care will be discussed. Prerequisites: ED103 and concurrent enrollment in ED207.

ED207 Infant/Toddler Curriculum Methods and Materials Practicum. 2 hours. The clinical experience (24-36 clock hours) includes observation of infants and toddlers and participation in planning and conducting learning experiences appropriate for infants and toddlers. Prerequisite: Concurrent enrollment in ED206.

ED260 Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor's permission.

ED290 Special Topics. 1-5 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor's permission.

ED303 Methods and Materials for Teaching Content Classes. 3 hours. Presents methods and materials for integrating social studies and science concepts required in elementary classrooms, including those identified as Show-Me Standards and Project Construct Goals by the Missouri Department of Elementary and Secondary Education. Prerequisites: ED315, ED326, ED327, successful passing of C-BASE exam, and concurrent enrollment in ED304.

ED304 Methods and Materials for Teaching Content Classes Practicum. 1 hour. This clinical experience (20 clock hours) includes observation and participation in planning, implementing, and documenting learning experiences in an elementary classroom. Attention is given to an integrated curricular approach. Prerequisites: ED315, ED326, ED327, successful passing of C-BASE exam, and concurrent enrollment in ED303.

ED308 Organization and Administration of Early Childhood Programs. 3 hours. (Capstone for Child Development only) The development and enhancement of strategies for developing, organizing, and administering quality early childhood programs. Prerequisite: ED330 and ED332.

ED313 Classroom and Behavior Management in the Middle and Secondary Classroom. 3 hours. This course is designed to acquaint pre-service middle-school and secondary-school teachers with strategies for classroom and behavior management. Students will address such topics as creating social relationships in the classroom, increasing student motivation, minimizing disruptive behavior, and understanding the effects of classroom management on behavior and learning.

ED314 History, Philosophy, and Curriculum of Middle-Level Education. 3 hours. Study of the historical background, philosophy, organization, and curriculum of middle-level education, including discussion of teaching techniques and practices that best serve middle-level students. Areas of emphasis are teaming, advisor/advisee programs and co-curricular, extra-curricular, and instructional methods. Prerequisites: ED101 and PY223.

ED315 Reading and Writing with Young Children. 4 hours. Basic foundations of reading development. Includes current research, theories, techniques, and materials that meet both individual and group needs in oral and written language. Emphasis on the integration of the language arts: reading, writing, speaking, and listening. Developing and sharing instructional methodology for diverse students is integral to this course. This course includes 8-10 clock hours of clinical experiences. Prerequisite: ED103.

ED318 Reading Assessment and Instruction. 3 hours. The study of formal and informal assessment as it relates to individual needs is a basic part of this course. Development of instructional plans with an emphasis on personalized reading strategies and continuous assessment is included. Prerequisites: ED315 or ED320, successful passing of C-
ED319  Reading Assessment and Instruction Practicum. 1 hour. This practicum (18 clock hours) provides opportunities for pre-service teachers to practice reading strategies with elementary students. Prerequisites: ED315 or ED320, successful passing of C-BASE exam, and concurrent enrollment in ED118.

ED320  Teaching Reading & Writing in the Middle School. 3 hours. The reading process and the application of reading and writing strategies in various content areas in the middle school. (May be taken concurrently with ED318/319).

ED324 Methods of Teaching Mathematics in the Elementary/Middle School. 3 hours. Methods of teaching mathematical concepts recommended by the National Council of Teachers of Mathematics as basic to an elementary and middle school curriculum. Based on research of learning theorists and successful classroom procedures. Includes mini-teaching experiences. Prerequisite: Successful passing of the C-BASE exam.

ED326 Children’s Literature. 3 hours. All genres of literature for children and adolescents are surveyed through synopses and reading of books by outstanding authors to acquaint the student with high-quality stories and poems for use with children and adolescents. Multicultural literature is emphasized and methods of using literature in the classroom as well as techniques of storytelling are also studied. Extensive reading and active participation in class discussion are essential for this course. This course includes a minimal amount of clinical experiences. Prerequisites: ED103 and concurrent enrollment in ED327.

ED327 Creative Arts. 3 hours. This course is designed to encourage observation, expression, and appreciation through creative activity while exploring music, drama, visual arts, and movement. Applied laboratory experiences are included. This course includes a minimal amount of clinical experiences. Prerequisites: ED103 and concurrent enrollment in ED326.

ED329 Emergent Language. 2 hours. Examination of the oral and written language development of the young child. Factors that facilitate or inhibit language development will be discussed. Attention will be given to the sampling, analysis, and evaluation of a language user. Prerequisite: ED103.

ED330 Curriculum Methods and Materials in Early Childhood Education. 2 hours. Introduction to various curriculum models for children aged three years through eight years. Early childhood education is explored from a historical and philosophical perspective. Current issues in the field are discussed. Prerequisites: ED103 and concurrent enrollment in ED331.

ED331 Curriculum Methods and Materials in Early Childhood Education Practicum. 1 hour. The clinical experience (24 clock hours) includes observation of children in an accredited early childhood program, participation in planning and conducting activities under the supervision of teachers, and the construction of various teaching aids appropriate for young children. Prerequisite: Concurrent enrollment in ED330.

ED332 Screening, Diagnosis, and Planning Instruction for Young Children. 2 hours. Introduction to various facets of assessing young children, including considerations of children who represent cultural, cognitive, and linguistic differences. Evaluation and administration of assessment instruments and interpretation of results, and educational recommendations are included. Prerequisites: ED103 and concurrent enrollment in ED333 and ED337.

ED333 Screening, Diagnosis, and Planning Instruction for Young Children Practicum. 1 hour. Laboratory (24 clock hours) experience in screening young children. Each student observes a child enrolled in an accredited or public school early childhood program for a semester and suggests developmentally appropriate goals for the child based on observation, assessments, and constructivist principles. Prerequisites: Concurrent enrollment in ED333 and ED337.

ED334 Early Childhood Practicum. 2 hours. (Capstone) An experiential (90+ clock hours) approach to observe and practice teaching strategies with preschool and kindergarten children in an accredited or public classroom. Prerequisites: ED103, and ED330/331 or ED332/333.

ED337 Curriculum Development. 2 hours. Development of early childhood curriculum. Includes examination of constructivist theory, and developmentally appropriate lesson planning that provides for the physical, social, emotional, creative, and cognitive growth of children. Prerequisites: ED103, ED330/331, and concurrent enrollment in ED332 and ED333.

ED340 Implementing Business Education. 3 hours. This course addresses information needed to plan, implement, and maintain Business Education programs. Prerequisite: Student must be admitted to Link 2 of the CMU Education Program or approved by instructor.

ED360 Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

ED369MU Elementary School Music Methods. 3 hours. Objectives, methods, and material of teaching music in elementary schools including singing, rhythmic, creative, and listening experiences. This course includes a minimal amount of clinical experiences. Prerequisite: Successful passing of the C-BASE exam.

ED370 Special Teaching Methods. Offered in each high
school teaching field. These courses consider methods, materials, and evaluation techniques based on current educational research and recommendations from the Missouri Department of Elementary and Secondary Education. These courses may not always be offered annually. Students should confer with their advisors to determine when these courses are offered and should develop their degree or certification plans accordingly. A minimal amount of clinical experience will be involved in the course. All require successful passing of the C-BASE exam before they may be taken. Offered as the following sections:

- **ED370BU The Teaching of Business in High School.** 2 hours. The problems, methods and materials of teaching business in the secondary schools. Prerequisite: Successful passing of the C-BASE exam.
- **ED370MA The Teaching of Mathematics in High School.** 2 hours. The problems, methods and materials of teaching Mathematics in the secondary schools. Prerequisite: Successful passing of the C-BASE exam.
- **ED370SC The Teaching of Science in High School and Middle School.** 2 hours. Discussion, reading and practical examination of objectives, methods and equipment used in teaching fields of science in secondary and middle schools.

**ED390 Special Topics.** 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor's permission.

**ED453 General Methods Teaching.** 4 hours. Expansion of the knowledge, skills, and competencies of pre-service educators. This course includes 30 clock hours of clinical experiences. Topics include successful teacher characteristics and behaviors, communication, classroom management assessment, job search preparation, and finalization of the pre-service portfolio. Prerequisites: ED 101/ED102, PY210, PY223, PY342/PY343 and successful passing of the C-BASE exam (Taken during student-teaching semester).

**ED461 Early Childhood Student Teaching.** 5 hours. (Capstone) Early Childhood Education majors are assigned to observe classroom teaching, to assist in teaching, and to prepare learning experiences in an infant/toddler, preschool, or kindergarten classroom. This course includes a minimum of 150 clock hours of clinical experiences.

**ED462 Supervised Student Teaching.** 8 hours. (Capstone) The purpose of this experience is to first observe and then apply professional knowledge and skills in concert with a professional educator. The student will gradually assume responsibilities for all classroom and school duties under the guidance of the classroom teacher and a college supervisor. This course includes 240-280 clock hours of clinical experiences.

**ED463 Supervised Student Teaching for Add-On Certification Endorsement.** 1 hours. An abbreviated student teaching experience designed to give senior-level students an opportunity to work and learn in a certification endorsement area. The student assumes responsibilities for all classroom and school duties under the guidance of the classroom teacher and a college supervisor. This course includes 40-80 clock hours of clinical experiences. Prerequisite: Successful passing of the C-BASE exam.

**ED471 Teaching Reading in the Secondary School.** 2 hours. This course provides a study of teaching and learning situations in secondary schools and the application of reading and writing strategies in various content areas. Emphasizes preparation of materials for the classroom. Prerequisite: Successful passing of the C-BASE exam.

**ED473 Senior Seminar.** 1 hour. This course is not required of all teacher education students. It provides an examination of key issues in curriculum and classroom management and introduces management models. It also examines the impact of gender bias, racism, and cultural diversity in the classroom.

### ENGLISH (EN)

Courses are listed alphabetically according to course prefixes.

**EN105 Introduction to World Literature.** 3 hours. Reading and critical discussion of selected masterworks of our literary heritage from ancient times through the Renaissance. A study of critical understanding, appreciation, and analyzing of masterworks of literature.

**EN106 Creative Writing.** 3 hours. This course is designed to introduce students to methods of composing fiction. It exposes students to narrative techniques, methods of characterization and a variety of narrative forms. By examining examples of stories, students will learn to discern elements of style and components such as word choice, syntax, rhythm, mood, tone, atmosphere and punctuation with an emphasis on achieving an “overall intended effect.” Students also develop skills in critiquing writing.

**NOTE:** Students may fulfill the General Education Language Skills requirement with one of two options: (A) EN110 College Composition I AND EN111 College Composition II or (B) EN120 College Composition I & II.

**EN110 College Composition I.** 3 hours. EN110 focuses on techniques of topic development, drafting, and revision to help students write clear, concise sentences, paragraphs, and essays. EN110 is also the study of grammar, syntax, and diction and their relationship to effective writing. Required of all freshman who do not take the EN120 option.
Must be taken during the first two semesters of enrollment.

**EN111 College Composition II.** 3 hours. EN111 continues the mastery of techniques of topic development, drafting, and revision but focuses more on developing organizational patterns (e.g. narration, process, comparison, definition, and cause and effect). Students will practice these patterns through writing several essays, including a research essay. EN111 is also the study of grammar, syntax, and diction and their relationship to effective writing. Required of all freshman who do not take the EN120 option. Prerequisite: Grade of C or better in EN110.

**EN120 College Composition I & II.** 3 hours. Required of all freshmen who do not take the EN110/EN111 option and prerequisite to all other courses in English, EN120 focuses students on learning to develop organizational patterns (e.g. narration, process, comparison, definition, and cause and effect). Students will practice these patterns through writing several essays, including a research essay. EN120 is also the study of grammar, syntax, and diction and their relationship to effective writing. Must be taken during the first two semesters of enrollment.

**EN190 Special Topics.** 1-5 hours. This is an introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**EN212 Introduction to Cinema.** 3 hours. The class examines themes, impacts, and techniques in cinematic art. Through experiencing, reading about, and discussing a series of films, the class studies the history of film, the major film genres, and some of the important film directors. Fulfills “Fine Arts” requirements. Cross-listed with CT212. Prerequisite: EN120 or EN110/EN111.

**EN216 Imaginative Writing.** 3 hours. This course explores students’ writing in creative forms, including short fiction, drama, and verse. Prerequisite: EN120 or EN110/EN111.

**EN222 Introduction to Literature.** 3 hours. This course examines ways of understanding the meaning of character in human life through the study of literature. Readings range from a Homeric epic, one of the fundamental sources of culture and literature in the Western world, to contemporary fiction, drama, and poetry which address issues of character. Cross-listed with CMU222. Prerequisite: EN120 or EN110/EN111.

**EN227 Literature and the Life of Faith.** 3 hours. This study of literature, medieval to modern, explores different perspectives on faith and doubt, spiritual struggle and growth, the meaning of a life of faith, and the relationship between faith and action. Students will develop their ability to read and analyze literature in four major genres: essay, fiction, poetry, and drama. Prerequisite: EN120 or EN110/EN111.

**EN228 Literature and the Family.** 3 hours. This study of literature explores familial relationships in all their joy, pain, and complexity. Readings represent a variety of cultural perspectives and of genres, including myths, poetry, fiction, and drama. Prerequisite: EN120 or EN110/EN111.

**EN229 Travel Literature.** 3 hours. A mix of classical and contemporary travel literature highlights the course readings. Students will read of the deliberate and accidental travels of such figures as sailors, slaves, explorers, and wanderers—literary figures who encounter the meeting of old and new cultures, of familiar and unfamiliar worlds. Prerequisite: EN120 or EN110/EN111.

**EN230 Topics in Regional Literature.** 3 hours. In this study of a specific regional literature such as (though not limited to) literature of Africa, the Caribbean, the Asian Subcontinent, Canada, Ireland, the American South, or the American West, students will explore distinct historical and geographical regions and the literary voices distinguishing those regions (and their noted authors) from mainstream British and American literary trends and movements. Prerequisite: EN120 or EN110/EN111. May be repeated for credit as topic changes.

**EN231 Literature and Medicine.** 3 hours. Students explore modern and contemporary literary portrayals of illness (and medical practitioners) and various representations of illness as well as individual artists’ significant insight into the modern psyche by way of illness, some works suggesting that illness is a metaphor for modern man’s loss of hope, purpose, direction, and sympathy. Some works may romanticize illness, suggesting that through illness people often allegedly experience or gain a deeper humanity. Prerequisite: EN120 or EN110/EN111.

**EN260 Special Problems.** 1-5 hours. This is an independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**EN268 Internship and Field Experiences.** 1-5 hours.

**EN290 Special Topics.** 1-5 hours. This is an intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**EN305 Expository Writing.** 3 hours. This advanced course in composition is designed to relate to the specific needs and interests of upper-level students with an emphasis on argumentation and research skills. Either EN305 or EN306 is required of all students. Prerequisites: EN120 (or EN110/EN111) and Junior standing.

**EN306 Technical Writing.** 3 hours. This advanced course in composition is designed to relate to the specific needs and interests of upper-level students in technical fields with an emphasis on work-related forms. Either EN305 or EN306 is required of all students. Prerequisites: EN120 (or
EN110/111) and Junior standing.

EN311 Modern Grammar. 3 hours. This is a study of the way the English language functions. Prerequisites: EN120 (or EN110/EN111) and Sophomore standing.

EN312 History of the English Language. 3 hours. Students explore the historical development of the language. Prerequisites: EN120 (or EN110/EN111) and Sophomore standing.

EN323 Literature of the United States: Colonial America to Whitman. 3 hours. This is a study of the poetry, prose, and drama of this period. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN324 Literature of the United States: Realism to 1945. 3 hours. This is a study of the poetry, prose, and drama of this period. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN329 Contemporary American Literature. 3 hours. This is a study of American literature since 1945 with special consideration for literature of adolescents and ethnic groups. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN331 English Literature: Beginnings to 1660. 3 hours. This is a study of English literature from the Anglo-Saxon period through 1660. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN335 Shakespeare. 3 hours. This is a study of William Shakespeare’s major histories, tragedies, and comedies. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN340 British Literature from 1660 to 1830. 3 hours. This is a study of the poetry, prose, and drama of this period. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN342 British Literature from 1830 to 1900. 3 hours. This is a study of the poetry, prose, and drama of this period. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN345 Topics in the Novel. 3 hours. This is a survey of the English-language novel. Prerequisites: EN120 (or EN110/EN111) and any 200-level English literature class.

EN347 British Literature after 1900. 3 hours. This is a study of the poetry, prose, and drama of this period with emphasis on post-colonial developments in English-language literature. Prerequisite: EN120 (or EN110/EN111) and any 200-level English literature class.

EN360 Special Problems. 1-5 hours. This is an independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

EN368 Internship and Field Experiences. 1-5 hours.

EN390 Special Topics. 1-5 hours. This is an advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

EN409 Writing Practicum. 3 hours. This course requires students to write and to evaluate the writing of others in order to promote an understanding of the writing process, to develop a better sense of syntax and voice, and to improve the ability to recognize common mechanical errors. Prerequisites: EN120 (or EN110/EN111); student must be seeking teacher certification in English; Junior or Senior standing.

EN410 Senior Thesis. 1 hour. (Capstone) Students will write an exit paper concerning their close reading of a short text (poem, short story, one-act play) that they have not studied in a class. At least one week before the end of the semester, students will present their papers to the English faculty at an oral defense. Enrollment is restricted to seniors earning a BA in English or a BS in Middle School Language Arts.

EN460 Special Problems. 1-5 hours. This is an independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

ENTREPRENEURSHIP (ET) Courses are listed alphabetically according to course prefixes.

See related course listings under Business (page 90), Finance (page 101), International Business (page 102), Management (page 103), and Marketing (page 104).

ET275 Students in Free Enterprise (SIFE). 3 hours. Students will participate in the SIFE program in developing and implementing programs to inform the community about the free enterprise system.

ET375 Small Business Management. 3 hours. Characteristics of the entrepreneur, methods of starting and running a self-owned business, and an awareness of the legal, financial, marketing, and personnel problems of the entrepreneur. Prerequisite: Sophomore standing.

ET475 Entrepreneurship. 3 hours. This course will focus on the identification, development, and growth of the entrepreneur and the firm within the free enterprise system.
Students will explore small business in terms of risk, difficulties, achievement, orientation, rewards, and satisfaction. Operating problems within selected business opportunities at varying stages of growth and development will be discussed. Students will have the opportunity to interact with entrepreneurs in the classroom and in the actual work environment. Prerequisites: BU110 or ET375, and Junior standing.

**FINANCE (FB)**
Courses are listed alphabetically according to course prefixes.

See related course listings under Business (page 90), Entrepreneurship (page 100), International Business (page 102), Management (page 103), and Marketing (page 104).

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

**FB345  Investment Analysis.** 3 hours. Study of the valuation of various investment securities, including corporate bonds, preferred and common stocks, stock options, warrants, and rights. A section on personal money management will be included. Prerequisites: AC201, and EC201 or EC202.

**FB351  Business Finance.** 3 hours. Study of the concepts and techniques involved in providing funds for a business organization. Topics include the evaluation of decisions involving the acquisition of assets (capital budgeting), working capital management, financial ratio analysis, sources of funds and the cost of capital. Prerequisites: AC201, and EC201 or EC202.

**GEOLOGY (GL)**
Courses are listed alphabetically according to course prefixes.

**GL101  Physical Geology.** 4 hours. A study of minerals, rocks, composition of and changes of the Earth. Basic principles concerning plate tectonics, rock cycles, ground and ground-water pollution, glaciers, and geologic resources will be studied. 3 lectures and 2 laboratory hours. Not a prerequisite for GL102.

**GL102  Historical Geology.** 4 hours. A study of the history of the Earth. It deals with fossilization and types of fossils. Detail is given to the Geologic Time Table and the fossilized plants and animals that are representative of the various geologic ages. Not a prerequisite for GL101.

**GERMAN (GR)**
Courses are listed alphabetically according to course prefixes.

**GR101  Elementary German I.** 4 hours. Beginning course. An introduction to current German including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. Introduction to German culture. No prior German required.

**GR102  Intermediate German.** 4 hours. A continuation of GR101 to current German including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. Introduction to German culture. Prerequisite: GR101; or instructor’s permission.

**HISTORY (HI)**
Courses are listed alphabetically according to course prefixes.

**HI101  World History I.** 3 hours. A survey from early Mesopotamian and Egyptian civilizations to the 17th century. Topics include Classical Greece and Rome; Judaism, Christianity and Islam; the feudal age in Europe, Asia, and Africa; the commercial revolution; the Renaissance; and the Protestant Revolt.

**HI102  World History II.** 3 hours. A survey from the 17th century (century of genius) to the present. Topics include the liberal revolutions in England, America, and France; the impact of science and Social Darwinism; the industrial revolution; democratization; World Wars I - II; the communist revolutions in Russia and China; the post-colonial Third World; and modern thought and expression.

**HI103  Introduction to Missouri Civics.** 1 hour. An introduction to the Missouri Constitution, state political institutions, and processes. This course will fulfill the Missouri State Civics requirement for transfer students who have completed course work from a non-Missouri institution in American Government or a Survey of American History I or an equivalent course which covers the U.S. Constitution. Cross-listed with PS103. Prerequisite: American Government or American History I at an out-of-state institution.

**HI117  Development of the United States I.** 3 hours. A survey from settlement to the end of Reconstruction (1877). Topics include basic institutions (family, religion, education, politics and economics); the causes of the American Revolution; democratization; the U.S. Constitution; development of political parties; the causes of the Civil War;
and the changing status of African-Americans. Fulfills the state civics requirement.

HI118 Development of the United States II. 3 hours. A survey from Reconstruction to the present. Topics include: basic institutions (family, religion, education, politics, and economics); the transition from an isolationist regional power to an inter-nationalistic world power; the decline of laissez-faire; democratization; recent constitutional interpretation; and the changing status of African-Americans. Fulfills the state civics requirement.

HI204 World Cultures. 3 hours. A survey of western and non-western world cultures using anthropological and historical perspectives. Special emphasis on sample groups in Africa, India, and Asia. Cross-listed with SO204.

HI205 World Geography. 3 hours. An examination of major traditions: physical geography, historical-cultural geography, and location geography. Atlas work required.

HI307 The History and Politics of Missouri. 3 hours. A survey of the social, economic, intellectual, and political history of Missouri from prehistory to the twentieth century. Fulfills the state civics requirement. Cross-listed with PS307. Prerequisite: Junior standing.

HI340 Teaching with Historic Places. 3 hours. A multi-dimensional study of historic places for use in the social studies classroom to understand history, historical change, and cultural continuity. Cross-listed with HI340. Prerequisites: Junior standing, and HI117 or HI118.

HI354 The Vietnam War: An International History. 3 hours. Vietnam was America’s longest war. This class examines that war and all of its ramifications. Covering the early history of Vietnam, to the years after the Vietnam War, the class places America’s Southeast Asian conflict within a larger global framework.

INTERNATIONAL BUSINESS (IB) Courses are listed alphabetically according to course prefixes.

See related course listings under Business (page 90), Entrepreneurship (page 100), Finance (page 101), Management (page 103), and Marketing (page 104).

IB376 International Business. 3 hours. Introduction and overview of international business as it has evolved to the present time. Coverage includes the evolution of international business structure, processes utilized by international and multi-national businesses, and the effect of national policy on international business. Particular attention will be devoted to evaluating how culture, language, political, and legal issues impact management policy and decision-making. The course also explores the role of mid-size firms in the international market.

Prerequisites: MK330 and EC201.

MATHEMATICS (MA) Courses are listed alphabetically according to course prefixes.

MA101 Algebra for College Students I. 3 hours. A university common core Math course in the study of operations on real numbers and algebraic expressions, polynomials, factoring, radicals and rational exponents and graphs functions and models from a problem-solving perspective. All students having an ACT Math subscore 19 or below are required to take this course. This course does not count toward the analytical skills general education requirement. Successfully completing this course with a grade of C or better and then passing MA102 Algebra for College Students II satisfies the Math literacy common core competency requirements and is equivalent to passing MA103 College Algebra.

MA102 Algebra for College Students II. 3 hours. A university common core Math course which is a continuation of MA101 Algebra for College Students I with emphasis on graphs and functions, matrices, and analytical geometry from a problem-solving perspective. Successfully completing this course with a grade of C or better satisfies the Math literacy common core competency requirements and is equivalent to passing MA103 College Algebra. Prerequisite: A grade of C or better in MA101.

MA103 College Algebra. 3 hours. A study of equations and inequalities, functions and graphs, and systems of equations and inequalities. Prerequisite: ACT Math subscore ≥ 20.

MA104 Analytic Trigonometry. 3 hours. Theory and application of the trigonometric functions. Primarily for students preparing for Calculus or Physics. Prerequisite: MA103 (or MA101/MA102).

MA105 Elementary Statistics. 3 hours. An introduction to basic statistical procedures with application to all areas. Prerequisite: ACT Math subscore ≥ 20 (or MA101/MA102).

MA106 Probabilities and Statistics. Methods for visual presentation of data, measures of central tendency, measures of variation, introduction to probability, counting methods and advanced probability, normal distribution, binomial distribution, inferential statistics and hypothesis testing, regression and correlation, and Chi-Square and F distributions. Pre-requisite: MA103 or above.

MA107 Discrete Mathematics. 3 hours. Introduction to discrete mathematics topics including but not limited to counting methods, linear programming, graph theory, recursion, iteration, and induction.
MA108 **Finite Mathematics.** 3 hours. Finite Mathematics is designed to introduce students to concepts of mathematics that are relevant to business and social science applications. This includes topics such as systems and equations relate to matrices, linear inequalities and linear programming, basic set theory, probability, measures of central tendency and dispersion, and counting techniques, permutations, and combinations. Pre-requisite: College Algebra.

MA112 **Selected Topics in Calculus.** 3 hours. An introduction to the basic concepts of calculus with business and social science applications. Prerequisite: One and one-half years of high school algebra or MA103. Not open to students having credit in MA118 or equivalent.

MA118 **Calculus and Analytic Geometry I.** 5 hours. The differentiation and integration of algebraic functions and transcendental functions of a single variable, and an introduction to analytic geometry. Prerequisites: A minimum of one and one-half years of high school algebra (or MA103) and one semester of high school trigonometry (or MA104). Students having MA112 credit receive 3 hours for this course.

MA190 **Special Topics.** 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

MA209 **Calculus and Analytic Geometry II.** 5 hours. Applications of integration, the differentiation and integration of transcendental functions, and topics in analytic geometry. Prerequisite: MA118.

MA224 **Mathematics for Elementary and Middle Grade Teachers.** 4 hours. Mathematics central to a comprehensive elementary and middle school mathematics curriculum in a problem-solving context. Includes the development of the real numbers as a mathematical system and an informal introduction to geometric concepts.

MA260 **Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

MA268 **Internship and Field Experiences.** 1-5 hours.

MA290 **Special Topics.** 1-5 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

MA303 **History of Mathematics.** 3 hours. A study of the history of mathematics. Prerequisite: MA112 or MA118; or instructor’s permission.

MA308 **Calculus and Analytic Geometry III.** 5 hours. The calculus of several variables, solid analytic geometry, and series. Prerequisite: MA209.

MA315 **Differential Equations.** 3 hours. The study of ordinary differential equations using operational, transform and/or series methods, with selected applications. Prerequisite: MA308.

MA317 **Modern Algebra.** 4 hours. Topics from number theory, groups, rings, integral domains, and fields. Prerequisite: MA209.

MA318 **Matrices and Linear Algebra.** 3 hours. An introduction to matrix algebra and vector fields, with applications. Prerequisite: MA118 or MA112.

MA319 **College Geometry.** 4 hours. Depending upon the needs of the student, the course may include modern college geometry, non-Euclidean geometry, or projective geometry. Prerequisite: MA118 or MA112 or permission of the instructor and regional site coordinator.

MA320 **Writing Mathematical Documents.** This course concerns creating mathematical documents. Students will learn to read and write in the language of mathematics, including all symbols and notations commonly found in the field of mathematics, by creating original documents and interpreting and replicating existing documents. Prerequisites: MA118 and MA209 or equivalent; or instructor’s permission.

MA321 **Introduction to Real Analysis.** 3 hours. Students will study the real number system, limits, sequences, series, and convergence; completeness; limits and continuity; and selected topics from differentiation and integration theory. Prerequisites: MA118, MA209, and MA308 or equivalents.

MA364 **Undergraduate Research.** 1-5 hours.

MA368 **Internship and Field Experiences.** 1-5 hours.

MA390 **Special Topics.** 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

MA460 **Special Problems.** 1-5 hours. *(Capstone)* Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**MANAGEMENT (MG)**

Courses are listed alphabetically according to course prefixes.

See related course listings under *Business* (page 90), *Entrepreneurship* (page 100), *Finance* (page 101), *International Business* (page 102), and *Marketing* (page 104).

**MG354 Principles of Management.** 3 hours. Knowledge, roles, responsibilities, and skills required of modern managers with emphasis on bureaucracy, decision-
making authority, social responsibility, specialization, leadership, and problem-solving. Prerequisite: Sophomore standing.

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

MG365 Organizational Theory. 3 hours. Knowledge and skills to study organizations as a whole entity and to recognize needed changes to improve effectiveness and performance. An examination of complex, formal organizations as systems linked into an environment. A focus on organization goals, structure, internal processes, job design, and degree of centralization and formality. Prerequisite: MG356 and Junior standing.

MG370 Management Information Systems. 3 hours. The role of information systems in business and the immense effects of globalization of trade and the growth of the Internet. Emphasis is placed on creating a competitive advantage and providing useful products and services to customers. Students will become familiar with the general role of information systems, the technical background involved with information systems, the building of systems, and the management and support of systems. Cross-listed with AC370/CS370. Prerequisites: Junior standing, BU225, or a course in programming.

MG477 Production/Operations Management. 3 hours. Knowledge, roles, responsibilities, and skills required of modern operations managers. An emphasis is placed on production planning, scheduling, forecasting, and programming. Prerequisite: MG354 or MG356, and either MA103 or 2 years of algebra in high school.

MARKETING (MK)
Courses are listed alphabetically according to course prefixes.

See related course listings under Business (page 90), Entrepreneurship (page 100), Finance (page 101), International Business (page 102), and Management (page 103).

MK235 Consumer Behavior. 3 hours. Consumer behavior is the study of when, why, how, and where people do or do not buy products. It blends elements from psychology, sociology, social anthropology, and economics. It attempts to understand the buyer decision-making process, both individually and in groups. It studies characteristics of individual consumers such as demographics and behavioral variables in an attempt to understand people’s wants. It also tries to assess influences on the consumer from groups such as family, friends, reference groups, and society in general. The course also looks at misbehavior by both consumers and firms as well as the ethics of marketing.

MK330 Marketing. 3 hours. Concepts and techniques involved in marketing products and services to consumers and industrial users. Topics include the role of marketing, the selection of marketing targets, product planning, channels of distribution, product promotion, and pricing. Prerequisite: Sophomore standing or higher.

MK339 Sales Management. 3 hours. Effective tools and techniques employed by salespeople and field sales managers including psychology of selling, use of research, personal time management, and the motivation and evaluation of salespeople. It includes student role-playing of selling situations. Prerequisite: MK330.

MK366 Advertising. 3 hours. Hands-on approach to the advertising campaign and the utilization of marketing research for the development of creative concepts and strategy. Emphasis is placed on problem-solving and the production of copy and visuals as well as the refinement of presentation skills. Prerequisite: MK330.

MK378 Marketing Research. 3 hours. Study of marketing research theory and practice and their real world application to small and large businesses. Includes case studies of contemporary ideas in marketing research and their execution. Emphasis on hands-on work with reviews and suggested revision of marketing plans of local businesses. Prerequisite: MK330 and MA105.

MK430 Strategic Marketing. 3 hours. An in-depth analysis of the quantitative and qualitative factors involved in the management of the marketing function and adapting to the new economy. An overall emphasis on customer relationship management, technology and the internet, brand building, and global marketing. Value-based marketing and managing profits, performance, and accountability of a business are also emphasized. Students will develop a sample marketing plan for review by a marketing professional. Prerequisites: MK330 and Junior standing.

MUSIC (MU)
Courses are listed alphabetically according to course prefixes.

MU188 Music Appreciation - The World of Music. 3 hours. Designed to serve the cultural interests of students not concentrating in music. Lectures and assigned readings are supplemented by recorded music. No credit toward a major in Music. Fulfills “Fine Arts” requirement.

NURSING (NU)
Courses are listed alphabetically according to course prefixes.
prefixes.

**NU300 Adaptation Nursing.** 1 hour. This course introduces the student to the adaptation framework. The four modes of adaptation are explored with the focus on the individual student who explores his/her own adaptation level. The framework is applied to health restoration, maintenance, and enhancement of nursing interventions with a focus on wellness.

**NU301 Physical Assessment.** 2 hours. This course introduces the student to physical assessment using the adaptation nursing model. The four modes of adaptation are explored with the focus on psychosocial needs identified through interview skills and on physiologic needs identified through physical assessment skills. 3 lecture/lab hours.

**NU303 Research in Nursing.** 3 hours. Introduction to research in the discipline of nursing. Topics include elements of the research process, examination of research design, development of research proposals, and application of the research process in the clinical area. 3 lecture hours. Prerequisite: Concurrent enrollment in MA105.

**NU306 End-of-Life Care.** 3 hours. This course introduces the student to the theoretical foundations of end-of-life care. Through the use of a caring model which focuses on culturally sensitive communication processes, the nurse becomes a facilitator of holistic, patient-centered care for the terminally ill patient and family.

**NU315 APA Format and Research Databases.** 1 hour. This course focuses on writing research papers in the RN-BSN program. Areas highlighted will include Smiley Memorial Library services (online and print) and use of APA format when writing.

**NU320 Adaptation Nursing in the Community.** 4 hours. This course focuses on the inter-relationship of community health principles and adaptation nursing. Lecture and seminar topics include community assessment, family assessment and dynamics, role and function of the community health nurse, crisis intervention, epidemiology, legal/ethical issues of practice, economics of community/home health agencies, and patient education. Application of theory content will be through exercises designed to demonstrate clinical understanding of public health nursing. Prerequisite: NU301. 3 lecture hours, 1 clinical hour.

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

**NU361 Gerontology I.** 3 hours. The focus of this course is on theories, concepts, and issues related to aging with specific consideration to how these affect current and projected increases in the elderly population. Individual, social, and political implications of the culturally complex nature of these populations are integrated throughout the lessons.

**NU362 Gerontology II.** 3 hours. The focus of this course is to build on the concepts of Gerontology I. Content includes physiology of aging, cognitive changes, cultural dimensions, wellness, environmental concerns, stress, nutrition, dementia, and polypharmacy.

**NU363 Senior Housing.** 3 hours. This course focuses on the historical and philosophical issues related to housing of senior citizens in American society. Case studies utilize critical thinking skills to find solutions to the housing needs of this diverse and growing population.

**NU364 Hospice.** 3 hours. This course is an introduction to the concepts and issues related to hospice nursing. Topics include the philosophy and history of the hospice movement, standards of nursing care, communication, family dynamics, spirituality, and professional self-care.

**NU365 Cardiopulmonary Aspects of Health Care.** 3 hours. Education and care of clients with cardiopulmonary problems.

**NU366 Home Health.** 3 hours. This course is designed to introduce the undergraduate nursing student to the transition of patient care from the institution to the home. The role of the home health nurse is analyzed in relation to health promotion, health restoration, and disease prevention in providing care in the home setting. Through utilization of the nursing process, an emphasis is placed on nursing care and services using levels of health care and levels of prevention.

**NU369 Rural Health.** 3 credit hours. This course focuses on health issues from a rural health perspective. Content includes a study of the multifaceted dimensions of health, illness, the health care delivery system, populations with special needs, occupational accidents, and health beliefs of rural residents. Also included is information from a U.S. and international viewpoint.

**NU450 Integrated Concepts of Adaptation Nursing.** 6 hours. This course builds on the concepts of Nursing 300, 301, 302, 303, and allows the student the opportunity to apply these concepts through an individualized nursing practice under the supervision of a faculty advisor and a clinical advisor. The student will be required to develop a specific set of learning objectives for the selected area of clinical practice. This flexible approach to learning allows the student the opportunity to develop expertise in a selected area of practice. Students must pass the practical, written, and oral components of this course to graduate. Prerequisites: AH330, NU300, NU301, NU303, NU320, NU325, and NU455.
NU455  Professional Issues, Leadership, and Management  3 hours. This course prepares the student for the expanded role as nurse leader/manager. Lectures and seminars focus on management theories, leadership style, change theory, interpersonal and inter-professional relationships, and current issues/trends in practice and education.

NU457  Issues and Trends in Pharmacology  3 hours. This course focuses on special topics and pertinent issues related to pharmacotherapeutics and pharmacoeconomics. Also explored are the interaction among health, culture, and disease and alternative and complementary biocultural approaches to contemporary health problems. An additional focus is on the utilization of allopathic, osteopathic, biomedical, and pharmacological traditions in the treatment of disease.

NU360/460  Special Problems.  1-3 hours each semester. A directed, independent study program on a topic of special interest to the student and approved and guided by an instructor. Prerequisite: approval of the project by the instructor.

NU390/490  Special Topics. 1-3 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

PHYSICS (PH)

Courses are listed alphabetically according to course prefixes.

PH111  General Physics I.  4 hours. A survey of Physics including an introduction to mechanics, thermodynamics, fluids, wave characteristics, and sound. 3 lectures, 2 laboratory hours.

PH112  General Physics II.  4 hours. A survey of Physics including an introduction to electricity, wave characteristics, optics, and nuclear structure. 3 lectures, 2 laboratory hours. Prerequisite: PH111; or instructor’s permission.

PH205  Calculus Physics I.  5 hours. A unified survey of physics including an introduction to mechanics, thermodynamics, fluids and acoustics. This course is presented at the mathematical level of calculus. 4 lectures, 2 laboratory hours. Prerequisite: Completion of/or concurrent enrollment in MA118.

PHILOSOPHY (PL)

Courses are listed alphabetically according to course prefixes.

PL101  Introduction to Logic.  3 hours. Introduction to the study of logic. Attention is given to both the analysis of formal arguments and the examination of arguments in ordinary language. Special attention is given to induction and informal fallacies.

PL105  Introduction to Philosophy.  3 hours. The nature of philosophy and its methods; the problems of knowledge, reality, ethics, aesthetics and religion.

PL303  History of Philosophy I.  3 hours. This is a comprehensive survey of the philosophical ideas and thought systems of Europe which have influenced our conceptions of experience and reality. Emphasis is on the contributions of the Greeks and on the contributions of medieval thought. Prerequisite: PL105.

PL304  History of Philosophy II.  3 hours. This is a comprehensive survey of the philosophical ideas and thought systems of Europe which have influenced our conceptions of experience and reality. Emphasis is on the modern and contemporary development of rationalism, empiricism, idealism, process philosophy, existentialism, logical positivism, and linguistic analysis. Prerequisite: PL105 or Junior standing.

PL306  Ethics and the Professions.  3 hours. After an introduction to ethics, ethical theories, and the art of critical thinking about ethical issues, students will examine ethical
issues specific to their chosen professions. Emphasis in the past has been on ethics and the sciences (medicine, experimentation, genetics), the environment (corporation vs. individual rights, responsibilities to animals and to the environment), and philosophy of law (justice, equality, rights, responsibility, and punishment). Emphasis is on case studies. Prerequisite: Sophomore standing.

PL310 Ethics and Leadership. 3 hours. Leadership uninform by character is likely empty at best and disastrous at worst. Thus, the course will examine leadership styles and the ethics of leadership as a consequence of or a derivative of adequate character and a strong sense of personal responsibility. The course will examine “good,” Relativism, the relation of character and virtue, leadership responsibilities, and personal responsibility. Prerequisite: Sophomore standing.

PL314 World Religions Today. 3 hours. This is a study of the theoretical, practical, and sociological expressions of religions, including Hinduism, Buddhism, Chinese religions, Judaism, Christianity, and Islam. Cross-listed with RL314. Prerequisites: RL122.

PL325 Philosophy of Religion. 3 hours. This is a study of the nature of religion and of the relation of philosophy to theology. Attention is given to such problems as the existence of God, knowledge of God, faith, religious language, evil, immortality, and eschatology. Cross-listed with RL325. Prerequisite: RL122.

POLITICAL SCIENCE (PS)
Courses are listed alphabetically according to course prefixes.

PS101 Introduction to American National State and Local Government. 3 hours. A study of the structure and functions of national, state, and local government. This course applies toward fulfilling secondary teaching certification requirements in the Social Sciences.

PS103 Introduction to Missouri Civics. 1 hour. An introduction to the Missouri Constitution, state political institutions, and processes. This course will fulfill the Missouri State Civics requirement for transfer students who have completed coursework from a non-Missouri institution in American Government or a Survey of American History I or an equivalent course which covers the U.S. Constitution. Cross-listed with HI103. Prerequisite: American Government or American History I at an out-of-state institution.

PS200 International Problems and Relations. 3 hours. Introduction to principles of international affairs, including theory and methodology of world politics, nature of power and its control, competition and cooperation among nations.

PS307 The History and Politics of Missouri. 3 hours. A survey of the social, economic, intellectual, and political history of Missouri from prehistory to the twentieth century. Fulfills the state civics requirement. Cross-listed with HI307. Prerequisite: Junior standing.

PS308 American Constitutional Law and the Judicial Process. 3 hours. Study of the leading American constitutional principles and major decisions of the Supreme Court. An analysis of the role played by judges and courts in public policy formation. Prerequisite: PS101; or instructor’s permission.

PS309 Law in American Society. 3 hours. A study of the role of law and legal institutions in the American system of justice. Cross-listed with CJ309.

PS318 American Legislative Politics. 3 hours. A detailed examination of current research into the structure and function of American legislative institutions at the national, state and local levels. Prerequisite: PS101 or instructor’s permission.

PS319 The American Presidency, Past and Present. 3 hours. An analysis of the evolution and contemporary operation of the office of the presidency with special emphasis on the administrations of selected presidents. Cross-listed with HI319. Prerequisites: PS101 or instructor’s permission.

PS322 Comparative Economic and Political Systems. 3 hours. An introduction to the comparative study of political systems. Attention is focused on the role of political culture as a determinant of political and economic development. Cross-listed with EC322. Prerequisite: EC201 or EC202.

PS330 Principles of Public Administration. 3 hours. A survey of Public Administration with reference to organization, personnel management, financial administration, and administrative process. Prerequisites: PS101 and Junior standing; or instructor’s permission.

PS331 Research Design and Data Analysis in the Social Sciences. 3 hours. An introduction to research design, social measurement, analytic strategies, and applied statistical techniques relevant to the interpretation of social phenomena. Cross-listed as PY331. Prerequisites: MA103 with MA105 recommended.

PS333 Public Policy Analysis. 3 hours. An introduction to the tools of the public policy planner and budget analyst with emphasis on the role of policy analysis in program design, implementation, and review.

PS334 Applied Quantitative Data Analysis in the Social Sciences. 3 hours. A study of the application of quantitative analytic techniques to data in the Social Sciences. Cross-listed as PY334. Prerequisite: MA105; or instructor’s permission.
PS260/360/390 Special Problems. 1-3 hours. A directed, independent study program on a topic of special interest to the student and approved and guided by an instructor. Prerequisite: approval of the project by the instructor.

PS290/390/490 Special Topics. 1-3 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

PS368/468 Internship/Field Experiences. 1-5 hours. Prerequisite: Junior or Senior standing.

PSYCHOLOGY (PY)
Courses are listed alphabetically according to course prefixes.

PY101 General Psychology. 3 hours. A survey of many factors that influence behavior and the techniques that psychologists use to study these factors. Major topics include heredity and physiology; development; learning and thinking; motivation and emotion; personality; and psychological adjustment, disorders, and treatment.

PY190 Special Topics. 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

PY204 Experimental Psychology. 3 hours. An introduction to the basic process of conducting psychological research. Special attention will be focused on experimental methodology, the analysis and interpretation of data, and scientific report-writing. A practical goal for the course is to provide students with the analytic and conceptual skills necessary to read and critically evaluate professional journal articles.

PY210 Educational Psychology. 3 hours. Introduction of general psychological theories to the prospective elementary and secondary teacher. There is a brief introduction to developmental stages, learning theories, individual differences and motivation, with application to the classroom in teaching methods, content presentation, and evaluation procedures. (PY210 cannot be counted for Psychology credit in the degree programs of Psychology majors or minors without the written permission of the chair of the Division of Social Sciences.)

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

PY223 Developmental Psychology. 3 hours. An examination of various aspects of physical, cognitive, and psychosocial development from conception through late adulthood. Emphasis is placed on child and adolescent development. Prerequisite: PY101 or PY210.

PY260 Special Problems. 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

PY268 Internship and Field Experiences. 1-5 hours.

PY290 Special Topics. 1-5 hours. Intermediate-level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

PY301 Abnormal Psychology. 3 hours. A study of the causes and treatments of behavior disorders. Special attention is given to relevant diagnostic and legal issues. Prerequisite: PY101.

PY308 Personality. 3 hours. An examination of the major theoretical paradigms and research studies pertaining to the human personality. Psychodynamic, existential, humanistic, trait, social learning, and narrative approaches to understanding personality dynamics are reviewed. Prerequisite: PY101.

PY315 Sport and Exercise Psychology. 3 hours. This course will examine the psychological principles and techniques that are applied to sport performance and other fields of achievement (exercise and wellness, music, and academics). Special attention will be given to team cohesion, psychological aspects of injury and rehabilitation, youth sport, and athletic career termination issues.

PY321 Family Relationships and Values. 3 hours. A study of interpersonal relations in courtship and marriage across cultures, with an emphasis on the currently changing values in the United States. There will be a focus on cultural, social, cognitive, and emotional bases of intimacy, commitment, and family roles. Cross-listed with SO321.

PY324 Social Psychology. 3 hours. A study of how people think about, influence, and relate to one another. The focus is on the individual within group situations, including both the effects of the group on the individual and the effects of the individual on the group. Specific topics include conformity, persuasion, aggression, altruism, and attraction. Cross-listed with SO324. Prerequisite: PY101 or SO101.

PY331 Research Design and Data Analysis in the Social Sciences. 3 hours. An introduction to research design, social measurement, analytic strategies, and applied statistical techniques relevant to the interpretation of social phenomena. Cross-listed as PS331. Prerequisite: MA103 with MA105 recommended.

PY332 Cognitive Processes and Applications. 3 hours. A study of cognitive processes such as perception, thinking, learning, and problem-solving. Special attention will be
given to various applications of cognitive theory and research. Prerequisite: PY101.

**PY334 Applied Quantitative Data Analysis in the Social Sciences.** 3 hours. A study of the application of quantitative analytic techniques to data in the Social Sciences. Cross-listed as PS334. Prerequisite: MA105; or instructor’s permission.

**PY338 Applied Psychology.** 3 hours. An examination of the applications of the facts, principles, and techniques of psychology to a broad range of human endeavors. The core of the course consists of an introduction to the various career paths in psychology. Prerequisite: PY101.

**PY342 Psychology of the Exceptional Child.** 2 hours. A study of techniques for increasing the academic, social, and vocational competence of disabled individuals. Attention is given to causal factors and behavioral characteristics associated with different exceptionalities. Prerequisite: PY101 or PY210.

**PY343 Psychology of the Exceptional Child Practicum.** 1 hour. Applied experiences working with disabled individuals. Taken concurrently with PY342. This course includes 18-20 clock hours of clinical experiences. Prerequisites: PY101 or PY210, and credit or enrollment in PY342.

**PY345 Learning.** 3 hours. An overview of the principles of animal and human learning. Special attention is given to the acquisition, retention, and extinction of learned behavior patterns. Prerequisite: PY101.

**PY346 Sensation and Perception.** 3 hours. This course will examine the process by which we interpret and organize sensory information to produce our conscious experience of objects and relationships among objects. Prerequisite: PY101.

**PY347 Physiological Psychology.** 3 hours. Examination of the physiological roots of psychological processes. Special attention will be given to neurochemistry and brain structures, as well as to the endocrinological bases of behavior. Prerequisite: PY101.

**PY348 Health Psychology.** 3 hours. An introduction to the application of psychological theories and research to our understanding, prediction, and promotion of health behavior. Course topics include stress, exercise, nutrition, sexual behavior, alcohol, smoking, chronic diseases, and terminal illnesses. Prerequisite: PY101.

**PY349 Biological Psychology.** 3 hours. An introduction to the foundations of human behavior. Course topics include the roles of brain function, hormones, and heredity as they relate to personality, sex differences, psychopathology, language, emotion, memory, sleep, and sensation/perception. Prerequisite: PY101.

**PY351 Introduction to Counseling.** 3 hours. A study of basic theories and methods of counseling and psychotherapy, including: behavioral, cognitive, and humanistic approaches to counseling, client analysis, and interviewing techniques. Emphasizes goals, responsibilities, and ethical problems in the counseling relationship. Cross-listed with SO351. Prerequisite: PY101.

**PY352 Group Processes.** 3 hours. A study of the properties, structure, and dynamics of groups and intergroup relations, as well as an introduction to group therapy techniques. Specific topics include group decision-making and problem-solving, leadership, communication patterns within and between groups, and therapy groups. The psychological effects of participation in groups are also examined. Prerequisite: PY101.

**PY353 Industrial/Organizational Psychology.** 3 hours. An introduction to the ways that psychological theory and research can be applied to understand and increase the effectiveness of people in the workplace. Course topics include personnel selection, training, performance appraisal, work motivation, morale, and job satisfaction. Prerequisite: PY101.

**PY360 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**PY368 Internship and Field Experiences.** 1-5 hours.

**PY390 Special Topics.** 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**PY480 Senior Thesis.** 3 hours. (Capstone) Open only to Juniors and Seniors majoring in Psychology. This is a Senior thesis seminar. To receive credit in this course, all students must complete a directed research paper and successfully defend it before the faculty of the Division of Social Sciences.

### RELIGION (RL)

Courses are listed alphabetically according to course prefixes.

#### RL122 Religion and the Human Adventure.** 3 hours. An introduction to the ways in which religion provides meaning and purpose for human life. The course includes a study of a variety of religious traditions, beliefs, and practices. Prerequisite to all other courses in Religion.

**RL201 Old Testament.** 3 hours. A survey of Old Testament, literature concentrating on the faith of Israel and its relevance for today. Prerequisite: RL122.

**RL202 New Testament.** 3 hours. A survey of New
study and discuss research and issues in science and technology and to explore the role of scientists in research, education, and society. A student may take the seminar any number of times, but only 1 hour will count toward the major.

**SC382 History and Philosophy of Science.** 3 hours. A study of important discoveries of science and how they influenced our culture. The course entails a broad selection of topics from science and technology. There is emphasis on analyses of science-related problems; making decisions about science-related problems; and communicating solutions to science-related problems. Prerequisites: Any 2 science laboratory courses.

**SC401 Conceptual Physical Science in the Elementary Classroom.** 3 hours. An inquiry based approach to topics in Physics, Chemistry, Astronomy, Meteorology, and Geology. Experiments and activities to teach scientific concepts and to demonstrate teaching strategies are emphasized. Students are required to complete a project to incorporate the new knowledge into their teaching situation.

**SC402 Advanced Conceptual Physical Science in the Elementary Classroom.** 2 hours. Students further expand and apply their knowledge base in specific areas of Physics, Astronomy and Chemistry as applies to grade level. Constructivist teaching methods and strategies are explored in relation to personal and children’s knowledge growth in the classroom environment.

**SC425 Science Seminar.** 1 hour. (Capstone) For majors, this one hour course must be taken during the Senior year for capstone credit. Designed to study and discuss research and issues in science and technology and to explore the role of scientists in research, education, and society. In addition to making a formal presentation, students will be expected to complete the standardized exit exam for their major and participate with the Career Development Center in resume preparation and career planning.

**SPECIAL EDUCATION (SE)**

Courses are listed alphabetically according to course prefixes.

**SE203 Introduction to Special Education—MMD K-12.** 3 hours. This course is an introduction to the profession of Special Education. History, theoretical foundations, and practices related to the social, emotional, health, and learning characteristics of individuals with mild-moderate disabilities are explored. The course includes an introduction to the educational and psychological characteristics (cognitive, emotional, and social) of school age individuals with mild-moderate disabilities and the
implications these characteristics have for educational practice. Problems of definitions, screening, diagnosis, classification systems, transition, future planning, classroom management, and multicultural issues are introduced.

SE204 Diversity Experience for Special Education Majors. 1 hour. Students from CMU will visit an urban school, spending two school days in a Special Education classroom, preferably at two different grade levels since their certification will be K-12. Immediately following these visits, students will write about their experiences, connecting the practices and behaviors they observed with Missouri Standards for Teacher Education programs (MoSTEP) and grade-level expectations (GLE) they have discussed in their classes. These papers will be evaluated by the CMU instructor of the practicum, who will accompany the students to the schools.

SE213 Curriculum Methods—MMD Elementary. 3 hours. This course provides an introduction to the educational and psychological characteristics (cognitive, emotional, and social) of elementary-age individuals with mild-moderate disabilities and the implications that these characteristics have for educational practice. Problems of definitions, screening, diagnosis, classification systems, transition, future planning, classroom management, and multicultural issues are addressed. Included is an overview of research in the field with emphasis on the study of instructional approaches emphasizing specific methods and materials. Prerequisite: Concurrent enrollment in SE214.

SE214 Curriculum Methods—Practicum. 2 hours. The practicum will be a supervised clinical and school-based experience with students with mild-moderate disabilities including physical and other health-related impairments for a total of 32 clock hours. The student observes and uses strategies and techniques demonstrated by the classroom teacher and/or university supervisor. Prerequisite: Concurrent enrollment in SE213.

SE223 Career Development. 2 hours. This course will explore a variety of theories, concepts, principles, curricula, and service delivery models utilized when planning and implementing effective career development and transition programs for the exceptional individual. Issues related to family dynamics and resources available in the community to support families and their children as they transition into adulthood will be explored. Students will learn techniques for interacting with parents/professionals and examine collaborative strategies for interdisciplinary efforts.

SE233 Special Education Processes. 2 hours. This course focuses on the legally mandated process involved in Special Education assessment, diagnosis, placement, and intervention. An analysis of federal, state, and local requirements is included. Emphasis is placed on the development of Individual Education Plan (IEP) with information provided on the development of Individual Family Service Plans (IFSP) and Individualized Transition Plans (ITP).

SE301 Curriculum Methods—MMD Secondary. 3 hours. This course provides an introduction to the educational and psychological characteristics (cognitive, emotional, and social) of secondary-age individuals with mild-moderate disabilities and the implications that these characteristics have for educational practice. Problems of definitions, screening, diagnosis, classification systems, transition, future planning, classroom management, and multicultural issues are addressed. Information useful for selecting and developing intervention programs for secondary-age students with mild disabilities including physical and other health impairments are addressed. Included is an overview of research in the field with emphasis on the study of instructional approaches emphasizing specific methods and materials. Prerequisite: Concurrent enrollment in SE309.

SE309 Curriculum Methods—Practicum. 2 hours. This practicum will be a supervised clinical and school-based experience with students with mild-moderate disabilities including physical and other health-related impairments for a total of 32 clock hours. The student observes and uses strategies and techniques demonstrated by the classroom teacher and/or university supervisor. Prerequisite: Concurrent enrollment in SE301.

SE313 Counseling in Special Education. 2 hours. This course presents approaches to working with school students, both with and without disabilities, in the home, school, and community environment. Students will focus on understanding, developing, and implementing approaches to interact with school students. Students will explore theories and practical methods to enhance positive relationships with families of school-aged children.

SE321 Diagnostic & Prescriptive Procedures. 3 hours. This course is an introduction to principles and practices in evaluation procedures in education and special education (preschool through adolescence). Students are also introduced to securing case histories and test administration and interpretation in basic development and skill areas.

SE340 Mathematics Instruction for Special Needs Students. 3 hours. This course focuses on the methods for diagnosis and remediation of mathematical skills and concepts of the special needs learner. The students will review, evaluate, develop, and provide individual and/or classroom trials of instructional components prepared for teaching remedial mathematics. The course will develop a greater depth of preparation and development of programs
for exceptional children.

**SE341 Literacy Instruction for Special Needs Students.** 3 hours. This course builds upon the foundation provided by the previous reading and literacy coursework included in the elementary certification program. Students will learn how to adapt literacy instruction for the needs of individual students, small groups, and/or classroom settings.

**SE345 Classroom & Behavior Management.** 3 hours. This course is designed to acquaint pre-service and in-service teachers with genuine issues of classroom management and organization. Participants engage with information that will provide a clear view of the knowledge and skills to be internalized in order to maximize instructional opportunities and insure a successful professional career in education.

**SOCIOLOGY (SO)**
Courses are listed alphabetically according to course prefixes.

**SO101 Introduction to Sociology.** 3 hours. A study of social interaction and its products; culture, personality, social groups, institutions, and social change.

**SO102 Social Problems.** 3 hours. A study of the major problems of social and personal disorganization.

**SO150 Introduction to Anthropology.** 3 hours. A study of humans and their works from prehistory to the present. Covers the four major subfields of anthropology in addition to anthropological theory and method.

**SO190 Special Topics.** 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**SO204 World Cultures.** 3 hours. A survey of western and non-western world cultures using anthropological and historical perspectives. Special emphasis on sample groups in Africa, India, and Asia. *Cross-listed with HI204.*

**SO260 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**SO268 Internship and Field Experiences.** 1-5 hours.

**SO290 Special Topics.** 1-5 hours. Intermediate level course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**SO301 Minority Groups.** 3 hours. The nature, causes and effects of prejudice and discrimination; their impact on ethnic minorities, women, and homosexuals in the United States; issues on the reduction of prejudice and discrimination. Prerequisite: SO101.

**SO302 Urban and Rural Sociology.** 3 hours. A survey of the relationship between urban and rural areas with particular attention to historical transformations and urban and rural renewal. Prerequisite: SO101.

**SO303 Sociology of Aging.** 3 hours. An examination of the sociological issues of aging in modern society.

**SO307 Sociology of Education.** 3 hours. A survey of sociological theory as it applies to education. Education in America has been said to be rife with conflict and contradiction. The course examines the reasons, both stated and silent, for education in America, as well as the construction of a consensus of knowledge and its interplay in the plurality, which is our society. Includes examination of the various theoretical approaches to studying education from the sociological point of view. An ongoing thread of inquiry relates to the issues of gender, race/ethnicity, and class, and how these issues affect and are affected by the American educational system.

**SO312 Gender and Sexuality.** 3 hours. This course examines how our conceptions of gender and sexuality influence our daily lives. The course will focus on how gender and sexuality are socially constructed; on media images of gender, gender inequality, heterosexuality, homosexuality, and bisexuality; on political and social issues associated with gender and sexuality, and on the various ways in which sexuality is practiced. Prerequisite: SO101 or SO102.

**SO313 The Sociology of Revolution.** 3 hours. An examination of theories of revolution in tandem with a close examination of empirical cases of revolution. Prerequisite: SO101, HI102, or PS200.

**SO314 Social Deviance.** 3 hours. Sociological approaches to deviance are reviewed and various forms of social deviance are examined as is the process involved in changing the status of a behavior from deviant to not and vice-versa. *Cross-listed with CJ314.* Prerequisite: SO101.

**SO315 Criminology.** 3 hours. The nature, extent, causes, control and prevention of crime. *Cross-listed with CJ315.*

**SO320 Peace, Justice, and Conflict Resolution.** 3 hours. A multi-disciplinary approach to the nature and causes of aggression, violence, and war; to public policy on issues of defense and social services; to biblical and theological teachings and principles concerning war, peace, and justice; and to methods and strategies of resolving conflicts at all levels. *Cross-listed with RL120.* Prerequisite: RL122.

**SO321 Family Relationships and Values.** 3 hours. A study of interpersonal relations in courtship and marriage across cultures, with an emphasis on the currently changing values in the United States. There will be a focus on
cultural, social, cognitive, and emotional bases of intimacy, commitment, and family roles. *Cross-listed with PY321.*

**SO324 Social Psychology.** 3 hours. The basic principles that underlie social behavior, with emphasis upon the social aspects of personality and the psychological bases of interaction between individuals and groups. *Cross-listed with PY324.* Prerequisite: SO101 or PY101.

**SO331 Research Design and Data Analysis in the Social Sciences.** 3 hours. An introduction to research design, social measurement, analytic strategies, and applied statistical techniques relevant to the interpretation of social phenomena. Prerequisite: MA103 with MA105 recommended.

**SO334 Applied Quantitative Data Analysis in the Social Sciences.** 3 hours. A study of the application of quantitative analytic techniques to data in the social sciences. Prerequisite: MA105; or instructor’s permission.

**SO340 Teaching with Historic Places.** 3 hours. A multi-dimensional study of historic places for use in the social studies classroom to understand history, historical change, and cultural continuity. *Cross-listed with HI340.* Prerequisite: HI117 or HI118.

**SO350 Social Theory.** 3 hours. Analysis and application of sociological theory from past to present. Specific attention is given to the contemporary relevance and potential of perspectives and concepts. Prerequisites: SO101 and Junior status.

**SO351 Introduction to Counseling Theory and Practice.** 3 hours. A study of basic theories and methods of counseling and psychotherapy, including: behavioral, cognitive, and humanistic approaches to counseling, client analysis, and interviewing techniques. Emphasizes goals, responsibilities, and ethical problems in the counseling relationship. *Cross-listed with PY351.* Prerequisite: PY101.

**SO360 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**SO368 Internship and Field Experiences.** 1-5 hours.

**SO390 Special Topics.** 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**SO480 Senior Thesis.** 3 hours. Open to Juniors and Seniors majoring in Sociology. This course is a senior thesis seminar. To receive credit in this course, all students must complete a directed research paper and successfully defend it before the faculty of the Division of Social Sciences.

**SPANISH (SP)**

Courses are listed alphabetically according to course prefixes.

**SP101 Elementary Spanish.** 4 hours. Beginning courses. Introduction to current Spanish including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. There is also an introduction to Spanish culture. No prior Spanish required.

**SP102 Intermediate Spanish.** 4 hours. Continuation of SP101 including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. There is also an introduction to Spanish culture. Prerequisite: SP101 or equivalent.

**SP190 Special Topics.** 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**SP203 Spanish Civilization.** 3 hours. A survey of the historical and cultural heritage of Spain and Spanish America. Prerequisite: SP102 or equivalent.

**SP204 Spanish Civilization.** 3 hours. A survey of the historical and cultural heritage of Spain and Spanish America. Prerequisite: SP102 or equivalent.

**SP260/360 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

**SP290/390 Special Topics.** 1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

**THEATRE ARTS (TA)**

Courses are listed alphabetically according to course prefixes.

**TA103 Basic Principles of Theatre.** 3 hours. An introduction to the art of theatre including an introduction to both classic and modern plays, analysis and criticism of the plays, and an examination of the roles of the director, the actor, the designer, and the technician. Fulfills “Fine Arts” requirement.

**TA111 Acting I.** 3 hours. This course introduces students to the craft of realistic acting focusing on the theory and practices originated by Constantin Stanislavski and his followers in the U.S. Students will read and practice exercises developed by the masters, applying them to individual exercises and scene work.

**TA113 Script Analysis.** 3 hours. This course focuses on the analysis of play scripts with an emphasis on developing insights for theatre practitioners: designers, actors, and directors. Fulfills “Fine Arts” requirement.
TA384 Theatre History I. 3 hours. A study of theatrical history and drama from the golden age of Greece through the Renaissance. Prerequisite: TA103; or instructor’s permission.

TA386 Theatre History II. 3 hours. A study of theatrical history and drama from the Restoration through today. Prerequisite: TA103; or instructor’s permission.

TA388 Dramatic Literature and Criticism. 3 hours. The study of dramatic literature from the golden age of Greece through today with an emphasis on 20th century drama. Prerequisite: TA113 or instructor’s permission.
Central Methodist University offers two post-baccalaureate, non-degree programs:

- **MORENET** provides teacher education workshops designed to increase the technology competency of the K-12 classroom teacher. These workshops range from 2-7 hours in length.

- The **Temporary Authorization Certificate (TAC) program** assists prospective teachers who have a baccalaureate degree from an accredited college or university in acquiring the Temporary Authorization Certificate, which can lead to Missouri’s Initial Professional Certificate.

### POST-BACCALAUREATE TUITION & FEES

<table>
<thead>
<tr>
<th>POST-BACCALAUREATE TUITION &amp; FEES</th>
<th>PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORENET courses (for graduate credit)</td>
<td>$75.00</td>
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<tr>
<td>Student Services Fee (per credit hour)</td>
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<tr>
<td>Transcript (Requests to Registrar must be written and signed)</td>
<td>$5.00 per release</td>
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<tr>
<td>- FAX</td>
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<td>- Overnight delivery (where available)</td>
<td>Add $20.00</td>
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<td>- Priority service</td>
<td>Add $15.00</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Note: Some fees are based on vendor quotes and are subject to change.*
MORENET WORKSHOP COURSES FOR GRADUATE CREDIT
For CMU program information, contact information, and an online application, visit http://www.centralmethodist.edu/cmgrad/education/morennet.html.

MORENET provides teacher education workshops designed to increase the technology competency of the K-12 classroom teacher. These workshops range from 2-7 hours in length.

Graduate students desire to increase their knowledge and application of technology in the classroom. These workshops from MORENET will provide this opportunity and allow the provision of graduate credit.

Policy Governing Earning of Graduate Credit for MORENET Workshops:

1. Students may earn one (1) graduate credit hour for every one (1) day of workshop programming completed through MORENET.
2. Students may combine two ½ day workshops for one (1) graduate credit.
3. Students must apply to CMU for the graduate credit. Applications are available by mail, fax, or online.
4. Payment and applications may be made by check, cash, or credit card. (Do not send cash by mail.)

Send completed information to:

Lea Tindall
Administrative Assistant, Graduate Program
College of Graduate and Extended Studies
411 CMU Square
Fayette MO 65248
660-248-6254
(Fax) 660-248-6392

5. Students must submit a completed application, an undergraduate transcript indicating receipt of the baccalaureate degree, and a $75 per credit hour graduate fee plus a $5 per credit hour service fee.
6. Students must submit a two page reflective summary of the workshop content for each credit earned. Include in the summary:
   a. title of course(s)
   b. summary of content
   c. ways in which the participant intends to use the information to improve classroom teaching

7. Students are enrolled in ED790 and receive a grade of pass or fail.
8. Further information may be obtained from the Director of Graduate Studies at CMU.
TEMPORARY AUTHORIZATION CERTIFICATE (EDUCATION)

The Temporary Authorization Certificate (TAC) program at CMU assists prospective teachers who have a baccalaureate degree from an accredited college or university in acquiring the Temporary Authorization Certificate, which can lead to Missouri’s Initial Professional Certificate. Prospective teachers must have a GPA of 2.5 (or greater) and a teaching contract with a Missouri school district prior to entry into the TAC program.

After admission process is complete, a Plan of Study will be developed which will include the necessary class work. The required courses are designed to meet the Department of Elementary and Secondary Education’s required competency areas for alternative certification. Full and complete explanations of the Temporary Authorization Certificate can be found on DESE’s website: http://dese.mo.gov/divteachqual/teachcert/temporarya.html.

GENERAL CERTIFICATION (21 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ED513</td>
<td>Classroom Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ED516</td>
<td>Exceptional &amp; Diverse Learners</td>
<td>3</td>
</tr>
<tr>
<td>ED533</td>
<td>Classroom &amp; Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>ED561</td>
<td>Instructional Strategies</td>
<td>3</td>
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<td>ED564</td>
<td>Beginning Teacher Assistance</td>
<td>3</td>
</tr>
<tr>
<td>ED572</td>
<td>Teaching Reading in the Content Area</td>
<td>3</td>
</tr>
<tr>
<td>PY523</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
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SPECIAL EDUCATION CERTIFICATION (32 HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ED516</td>
<td>Exceptional &amp; Diverse Learners</td>
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<tr>
<td>ED518</td>
<td>Reading Assessment and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>ED524</td>
<td>Methods of Teaching Mathematics in Elementary Schools</td>
<td>3</td>
</tr>
<tr>
<td>ED533</td>
<td>Classroom &amp; Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>ED551</td>
<td>Methods and Materials in Mathematics Education</td>
<td>3</td>
</tr>
<tr>
<td>SE203</td>
<td>Introduction to Special Education—Mild-Moderate Disabilities K-12</td>
<td>3</td>
</tr>
<tr>
<td>SE213</td>
<td>Curriculum Methods Mild-Moderate Elementary</td>
<td>3</td>
</tr>
<tr>
<td>SE301</td>
<td>Curriculum Methods Mild-Moderate Secondary</td>
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<td>SE313</td>
<td>Counseling in Special Education</td>
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<td>SE321</td>
<td>Diagnostic &amp; Prescriptive Procedures</td>
<td>3</td>
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<td>SE340</td>
<td>Remedial Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SE341</td>
<td>Literacy Instruction for Special Needs Students</td>
<td>3</td>
</tr>
</tbody>
</table>

TAC COURSES (ED, PY, SE)

ED513 Classroom Assessment. 3 hours. Classroom observation, interpretation, and research are the focus of this course. Students will be expected to practice and implement various techniques discussed in class as well as prepare documentation for explorations undertaken.

ED516 Exceptional and Diverse Learners. 3 hours. Basic concepts of multicultural education, with an emphasis on students from diverse cultural and ethnic backgrounds, as well the gifted and special needs student. Instruction includes a review of instructional strategies for the diverse classroom, a personal examination of one’s bias and stereotypes, and the role of personal professional responsibility within a global society. Also addressed are the Missouri Standards for Teacher Education Programs and provisions of the No Child Left Behind Act.

ED518 Reading Assessment and Instruction. 3 hours. This course focuses on the study of formal and informal assessment as it relates to individual needs. Developing instructional plans with an emphasis on personalized reading strategies and continuous evaluation is included. Prerequisites: Coursework in Reading Foundations and Assessment preferred.
ED533 Classroom and Behavior Management. 3 hours. Organization, procedures, and management of the classroom including approaches to disciplinary problems.

ED551 Methods and Materials in Mathematics Education. 3 hours. Students examine and create materials, which are useful in teaching mathematics. Effective teaching techniques such as learning-by-doing are demonstrated and the educational theories and research literature which support these techniques will be discussed. Meets MEd Standard 2.

ED561 Instructional Strategies. 3 hours. Designed to assist the student in recognizing person instructional strategies and selecting strategies appropriate to the student population. Various instructional strategies are explored.

ED564 Beginning Teacher Assistance. 3 hours. Designed to assist the beginning teacher through the first year of teaching. Assistance is provided in building and maintaining certification and/or school district professional development requirements. Students must enroll for at least three (3) credit hours of the combined courses. (Temporary Authorization Certificate students only)

ED572 Teaching Reading in the Content Area. 3 hours. This course provides a study of teaching and learning situations in the elementary and secondary schools with the application of reading and writing strategies in various content areas and specialties, including core contents, electives, and library sciences. Learners extend their content area reading as they engage in the language arts practice of reading, writing, speaking, and listening.

PY523 Human Growth and Development. 3 hours. This course explores the biological, psychological, and sociological factors that impact the individual throughout the human life span—from birth to death.

SE213 Curriculum Methods—MMD Elementary. 3 hours. This course provides an introduction to the educational and psychological characteristics (cognitive, emotional, and social) of elementary-age individuals with mild-moderate disabilities and the implications that these characteristics have for educational practice. Problems of definitions, screening, diagnosis, classification systems, transition, future planning, classroom management, and multicultural issues are addressed. Information useful for selecting and developing intervention programs for elementary-age students with mild disabilities including physical and other health impairments are addressed. Included is an overview of research in the field with emphasis on the study of instructional approaches emphasizing specific methods and materials.

SE301 Curriculum Methods—MMD Secondary. 3 hours. This course provides an introduction to the educational and psychological characteristics (cognitive, emotional, and social) of secondary-age individuals with mild-moderate disabilities and the implications that these characteristics have for educational practice. Problems of definitions, screening, diagnosis, classification systems, transition, future planning, classroom management, and multicultural issues are addressed. Information useful for selecting and developing intervention programs for secondary-age students with mild disabilities including physical and other health impairments are addressed. Included is an overview of research in the field with emphasis on the study of instructional approaches emphasizing specific methods and materials.

SE 313 Counseling in Special Education. 2 hours. This course presents approaches to working with school students, both with and without disabilities, in the home, school, and community environment. Students will focus on understanding, developing, and implementing approaches to interact with school students. Students will explore theories and practical methods to enhance positive relationships with families of school-aged children.

SE321 Diagnostic & Prescriptive Procedures. 3 hours. This course is an introduction to principles and practices in evaluation procedures in education and special education (preschool through adolescence). Students are also introduced to securing case histories and test administration and interpretation in basic development and skill areas.

SE341 Literacy Instruction for Special Needs Students. 3 hours. This course builds upon the foundation provided by the previous reading and literacy coursework included in the elementary certification program. Students will learn how to adapt literacy instruction for the needs of individual students, small groups, and/or classroom settings.
MISSION
The Mission of the Graduate Program at Central Methodist University is to create a learning environment that allows students to continue their professional development. This is achieved through emphasis on academic and professional excellence, ethical leadership and social responsibility.

ADMISSION
All students who desire to enroll in graduate courses at CMU must complete an application to the respective graduate program, along with all official transcripts. Students must have a minimum cumulative GPA of 3.0 to enroll in the graduate program. Following acceptance into the graduate program, students then may apply to specific graduate programs as outlined in this section of the catalog. Students may need to meet additional admission requirements for specific programs. A $25 application fee must accompany the application.

ACADEMIC LOAD
A full-time graduate student course load per semester is nine (9) semester hours. No student may register for more than nine (9) hours of graduate credit unless that student has a grade point average of 3.20 in the previous semester and obtains written permission from the Director of Graduate Studies. Students may not earn more than twelve (12) hours of graduate credit in a semester under any circumstances.

CONDITIONAL ADMISSION
With permission of the Associate Dean, students who do not yet meet the requirements for regular admission may be conditionally admitted and may enroll in one (1) semester (including the summer term) of coursework up to a maximum of nine (9) hours of graduate credit. At that point, continuation in the degree program requires full admission status.

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

ACADEMIC SUSPENSION
Graduate students are placed on academic suspension for failing to achieve a cumulative grade point average of 1.5 (or above) in any given semester or 2.0 for two or more consecutive semesters. Suspended students may not return the following semester and must petition the Graduate Studies Committee for readmission at any later date. The petition should explain the reasons for previous academic difficulties, plans for improvement, and reasons for believing the plans will be successful.

TRANSFER CREDIT
A maximum of nine (9) hours of graduate-level credit from other accredited institutions may be applied to the graduate programs at CMU, depending on the specific program of study. The courses transferred must be applicable to the categories of the degree program. All courses for transfer credit must have a grade of “B” or above. CMU students who earn a Master’s degree at CMU may transfer up to nine (9) hours from that degree to a second Master’s degree from CMU.

NON-DEGREE SEEKING STUDENTS
With the permission of the Associate Dean of the College of Graduate and Extended Studies, non-degree-seeking students may enroll in courses for graduate credit. Such students must complete an application and present transcripts certifying that they have an undergraduate degree from an accredited college. If they later choose to seek admission to the graduate program, non-degree seeking students must follow the regular admission process and may apply earned CMU graduate credit to the degree.

WAIVING OF ADMISSION REQUIREMENTS
Admission requirements for all graduate programs may be waived at the discretion of the Associate Dean of the College of Graduate and Extended Studies or the Graduate Studies Committee.
### CGES GRADUATE STUDENT EXPENSES

<table>
<thead>
<tr>
<th>Graduate Tuition &amp; Fees</th>
<th>Per Credit Hour</th>
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</thead>
<tbody>
<tr>
<td>Graduate Application Fee</td>
<td>$25.00</td>
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<tr>
<td>Master of Education Tuition (per credit hour)</td>
<td>$220.00</td>
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<tr>
<td>Master of Science in Clinical Counseling Tuition (per credit hour)</td>
<td>$280.00</td>
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<tr>
<td>Master of Science in Nursing Tuition (per credit hour)</td>
<td>$350.00</td>
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<tr>
<td>Graduate Online tuition (per credit hour)</td>
<td>$260.00</td>
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<tr>
<td>Student Services Fee (per credit hour)</td>
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<tr>
<td>Client Testing Materials Fee (for select courses in the MS Clinical Counseling Program)</td>
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<td>Student Malpractice Insurance (for students in the MS Clinical Counseling Program)</td>
<td>$25.00 per year</td>
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<tr>
<td>Transcript (Requests to Registrar must be written and signed)</td>
<td>$5.00 per release</td>
</tr>
<tr>
<td>• FAX</td>
<td>$7.50</td>
</tr>
<tr>
<td>• Overnight delivery (where available)</td>
<td>Add $20.00</td>
</tr>
<tr>
<td>• Priority service</td>
<td>Add $15.00</td>
</tr>
<tr>
<td>Graduation Fee (All graduates are required to pay this fee before graduation for cap, gown, diploma, and thesis binding even if they do not participate in Commencement exercises.)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Note: Some fees are based on vendor quotes and are subject to change.*
MASTER OF EDUCATION

The Master of Education (MEd) program of Central Methodist University is primarily designed for the growth and advancement of teaching professionals who desire to
• complete an accredited master’s degree
• complete requirements of the Missouri Department of Elementary and Secondary Education (DESE) to advance through the tiered levels of teacher classifications (i.e. proceed from PC I to PC II or PC II to Continuous Professional Classification)
• complete specific coursework to fulfill requirements for obtaining additional content area endorsements, or additional certification areas, of the Missouri Department of Elementary and Secondary Education (DESE).

The program is 36 credit hours in length. It can be completed during full- or part-time study. Courses are offered in the evening with some courses available during the day on the Fayette campus.

STUDENT OUTCOMES:
1. Be proactive lifelong learners helping to shape all aspects of their schools, school districts, or workplaces.
2. Be critical and creative decision-makers who base their decisions on a consciously developed set of values, an in-depth body of knowledge, current research, and accepted educational theories.
3. Be able to facilitate the learning of each student in their classrooms or of their peers by providing and supporting opportunities for exploration, invention, discovery, and construction of knowledge.
4. Be able to articulate the theories that guide their methodology and to adapt this methodology to the changing needs of a diverse student population or workplace.
5. Be prepared to continue to expand their present educational knowledge base as field-based research professionals.

ADMISSION REQUIREMENTS
Students are admitted to the Master of Education degree program on the basis of academic preparation, aptitude for graduate study, and character based on the following:

1. baccalaureate degree from an accredited college or university
2. undergraduate GPA of 3.0 (or more) on a 4.0 scale
3. two (2) letters of recommendation from school administrators, professional colleagues, or college professors addressing the applicant’s suitability for graduate work
4. official transcripts of all previously completed college and university coursework

Upon receipt and review of all information and supporting documents, applicants will be notified of their admission status. The University reserves the right to refuse admission to anyone who does not meet standards for admission. Students are admitted on a continuous enrollment basis, at any time of the year. Prospective students are encouraged to visit the campuses.

Graduation Requirements
• Completion of the prescribed course of study for the MED program (36-hour minimum)
• Overall GPA of 3.0 or better on a 4.0 scale
• A maximum of two (2) grades below a C is allowed, but the overall GPA must be a minimum of 3.0.
• Courses with grades below “C” will not count toward graduation.
• All work must be completed within a six-year (6-year) period from the time of initial enrollment.

UNDERGRADUATE SENIORS
University seniors with a 3.0 or better cumulative GPA may enroll in a maximum of 6 hours of graduate credit upon approval of their undergraduate advisor and the Director of Graduate Studies. These hours will not count toward the baccalaureate degree but may be applied to the Master of Education degree.
### MASTER OF EDUCATION (36 HOURS)

| **PROFESSIONAL FOUNDATION CORE (18 HOURS):** See self-advising chart on page 123. |
| ED505 Liberal Arts in Education (3) |
| ED514 Instructional Technology (3) |
| ED516 Exceptional and Diverse Learners (3)—May substitute ED602, ED623, or ED625 (VESi courses). |
| ED595 Introduction to Educational Research (3) |
| ED596 Final Project (3) |
| PS501 American Public School Law (3) |

| **PROFESSIONAL TEACHING CORE (18 HOURS):** Students may request a course substitution for all tracks except for Mathematics. The course substitution form is available in the Graduate Studies Office. All substitutions are subject to approval of the Associate Dean. |
| Courses are approved for a specific standard; a student must successfully complete coursework in at least four (4) of the five (5) following standards: |
| • Content knowledge |
| • Planning and preparing for instruction |
| • Delivery of instruction that meets multiple learning needs of students |
| • Monitoring and assessment |
| • Individual and classroom management |

**Students who wish to focus their graduate studies on Mathematics may choose to replace the Professional Teaching Core with the following courses in Mathematics:**

| MA503 History of Mathematics (3) |
| MA515 Advanced Statistics (4) |
| MA517 Modern Algebra (4) |
| MA518 Matrices and Linear Algebra (3) |
| MA521 Introduction to Real Analysis (3) |
| MA522 Writing Mathematical Documents (2) |
| MA523 Introduction to Complex Variables (3) |
### CONTENT KNOWLEDGE

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<tr>
<td>ED505</td>
<td>Liberal Arts in Education (3)</td>
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<tr>
<td>ED509</td>
<td>Play and the Young Child (3)</td>
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<tr>
<td>ED510</td>
<td>History &amp; Philosophy of Middle-Level Education (3)</td>
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<tr>
<td>ED523</td>
<td>Teacher Leadership (3)</td>
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<td>ED525</td>
<td>Theories of Child Development (3)</td>
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<td>ED538</td>
<td>Issues in Special Education (3)</td>
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<td>ED539</td>
<td>Issues &amp; Trends in Curriculum (3)</td>
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<td>ED547</td>
<td>Intro. Interscholastic &amp; Intercollegiate Athletic Program Admin. 1 (3)</td>
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<td>ED548</td>
<td>Interscholastic &amp; Intercollegiate Athletic Program Administration II (3)</td>
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<tr>
<td>ED572</td>
<td>Teaching Reading in Content Area (3)</td>
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<tr>
<td>ED610*</td>
<td>Attention Deficit Disorder (2) [VESi]</td>
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<tr>
<td>ED611*</td>
<td>Autism &amp; Asperger's Disorder (2) [VESi]</td>
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<td>ED613*</td>
<td>Drugs &amp; Alcohol in School (2) [VESi]</td>
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<td>ED616*</td>
<td>Traumatized Child (2) [VESi]</td>
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<td>ED621*</td>
<td>Understanding Aggression (3) [VESi]</td>
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<td>ED624*</td>
<td>Violence in Schools (2) [VESi]</td>
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<td>ED626*</td>
<td>Infant &amp; Toddler Mental Health (2) [VESi]</td>
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<td>ED627*</td>
<td>Harassment, Bullying, &amp; Cyber-Intimidation in Schools (3) [VESi]</td>
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<tr>
<td>MA503</td>
<td>History of Math (3)</td>
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<td>Advanced Statistics (4)</td>
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<td>Matrices &amp; Linear Algebra (3)</td>
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<td>MA522</td>
<td>Writing Mathematical Documents (2)</td>
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<td>MA523</td>
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<td>PY523</td>
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### PLANNING AND PREPARING FOR INSTRUCTION

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<tr>
<td>ED508</td>
<td>Introduction to Cross-Categorical Abilities (3)</td>
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<tr>
<td>ED512</td>
<td>Middle Level Curriculum &amp; Instruction (3)</td>
</tr>
<tr>
<td>ED518</td>
<td>Reading Assessment &amp; Instruction (3)</td>
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<tr>
<td>ED520</td>
<td>Teaching Reading in Middle School (3)</td>
</tr>
<tr>
<td>ED541</td>
<td>Power of Engaged Learning (3)</td>
</tr>
<tr>
<td>ED551</td>
<td>Methods &amp; Materials in Math Education (3)</td>
</tr>
<tr>
<td>ED627*</td>
<td>Learning Disabilities (3) [VESi] (NOTE: May substitute for ED516 for MEd students but not for TAC students)</td>
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### DELIVERY OF INSTRUCTION

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<td>Software for Students (3)</td>
</tr>
<tr>
<td>ED544</td>
<td>Software for Teachers (3)</td>
</tr>
<tr>
<td>ED545</td>
<td>Web Page Design (3)</td>
</tr>
<tr>
<td>ED561</td>
<td>Instructional Strategies (3)</td>
</tr>
<tr>
<td>ED612*</td>
<td>Child Abuse (2) [VESi]</td>
</tr>
<tr>
<td>ED615*</td>
<td>Talented &amp; Gifted (2) [VESi]</td>
</tr>
<tr>
<td>ED625*</td>
<td>Teaching Diversity (2) [VESi] (NOTE: May substitute for ED516)</td>
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### MONITORING AND ASSESSMENT

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<tbody>
<tr>
<td>ED511</td>
<td>Classroom Assessment (3)</td>
</tr>
<tr>
<td>ED512</td>
<td>Screening, Diagnosis, Planning Instr. for Young Children (2)</td>
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<tr>
<td>ED618</td>
<td>Education Assessment (2) [VESi]</td>
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### INDIVIDUAL AND CLASSROOM MANAGEMENT

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ED533</td>
<td>Classroom &amp; Behavior Management (3)</td>
</tr>
<tr>
<td>ED620</td>
<td>Advanced Classroom Management (3) [VESi]</td>
</tr>
<tr>
<td>ED622*</td>
<td>Behavior is Language (3) [VESi]</td>
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### ELECTIVES

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RL504</td>
<td>Religion &amp; the Public Schools (3)</td>
</tr>
<tr>
<td>SO501</td>
<td>Minority Groups (3)</td>
</tr>
</tbody>
</table>
The following courses have been approved to fulfill the requirements of the Master of Education degree at Central Methodist University. Graduate courses are numbered in the 500-level. Some courses are offered for either undergraduate credit at the 300/400-level or for graduate credit at the 500-level, with appropriate requirement differences determined by the instructor. These courses must be taken at the 500-level to apply to the MEd degree.

Central Methodist University reserves the right to cancel classes for sufficient cause and to add to or delete from the courses listed below according to the demands of the program.

MASTER OF EDUCATION PROFESSIONAL FOUNDATIONAL CORE COURSES—18 HOURS

ED504  Current Issues and Trends in Education.  3 hours.  This course focuses on the review and appraisal of contemporary trends and practices in education. Emphasis is placed on social and multicultural issues in American education. Educational theories and curricula will be critically analyzed within a variety of educational settings.

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

ED516  Exceptional and Diverse Learners.  3 hours.  Basic concepts of multicultural education, with an emphasis on students from diverse cultural and ethnic backgrounds, as well the gifted and special needs student. Instruction includes a review of instructional strategies for the diverse classroom, a personal examination of one’s bias and stereotypes, and the role of personal professional responsibility within a global society. Also addressed are the Missouri Standards for Teacher Education Programs and provisions of the No Child Left Behind Act.

ED595  Introduction to Research.  3 hours.  This course is designed to familiarize the student with a variety of methodologies in educational research. Students will select an area of interest for secondary research.

ED596  Final Project.  3 hours.  Every student must successfully complete ED596 to fulfill the research requirement for the Master of Education degree. Students complete their project with the instructor’s guidance. This project includes practical research, a literature review, and a presentation. Students who do not complete the project during this term of enrollment will receive a grade of “I” (Incomplete) for the course. Students who receive a grade of Incomplete must maintain a continuous enrollment of at least 1-hour each term (except summer) until the thesis is completed or the six-year time for program completion has expired. Prerequisite: ED595 or significant coursework in research.

ED598  Project Continuation.  1 hour.  This course provides students with continuing support in completing their research project.

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

MED PROFESSIONAL TEACHING CORE COURSES—18 HOURS

ED505  Liberal Arts in Education.  3 hours.  This course requires students to focus on liberal arts once again in their academic studies. Students in this course will build both on their individual broad level of knowledge about education and their mastery of their specific teaching area of expertise or work skills. This course integrates liberal education, professional studies, and specialty studies. Meets MEd Standard 1.

ED508  Introduction to Cross-Categorical Abilities.  3 hours.  Overview of information about students with disabilities and the interactions among societal, cultural, cognitive, psychological, and physical factors that impact people with disabilities. Meets MEd Standard 2.

ED509  Play and the Young Child.  3 hours.  The role of play in the young child’s learning will be the focus of the course. Course content will include theories of play, play
ED510 History and Philosophy of Middle-Level Education. 3 hours. Study of the historical background, philosophy, organization, and curricular programs of middle-level education. First in this series of courses. Meets MEd Standard 1.

ED512 Middle-Level Curriculum & Instruction. 3 hours. Middle-level education and the teaching techniques and practices which serve best as delivery systems for the middle-level students. Areas of emphasis are teaming, advisor/advisee programs, co-curricular, extracurricular, and instructional methods. Prerequisites: ED310 and PY223. Meets MEd Standard 2.

ED513 Classroom Assessment. 3 hours. Classroom observation, interpretation, and research are the focus of this course. Students will be expected to practice and implement various techniques discussed in class as well as prepare documentation for explorations undertaken. Meets MEd Standard 4.

ED518 Reading Assessment and Instruction. 3 hours. This course focuses on the study of formal and informal assessment as it relates to individual needs. Developing instructional plans with an emphasis on personalized reading strategies and continuous evaluation is included. Prerequisite: Coursework in Reading Foundations and Assessment preferred. Meets MEd Standard 2.

ED520 Teaching Reading in Middle Schools. 3 hours. The reading process and the application of reading and writing strategies in various content areas in the middle school. Meets MEd Standard 2.

ED523 Teacher Leadership. 3 hours. Issues of school improvement and reform will be discussed and evaluated. The concept of leadership will be explained using current theories, and different styles of leadership will be explored along with their effectiveness. Meets MEd Standard 1.

ED525 Theories of Child Development. 3 hours. The focus of this course will be an in-depth exploration of the theories of social/emotional, cognitive, and language development of the young child. The young child within the context of the family and culture will be considered. Meets MEd Standard 1.

ED532 Screening, Diagnosis, and Planning Instruction for Young Children. 2 hours. This course is designed to acquaint students in early childhood education with the various facets of assessing the needs of young children. The study will include consideration of children with significant cultural, cognitive, and linguistic differences, the administration, evaluation and interpretation of assessment instruments and their results, and making educational recommendations and their implementation. Prerequisite: Coursework in Child Development. Meets MEd Standard 4.

ED533 Classroom and Behavior Management. 3 hours. Organization, procedures, and management of the classroom including approaches to disciplinary problems. Meets MEd Standard 5.

ED538 Issues in Special Education. 3 hours. This course provides an overview of special education issues relative to U.S. society. It presents a multi-faceted range of opinions about how, where, and why we educate persons with disabilities. Meets MEd Standard 1.

ED539 Issues and Trends in Curriculum. 3 hours. This course is designed to provide students with information concerning issues and trends in curriculum. Topics will include the history and evolution of curriculum use, curriculum development, connecting curriculum and assessments, practical use of curriculum, and how it fits into our current state and national achievement responsibilities. Meets MEd Standard 1.

ED541 Power of Engaged Learning. 3 hours. This course will lead students to research, discuss, and apply the “power of engaged learning” on effective teaching and learning processes using technology. Meets MEd Standard 2.

ED543 Software for Students. 3 hours. A project-based course in which the students will increase their competency in the integration of software use by all students within their present curriculum and improve their ability to integrate software into future units of study. Meets MEd Standard 3.

ED544 Software for Teachers. 3 hours. A project-based course in which the students will increase their competencies in the use of technologies that support classroom instruction and enhance professional practice. Meets MEd Standard 3.

ED545 Web Page Design. 3 hours. This course is designed to provide educators with the necessary knowledge and skills to design and develop educational web pages. NVU, HTML editors and other software will be used to develop World Wide Web pages and applications. Meets MEd Standard 3.

ED547 Introduction to Interscholastic & Intercollegiate Athletic Program Administration I. 3 hours. Students will become familiar with the organizational roles and responsibilities of the athletic administrator in programs ranging from high school to the intercollegiate level. Learner outcomes will be aligned with both the Missouri State High School Activities Association and the National Interscholastic Athletic Administration Standards. Meets MEd Standard 1.
ED548 Interscholastic & Intercollegiate Athletic Program Administration II.  3 hours. This seminar further identifies and explores the organizational roles and responsibilities of the athletic administrator. The course focuses on current events impacting both high school and intercollegiate athletics, the administrations of interscholastic athletes, athletics and the law, legal considerations, cautions and issues. Meets MEd Standard 1.

ED551 Methods and Materials in Mathematics Education.  3 hours. Students examine and create materials, which are useful in teaching mathematics. Effective teaching techniques such as learning-by-doing are demonstrated and the educational theories and research literature which support these techniques will be discussed. Meets MEd Standard 2.

ED560 Special Problems.  1-3 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.

ED561 Instructional Strategies.  3 hours. Designed to assist the student in recognizing instructional strategies and selecting strategies appropriate to the student population. Various instructional strategies are explored. Meets MEd Standard 3.

ED572 Teaching Reading in the Content Area.  3 hours. This course provides a study of teaching and learning situations in the elementary and secondary schools with the application of reading and writing strategies in various content areas and specialties, including core contents, electives, and library sciences. Learners extend their content area reading as they engage in the language arts practice of reading, writing, speaking, and listening. Meets MEd Standard 1.

ED590 Special Topics.  1-3 hours. This course provides opportunity to research literature and produce a project regarding an educational issue on an individual basis to meet students’ needs and interests.

MA503 History of Mathematics.  3 hours. Development of mathematics through calculus; solutions of problems with historical significance; problems the highlight significant mathematical characteristics. Prerequisite: MA112, MA118, and MA522; or instructor’s permission. Meets MEd Standard 1.

MA515 Advanced Statistics.  4 hours. This course addresses the topics of correlation and regression, particularly modeling phenomena using appropriate data. Non-parametric techniques are developed and applied, as well as one-way and two-way ANOVA procedures. Prerequisite: Students enrolling in this course should have completed an elementary statistics course that included hypothesis testing (MA105 or its equivalent). Prerequisite: MA522. Meets MEd Standard 1.

MA517 Modern Algebra.  4 hours. Topics include number theory, groups, rings, integral domains and fields. Prerequisite: MA209 and MA522; or instructor’s permission. Meets MEd Standard 1.

MA518 Matrices and Linear Algebra.  3 hours. An introduction to matrix algebra and vector fields, with applications. Prerequisite: MA118 or MA112, and MA522. Meets MEd Standard 1.

MA521 Introduction to Real Analysis.  3 hours. Students will study the real number system, limits, sequences, series, and convergence; completeness; limits and continuity; and selected topics from differentiation and integration theory. Prerequisites: MA118, MA209, MA308, and MA522; or equivalents. Meets MEd Standard 1.

MA522 Writing Mathematical Documents.  2 hours. This course concerns creating mathematical documents. Students will learn to read and write in the language of mathematics, including all the symbols and notations commonly found in the field of mathematics, by creating original documents and interpreting replicating existing documents. Prerequisites: MA118 and MA209 or equivalent; or instructor’s permission. Meets MEd Standard 1.

MA523 Introduction to Complex Variables.  3 hours. An introduction to the study of functions of a complex variable including the algebra and geometry of complex numbers, derivatives, analytic functions, integral theorems, and applications. Prerequisite: Three (3) semesters of calculus, and MA522; or instructor’s permission. Meets MEd Standard 1.

PY523 Human Growth and Development.  3 hours. This course explores the biological, psychological, and sociological factors that impact the individual throughout the human life span—from birth to death. Meets MEd Standard 1.

RL304/504 Religion and the Public Schools.  3 hours. Students will survey constitutional issues concerning the expression of religion and the study of religion in the public school setting, including ways that world religions are or may be integrated into the school curriculum. Meets MEd Standard 6.

SE590 Special Topics.  1-5 hours. Advanced course on a topic not included in the regular curriculum. Prerequisite: Instructor’s permission.

SO301/501 Minority Groups.  3 hours. The nature, causes and effects of prejudice and discrimination; the impact on ethnic minorities, women and homosexuals in the United States; issues on the reduction of prejudice and discrimination. Prerequisite: SO101. Meets MEd Standard 6.
Virtual Education Software Company (VESi) of Spokane, Washington, was founded in 1991. VESi provides affordable, user-friendly computer-based instruction to K-12 educators. Currently, VESi courses offered by CMU are for 2-3 hours of graduate credit. VESi provides course materials and faculty.

**CMU GRADUATE CREDIT**

Students who wish to receive graduate credit for VESi course(s) must complete an application/registration obtained by mail, fax, or online (http://www.virtualeduc.com/cmu/). Course credit may be applied to professional core courses, as determined by the Director of Graduate Studies. **NOTE:** Students may not apply more than eight (8) VESi credit hours towards their graduate program.

**CONTINUING EDUCATION CREDIT (CEC)**

Students who wish to receive a continuing education certificate upon completion of the course must complete an application obtained by mail, fax or online (http://www.virtualeduc.com/cmu/). Continuing Education Certification (CEC) numbers and Continuing Education Units (CEUs) are detailed in the chart on page 128 and in “VESi Course Descriptions” starting on page 129.

**FEES**

- 2 graduate credits: $640 ($530.00 student tuition & fees & $110.00 VESi fees)
- 3 graduate credits: $905.00 ($795.00 student tuition & fees & $110.00 VESi fees)
- Graduate Fee (per credit hour): $5.00
- 3 Continuing Education units: $260.00 ($150.00 student tuition & fees & $110.00 VESi fees)
- 4.5 Continuing Education units: $335.00 ($225.00 student tuition & fees & $110.00 VESi fees)
## VESI COURSES THROUGH CMU

**NOTE:** Students may apply no more than eight (8) VESi credit hours towards their CMU graduate degree.

<table>
<thead>
<tr>
<th>VESI COURSE</th>
<th>COURSE TITLE</th>
<th>CMU GRADUATE CREDIT</th>
<th>CMU STANDARD</th>
<th>CONTINUING EDUC. CERT. (CEC) #</th>
<th>CONTINUING EDUCATION UNITS (CEUS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED602</td>
<td>Inclusion: Working with Special Needs Students in Mainstream Classrooms</td>
<td>2 credits</td>
<td>May substitute for ED516</td>
<td>CEC117</td>
<td>3 CEUs</td>
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<td></td>
<td>[May substitute for ED516]</td>
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<tr>
<td>ED610</td>
<td>Attention Deficit Disorder: Information &amp; Interventions for Effective Teaching</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC101</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED611</td>
<td>Autism &amp; Asperger’s Disorder: Information &amp; Effective Intervention Strategies</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC103</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED612</td>
<td>Child Abuse: Working with Abused &amp; Neglected Children</td>
<td>2 credits</td>
<td>Standard 3</td>
<td>CEC105</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED613</td>
<td>Drugs &amp; Alcohol in Schools: Understanding Substance Use &amp; Abuse</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC106</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED615</td>
<td>Talented &amp; Gifted: Working with High Achievers</td>
<td>2 credits</td>
<td>Standard 3</td>
<td>CEC113</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED616</td>
<td>Traumatized Child: The Effects of Stress, Trauma &amp; Violence on Student Learning</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC114</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED618</td>
<td>Educational Assessment: Assessing Student Learning in the Classroom</td>
<td>2 credits</td>
<td>Standard 4</td>
<td>CEC116</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED620</td>
<td>Advanced Classroom Management: Children as Change Agents</td>
<td>3 credits</td>
<td>Standard 5</td>
<td>CEC100</td>
<td>4.5 CEUs</td>
</tr>
<tr>
<td>ED621</td>
<td>Understanding Aggression: Coping with Aggressive Behavior in the Classroom</td>
<td>3 credits</td>
<td>Standard 1</td>
<td>CEC102</td>
<td>4.5 CEUs</td>
</tr>
<tr>
<td>ED622</td>
<td>Behavior is Language: Strategies for Managing Disruptive Behavior</td>
<td>3 credits</td>
<td>Standard 5</td>
<td>CEC104</td>
<td>4.5 CEUs</td>
</tr>
<tr>
<td>ED623</td>
<td>Learning Disabilities: Practical Information for the Classroom Teacher</td>
<td>3 credits</td>
<td>Standard 2</td>
<td>CEC111</td>
<td>4.5 CEUs</td>
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<tr>
<td></td>
<td>[May substitute for ED516 but not for TAC students]</td>
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<tr>
<td>ED624</td>
<td>Violence in Schools: Identification, Prevention &amp; Intervention Strategies</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC115</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED625</td>
<td>Teaching Diversity: Influences &amp; Issues in the Classroom [May substitute for ED516]</td>
<td>2 credits</td>
<td>Standard 3</td>
<td>CEC118</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED626</td>
<td>Infant and Toddler Mental Health</td>
<td>2 credits</td>
<td>Standard 1</td>
<td>CEC120</td>
<td>3 CEUs</td>
</tr>
<tr>
<td>ED627</td>
<td>Harassment, Bullying &amp; Cyber-Intimidation in Schools</td>
<td>3 credits</td>
<td>Standard 1</td>
<td>CEC119</td>
<td>4.5 CEUs</td>
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</tbody>
</table>
ED602 Inclusion: Working with Special Needs Students in Mainstream Classrooms. © 2 hours. This course helps teachers understand concepts and terms related to educating students in inclusive classrooms. The course also helps teachers learn about the continuum of placements that school systems can use in providing special education services to students with disabilities. The course helps you understand the federal definition of students entitled to special education services, as well as procedures you can use in determining whether these students can be educated in the regular classroom. The course also identifies and describes the roles and responsibilities of special and general educators in providing special education services to students educated in inclusive classrooms. May substitute for ED516. [CEC117 for 3 CEUs]

ED610 Attention Deficit Disorder: Information & Interventions for Effective Teaching. © 2 hours. This course will help you achieve a better understanding of ADD and intervention strategies to facilitate positive student change. Taught by Mick R. Jackson MS/ED, this course covers the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications, and strategies that are currently used to treat the disorder. And for situations where a student needs services beyond what you can provide in the classroom, you will learn about the referral process for getting help for the student. Reference materials include a list of resources for both teacher and parents who would like more help or information about ADD or ADHD. Meets MEd Standard 1. [CEC101 for 3 CEUs]

ED611 Autism & Asperger’s Disorder: Information & Effective Intervention Strategies. © 2 hours. This course describes Autism and Asperger’s Disorder, including characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies. The course helps you make sense out of why individuals with Autism spectrum disorders act the way they do, and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel, and parents who want more help or information on Autism and Asperger’s Disorder. Meets MEd Standard 1. [CEC103 for 3 CEUs]

ED612 Child Abuse: Working with Abused and Neglected Children. © 2 hours. Welcome to Child Abuse: Working with Abused and Neglected Children, and interactive computer-based instruction (CBI) course designed to help you identify and effectively teach students affected by child abuse and/or neglect. This course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect, and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized.

This course meets the child abuse and neglect educational requirement in most states. It is the responsibility of the student to verify the course content with your specific state professional licensing agency to ensure proper credit. Meets MEd Standard 3. [CEC105 for 3 CEUs]

ED613 Drugs & Alcohol in Schools: Understanding Substance Use & Abuse. © 2 hours. Take this course to gain a more comprehensive understanding of alcohol, drugs, and their influences in your classroom. This course provides a contextual framework for understanding what students may be experiencing either through their own substance use or from the substance use of persons close to them. Taught by Casey Jackson, this course provides a basic historical perspective of substance use along with the biological, psychological, and social factors that comprise the disease of addiction. Upon course completion, you will better understand the complex dynamics that contribute to this biological and social phenomenon. Meets MEd Standard 1. [CEC106 for 3 CEUs]

ED615 Talented and Gifted: Working with High Achievers. © 2 hours. Talented and Gifted Education provides information on the history of the exceptional in relation to education, current law, and accepted methods for referral, assessment, and identification of these students. The course also covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The course gives you an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom. This course also lists resources for teachers and parents who would like more information about the talented and gifted. Meets MEd Standard 3. [CEC113 for 3 CEUs]

ED616 Traumatized Child: The Effects of Stress, Trauma, and Violence on Student Learning. © 2 hours. This course is designed to help classroom teachers, school counselors, and other educational personnel gain strategies to reach and teach students who have been affected by stress, trauma, and/or violence. Participants will learn the signs and symptoms of stress and trauma. Participants will explore how stress, violence, and trauma affect a student’s learning, cognitive brain development, and social-emotional development. The short and long term consequences of being exposed to stress, trauma, or violence, as well as the social and family causes, will be reviewed. Participants will learn the dynamics of domestic violence and community violence. The educator’s role in the intervention and
ED618 Educational Assessment: Assessing Student Learning in the Classroom. 2 hours. This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals, and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The presentation of assessment information in an acceptable format to parents and teachers will also be addressed. Meets MEd Standard 4. [CEC116 for 3 CEUs]

ED620 Advanced Classroom Management: Children as Change Agents. 3 hours. This course is geared primarily for professionals (e.g. regular or special educators, instructional assistants, school psychologist, counselors) serving children and youths presenting behavior problems in the school or community. This course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric “social skills”) with an emphasis on teaching students how to change and manage their own behavior. Since previous knowledge and understanding of traditional behavioral (operant) concepts and strategies is required, it is strongly recommended that you take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this “advanced” course. Meets MEd Standard 5. [CEC100 for 4.5 CEUs]

ED621 Understanding Aggression: Coping with Aggressive Behavior in the Classroom. 3 hours. Understanding Aggression includes topics on violence, aggression in the classroom, youth gangs, aggression in sports and on television, how drugs and alcohol play a role in aggression and violence, and “hot spots” that tent to breed aggression and violence. The course helps school personnel become more aware of the causes of aggression and ways to evaluate aggression and intervene before the aggression turns to violence in the schools. The course also speaks about aggression in our communities through driving, dating, sports, television, music and how these issues are dealt with in modern society. Meets MEd Standard 1. [CEC102 for 4.5 CEUs]

ED622 Behavior Is Language: Strategies for Managing Disruptive Behavior. 3 hours. This course is designed to give you a new perspective on student behavior and effective tools to facilitate positive student change. Taught by Mick R. Jackson MS/ED, this course provides a developmental framework to help you understand what students are trying to tell you through the “language” of their behavior. You will learn behavioral techniques and intervention strategies that remediate disruptive, behaviors reduce power struggles while increasing classroom control, reduce your workload, and help prevent burnout. After successfully completing this course, you (and your students) will be better equipped to find and implement creative, effective solutions to behavioral problems. Meets MEd Standard 5. [CEC104 for 4.5 CEUs]

ED623 Learning Disabilities: Practical Information for Classroom Teachers. 3 hours. This course describes diverse theoretical approaches to handling learning disabilities in the classroom. Taught by Dr. Bob Pillay, this course lays the foundation for sensitive, appropriate assessment and evaluation of students. In addition, this course covers program planning and implementation, stresses the importance of a close, positive partnership with parents or alternative caregivers, and explores methods for ensuring that the home-school axis is effective and meaningful. You will also learn about major trends and unresolved issues in the field of learning disabilities. May substitute for ED516 for the MEd program but not for TAC students. Meets MEd Standard 2. [CEC111 for 4.5 CEUs]

ED624 Violence in Schools: Identification, Prevention, and Intervention Strategies. 2 hours. This course is designed to give you a better understanding of school violence and increase your intervention strategies. Taught by Dr. Michael Sedler, this course provides an overview of violence and the motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence is investigated. You will learn identification and intervention approaches to working with out-of-control behaviors. In addition, you will receive information about the national resources available for both parents and teachers. Upon successful completion of this course, you will have a better understanding of violence and the motivations behind the use of violence, as well as specific strategies to minimize the occurrence of violence in a school and community. Meets MEd Standard 1. [CEC115 for 3 CEUs]

ED625 Teaching Diversity. 2 hours. Designed to give the learner the knowledge, tools and dispositions to effectively facilitate a diverse classroom, this course teaches how to understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course is on understanding how students’ learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family, and community values. The learner is challenged to apply knowledge of the richness of contributions from our diverse society to the teaching field. May substitute for ED516. Meets MEd Standard 3. [CEC118 for 3 CEUs]

ED626 Infant and Toddler Mental Health. 2 hours. This course is designed to help educators achieve a better
understanding of infant and toddler mental health, child development, and strategies that can be used to promote positive relationships with children and their families. This course provides information that will help the learner understand and identify his or her role as a child care provider, educator, and early childhood professional. *Infant and Toddler Mental Health* provides research-based information on child development, attachment, temperament, and curriculum. This course also lists resources for both teachers and parents who would like more help or information about infant and toddler mental health. Meets MEd Standard 1. [CEC120 for 3 CEUs]

**ED627 Harassment, Bullying, and Cyber-Intimidation in Schools.** 3 hours. This course will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventive strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. Meets MEd Standard 1. [CEC119 for 4.5 CEUs]
Graduates of this program will be employable in clinical counseling arenas such as correctional centers and psychiatric institutions, or in private practice. They may be eligible to obtain a license in Missouri as a professional counselor, pending satisfactory completion of requirements.

MISSION
The mission of Central Methodist University’s MS in Clinical Counseling program is to prepare practitioners to function as professional counselors who meet the State Of Missouri’s requirements for Licensure as a Licensed Professional Counselor (LPC).

The counselor must have an understanding of an individual’s development through the life span and must have formal academic knowledge, applicable skills, and clinical learning experiences necessary to help individuals, families, and groups solve problems they face in the social contexts in which they live, learn, work, and play. This program will provide the skills and knowledge necessary for graduates to earn this license.

DEGREE PROGRAM
The degree program is a minimum of 48 credit hours in length and may be completed in less than three (3) calendar years through a full-time course of study. Students may also opt for part-time study. All coursework must be completed within six years of enrollment.

Requirements included in the 48 credit hours are six (6) credit hours of supervised practicum and successful completion of the thesis.

This program adheres to all policies of the Graduate Program at Central Methodist University.

NOTE: In order to graduate, all students in this program must pass the Counselor Preparation Comprehensive Examination (CPCE) based on completed coursework. Three (3) attempts will be allowed. Students must pass this final exam or be disenrolled from the Graduate program.

ADMISSION REQUIREMENTS
In order to be admitted, candidates must

1. submit a completed application form and pay the appropriate application fee.
2. provide official transcripts of all previously completed college and University coursework:
   a. An undergraduate GPA of 3.0 (or better) is required for candidate with fewer than nine (9) hours of previous graduate work.
   b. Successful completion of the Miller Analogies Test. Test should be scheduled at Central Methodist University’s Park Hills Campus with the Program Director.
   c. For candidates with previous graduate work, a 3.0 GPA in graduate courses completed.
3. have completed a baccalaureate degree from an accredited college or university.
4. have completed an undergraduate major in Psychology or earned at least 18 hours of college credit in Psychology or a related field prior to enrollment in the graduate program.
5. submit a cover letter, a résumé, a short autobiography, and a 2-3 page essay on why the candidate would like to be a counselor—including future career plans and goals—as well as reference letters from two persons knowledgeable about the applicant’s potential to complete graduate work and to function successfully as a counselor.

ADMISSIONS EXCEPTIONS
Applicants seeking an exception to the admissions standards (based on an undergraduate GPA of less than 3.0) should

1. submit all application materials stated above.
2. submit a letter requesting an exception clearly identifying reasons which justify this exception.
3. provide information supportive of this exception (e.g. additional references, MAT, GRE, life experiences, etc.).

Upon receipt of these materials, the regular admissions procedures will be followed.

NATIONAL CERTIFICATION
Central Methodist University participates in the Graduate Student Application Program (GSA-NCC) of the National Board for Certified Counselors (NBCC) through the Center for Credentialing and Education (CCE) in order to allow students to work towards becoming board eligible as well as offering students availability to other services. Through the GSA-NCC, the National Counseling Exam (NCE) is available during their last two (2) semesters of the Master’s program as well as to students who have graduated from the program so long as testing is completed within six (6) months of graduation from this Master’s program. Upon passing the NCE through the jump-start program, providing proof of graduation, and following requirements provided by the NBCC, students may become board-eligible and may move on to become a National Certified Counselor (NCC). The NCC is the only general-practice counseling credential with nationwide recognition. For more information about the National Board for Certified Counselors and their affiliates, go to http://www.nbcc.org/.

LICENSING REQUIREMENTS
Graduates of the program who have not taken the NCE during the jump-start program will be eligible to apply to take the NCE after graduation. Furthermore, passage of the exam and completion of state requirements including acquiring a supervisor may allow students to become a Provisionally Licensed Professional Counselor (PLPC) and upon completion of Missouri’s requirements for licensure including 3,000 hours of postgraduate clinical experience, Licensed Professional Counselor status may be achieved. For further information on licensure, go to http://pr.mo.gov/counselors-about.asp.

NOTE: Applicants for licensure must meet current requirements as established by the State of Missouri, Department of Economic Development, Division of Professional Registration, Committee for Professional Counselors, and RSMo 337.507 Missouri Revised Statutes.

GROUNDS FOR REFUSAL OF LICENSURE
Consult the Missouri Statutes for information regarding licensure eligibility (RSMo 337.525 Missouri Revised Statutes).

CRIMINAL RECORD CHECK
Students are required to have a criminal record check completed and on file by the end of the first semester of enrollment. Students who do not have results on file will not be permitted to continue in the program. There are NO waivers for the criminal record check. Students are personally responsible for the cost of the criminal record checks.

PROCESS FOR CRIMINAL RECORD CHECK
1. Obtain the criminal background check form from the regional site coordinator or program director.
2. Complete the form and send all required fees to the address provided.
3. Students are responsible for all fees in the mailing process.
4. Criminal background checks deemed unacceptable based on past criminal history will be handled on an individual basis in consultation with the Committee for Professional Counselors.

PROFESSIONAL INSURANCE
Students are provided professional liability insurance under the form of an umbrella plan; students must pay a fee for said insurance on an annual basis for as long as the student is enrolled in the Clinical Counseling Program. (See fee information on page 120.) However, students are required to purchase and show proof of individual professional liability insurance as required by the program prior to the student’s enrollment in their practicum coursework. Information regarding insurance may be obtained from the regional site coordinator. Some sites are provided below:

- http://www.hpso.com/about/endorsers.php
### CLINICAL COUNSELING (PY) COURSES

**PY500 Introduction to Clinical Counseling.** 3 hours. This course is an introduction into the field of clinical counseling. Students enter graduate-level counselor-education programs from a variety of educational and experiential backgrounds. A graduate with a Master’s degree in Clinical Counseling can be employed in a multitude of settings. The purpose of this course is to introduce the student to some of the knowledge and skills a counselor needs to know, to some of the areas in which the counselor can apply these skills, and to some of the theories and ethical issues important to the professional counselor.

**PY501 Diagnosis & Psychopathology.** 3 hours. This course will provide an in-depth review of the multiaxial assessment process that is used in the American Psychiatric Association’s Diagnostic and Statistical Manual of Mental Disorders. The course will provide an historical perspective on abnormal behavior and its definition as well as a review of the diagnostic and assessment phase of psychological disorders and various theories that look for the causes of abnormal behavior. This course will further develop the ability of the student to identify diagnostic criteria of the various disorders that a professional counselor may be asked to treat.

**PY505 Career Development.** 3 hours. This course focuses on the structure and nature of the world of work, the relationship between career choice, lifestyle, leisure activities, sources of occupational and educational information, and decision-making models to help the counselee through this process.

**PY510 Counseling Theory.** 3 hours. This course examines several major theories of counseling and the role of the counselor in a client’s life. It looks at each theory’s basic concepts, techniques, and goals in working with counselees.

**PY520 Introduction to Psychological Measurement.** 3 hours. The purpose of this course is to help the counseling student develop an understanding of the assessment process and an overview of the different areas of counseling and psychological evaluation along with the different tests used in those areas.

**PY523 Human Growth and Development.** 3 hours. This course examines the nature of the developmental process, from birth to death. This course will look at biological, psychological, and sociological aspects of development. The course will review developmental theories in each area and the educational needs of individuals at different points of their lives.

**PY525 Legal and Ethical Issues in Counseling.** 3 hours. The purpose of this course is to familiarize the prospective counselor with the code of ethics, legal standards, licensing, role identity of counselors versus other helping professionals, fee structures, and the impact of fees on the lawyer. The information given in this course is intended solely to increase the counseling student’s awareness of some of the issues in the field.

**PY530 Individual Intelligence Assessment.** 3 hours. The focus of this course will be the administration, scoring, and interpretation of individual intelligence tests. The student will study the nature of intelligence, theories of intelligence, behavioral observation skills, and the administer specific intelligence tests. The course will focus on the Wechsler scales. Prerequisite: PY520.

**PY535 Techniques of Interviewing.** 3 hours. This course is designed to help the student develop the interview and communication skills necessary for a counselor to establish a helping relationship with a client. The counselor must be able to gather information, identify problems and complete a psychosocial history as well as formulate a treatment plan.

**PY540 Counseling with Special Populations.** 3 hours. This course is designed to provide the counselor with a knowledge base that will allow him or her to provide services to individuals with diverse needs and backgrounds.

**PY552 Group Counseling Techniques.** 3 hours. This course will provide an overview of group theories and the basic elements of the group process. This course will be didactic and experiential in nature and will provide the student with the opportunity to practice interventions in a small group setting. Prerequisites: PY510 and PY535.

**PY550 Research and Statistical Methodology.** 3 hours. This course is designed to introduce the student to various research and statistical methodologies that may be used in conducting and evaluating research in the field of counseling. This also will cover both quantitative and qualitative analysis as well as statistical techniques. These will include descriptive statistics, correlational techniques, hypothesis testing, non-parametric procedures and inferential techniques such as the t-test and analysis of variance (ANOVA).

**PY557 Current Issues and Supervision in Clinical Counseling.** 2 hours. This course will provide a synopsis of the Clinical Counseling Program and will offer a lead-in to the practicum experience. An examination of current issues in counseling, licensure, legislation, affiliation, supervision, and an understanding of the public and private practice domain will be investigated.

**PY560 Special Problems.** 1-5 hours. Independent study or research on a subject of interest to an individual student. Prerequisite: Instructor’s permission.
PY563 Counselor Practicum 1. 3 hours. Prerequisite: Before registering for Master’s practicum hours, student must have taken at least once the comprehensive examination based upon coursework.

PY564 Counselor Practicum 2. 3 hours. Each student in the Master of Science in Counseling Program is required to complete two (2) learning practica (three hours each) over two separate semesters. For each three (3) credit hours of practicum credit, the student must log a minimum of 150 clock hours in his or her practicum placement (for a total of at least 300 clock hours for the required six (6) semester hours. Prerequisites: PY501, PY505, PY510, PY520, PY523, PY525, PY530, PY535, PY540, PY552, and PY563. Before registering for Master’s practicum hours, student must have taken at least once the comprehensive examination based upon coursework.

PY595 Thesis Research. 1 hour. This course will provide an opportunity for students to establish and turn in a proposal for topic approval, acquire approval, and begin the research process for the Master’s thesis as well as provide regular supervision during the process. Prerequisite: Before registering for Master’s thesis research, student must have taken at least once the comprehensive examination based upon coursework.

PY597 Master’s Thesis. 3 hours. The completing of a master’s thesis gives the counseling student the opportunity to extend and expand his or her knowledge of the counseling field. To write a master’s thesis, the student must integrate his knowledge of counseling, report writing, and research methodology, along with quantitative and qualitative analysis methodologies. Students who do not complete the thesis during this term of enrollment will receive a grade of “I” (Incomplete) for the course. Students who receive a grade of Incomplete must maintain a continuous enrollment of at least 1-hour each term until the thesis is completed or until the six-year time for program completion has expired. Prerequisite: PY550 and successful completion of comprehensive exam.

PY598 Thesis Continuation. 1 hour. This course provides students with continuing support in completing the research thesis.
MISSION
The Mission of the Graduate Program at Central Methodist University is to create a learning environment that allows students to continue their professional development. This is achieved through emphasis on academic and professional excellence, ethical leadership, and social responsibility.

MISSION OF THE MSN PROGRAM
The mission of Central Methodist University, the College of Graduate and Extended Studies, and the Department of Nursing is to prepare nurses who have baccalaureate degrees to practice in a professional role as Clinical Nurse Leaders (CNL). The primary focus is to provide advanced practical clinical skills and knowledge fostering ethical leadership and social responsibility.

AMERICAN ASSOCIATION OF COLLEGES OF NURSING (AACN)
The Master of Science in Nursing Program has been written using the guiding principles developed by the American Association of Colleges of Nursing preparing graduates for practice as a Clinical Nurse Leader (CNL). The CNL graduate is eligible to matriculate to a practice- or research-focused doctoral program.

PHILOSOPHY

MSN, CLINICAL NURSE LEADER PROGRAM
The goal of the Master of Science in Nursing, Clinical Nurse Leader program is to provide opportunities for qualified students to acquire advanced knowledge and skills in nursing to enable them to provide clinical leadership in the health care delivery system across all settings in which health care is delivered. The CNL assumes accountability for client care outcomes through the assimilation and application of evidence-based information to design, implement, and evaluate the process of health care delivery.

CLINICAL NURSE LEADER (CNL)
The goal of the Clinical Nurse Leader includes improving clinical or client outcomes and enhancing nursing practice through the identification of and application of effective care to clients and families. The Clinical Nurse Leader is accountable for a defined group of clients within the health care setting. The CNL is a formal leader and provides horizontal leadership to foster lateral integration of care.

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

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

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

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

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

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

PROGRAM OUTCOMES
At the end of this program, the graduate will be able to:

1. Design, coordinate, supervise, and evaluate care provided by the health care team evaluating appropriate use of fiscal and human resources.
2. Assume accountability for client-care outcomes by utilizing research-based information to design, implement, and evaluate the process of health care delivery.
3. Evaluate issues in health care delivery from an ethical, sociopolitical, technological, and historical framework while providing leadership for change.
4. Effect change through advocacy for clients within the health care delivery and policy system, the profession, and the interdisciplinary health care team.
5. Assume personal responsibility and accountability for current practice and health care information and skills.
6. Utilize a multidisciplinary approach to discuss strategies and identify and acquire resources for client populations that empower them to attain health and maintain wellness.
7. Identify the impact of health care financial policies and economics on the delivery of health care and client outcomes.

ADMISSION CRITERIA
- bachelor’s degree with relevant nursing experience (NOTE: Students with a Bachelor’s degree in a field other than Nursing must submit an admission portfolio with proof of meeting the BSN essentials. Criteria for portfolios will be available as needed.);
- cumulative GPA 3.0 on a 4.0 scale from baccalaureate program;
- RN License in Missouri (current);
- statistics course with a “C” grade or better;
- research course with a “C” grade or better;
- computer experience/literacy;
- current Graduate Record Examination (GRE) scores within the last two years. The GRE requirement will be waived for students with a 3.3 GPA on a 4.0 scale in final 60 hours of their bachelor’s program;
- submission of a one-page written statement of personal nursing philosophy and goals which demonstrate scholarly writing competencies; and
- must meet the admission requirements of the Graduate Program and CMU

Requirements for Continuation in Program:
Students who earn less than a “B” in a course may not continue in their cohort. Any one course where the student earns less than a “B” must be repeated and completed with a grade of “B” or higher, and then the student will join the subsequent cohort. Students will be required to petition the Graduate Studies Committee for re-admission. Any second instance where a student earns less than a “B”—whether it is a repeated course or one taken for the first time—results in the student’s dismissal from the MSN program.

GRADUATION REQUIREMENTS
1. A 3.0 cumulative GPA must be maintained and a grade of “B” or above must be obtained in divisional courses.
2. The MSN program must be completed within five (5) years of enrollment.

PORTFOLIO ASSESSMENT
The Master of Science in Nursing, Clinical Nurse Leader graduate will maintain an Annual Professional Outcomes Portfolio that includes evidence of:

1. improved clinical outcomes such as
   a. Client satisfaction
   b. Interdisciplinary team satisfaction
   c. Strategic management of Unit and organizational outcomes to maximize quality, safety, and satisfaction.
2. the degree to which efficient and effective use of resources is identified and addressed
3. the creation of well-functioning clinical teams as evidenced by
   a. knowledge of staff members about Unit-based technology and pharmaceuticals
   b. reduction in absenteeism, improved retention, and professional development
   c. fostered environment for improved involvement of professional team
4. the extent to which new resource technology has been incorporated into practice in
a. grand rounds  c. increased knowledge and skills  
b. case presentations  d. evaluated knowledge of clinical team and  
c. clinical/care team studies and publications  incorporation into practice  
5. the extent to which leadership has been dem-
e. mentoring of new or student CNLs  
onstrated by  
a. service on practice and governance com-
b. contributions to strategic goals  mmittees  
6. professional development and continuing edu-
c. increased knowledge and skills  cation  
d. evaluated knowledge of clinical team and  e. mentoring of new or student CNLs  
inclusion into practice  
7. knowledge about and participation in develop-
e. mentoring of new or student CNLs  c. increased knowledge and skills  
and implementing corporate or institutional  d. evaluated knowledge of clinical team and  
philosophy, goals, strategies, and results.  

**3. ADVANCED PRACTICE NURSING CORE CURRICULUM (10 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>NU500</td>
<td>Advanced Health Assessment (4)</td>
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<tr>
<td>NU502</td>
<td>Advanced Pathophysiology (3)</td>
<td></td>
</tr>
<tr>
<td>NU504</td>
<td>Advanced Pharmacology (3)</td>
<td></td>
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</table>

**2. GRADUATE CORE CURRICULUM CONTENT (24 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>NU508</td>
<td>Epidemiology (4)</td>
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<tr>
<td>NU510</td>
<td>Advanced Professional Role (4)</td>
<td></td>
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<tr>
<td>NU512</td>
<td>Health Care Finance/Policy/Economics (3)</td>
<td></td>
</tr>
<tr>
<td>NU514</td>
<td>Theoretical Frameworks (2)</td>
<td></td>
</tr>
<tr>
<td>NU516</td>
<td>Health Care Issues (3)</td>
<td></td>
</tr>
<tr>
<td>NU518</td>
<td>Evidence-Based Client Care Management (4)</td>
<td></td>
</tr>
<tr>
<td>NU522</td>
<td>Clinical Nurse Leader Residency (4)</td>
<td></td>
</tr>
</tbody>
</table>

**MSN CLINICAL NURSE LEADER COURSES**

**NU500 Advanced Health Assessment.** 4 hours. This course focuses on development of advanced health history and assessment skills. Discussion centers on interpreting data, recognizing deviations from normal, recognizing actual and potential health problems, and determining the nursing/medical diagnosis. Cultural diversity and ethical issues are considered.

**NU502 Advanced Pathophysiology.** 3 hours. This course builds on an undergraduate pathophysiology content, focusing on alterations in body systems, on pathophysiologic changes, and on associated signs and symptoms across the life span.

**NU504 Advanced Pharmacology.** 3 hours. The course focuses on pharmacotherapeutics and the implications for nursing practice. Treatment guidelines, indications, contraindications, prescription writing, drug law, and drug information resources will be discussed using case studies.

**NU508 Epidemiology.** 4 hours. The course studies the origin, distribution, and control of disease including the study of infectious and non-infectious diseases, the etiology, vector control, host defenses and resistance, and the investigation of disease outbreaks.

**NU510 Advanced Professional Role.** 3 hours. Students will examine the role of Master's-prepared nurses with attention to the factors of personnel management, team coordination, and interdisciplinary management. Students will begin development of a capstone project under the guidance of the nurse administrator and the faculty.

**NU512 Health Care Finance/Policy/Economics.** 3 hours. The course introduces students to health care finance and provides an opportunity to prepare Unit budgets. Students will develop an understanding of health care economics, the health care system, the development of health policy, and the role of the advance-practice nurse in the process.

**NU514 Theoretical Frameworks.** 2 hours. This course presents a variety of conceptual and theoretical frameworks and allows students to examine nursing theories and related contemporary theories from other disciplines.
NU516  Health Care Issues. 3 hours. Students examine the role that diversity and social factors play in the care of clients. Students examine legal and ethical factors that influence health and health care and discuss ethical decision-making in advance-practice nursing.

NU518  Evidence-Based Client Care Management. 4 hours. The course focuses on evidence-based care of the client in the acute-care setting with attention to restoration, maintenance, and health promotion. Clinical decision-making will be enhanced through the use of case studies. Client safety, client satisfaction, national initiatives, and models of measurement will be discussed.

NU522  Clinical Nurse Leader Residency. 4 hours. Clinical-practice experience provides students an opportunity to work in the role of clinical nurse leader under the guidance of a mentor. A one-hour weekly seminar will give all students the opportunity to share experiences. The capstone project will be completed.

INDEX

This index does not refer to any portion of the Adult Degree Program section, which starts on page 143.
Interested in our Adult Degree Program in St. Louis?  
Call 314-227-4400 for more information or assistance.
THE ADULT DEGREE PROGRAM (ST. LOUIS)

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

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

ADULT DEGREE PROGRAM DESIGN

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

Learning Teams/Work Teams. Learning team/Work teams are an integral part of the Adult Degree Program educational model. Typically learning teams consist of 3–5 students. The assignments are designed to be completed by groups with 3–5 members. Class size, work schedules, and/or geographic barriers often may require group sizes to vary from the ideal 3–5 members. Learning teams have the flexibility to choose their meeting place and how they meet. Teams may meet face-to-face, in a structured on-line “learning team club,” or in combination. Participation in the learning team is a required element of the program. Learning teams function as mutual support mechanisms through which students can learn more efficient problem-solving techniques from the professional expertise of peers, and a portion of each course evaluation/grade is based on the group performance. Additionally, most courses require a group project in the form of a written and/or oral report, presented to the class for discussion and critique. The ability to incorporate each member’s participation becomes the responsibility of all group members and is reflected in students’ grades.

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

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

- Independence Day (July 5, 2010)
- Labor Day (September 6, 2010)
- Thanksgiving (November 24-26, 2010)
- Martin Luther King, Jr. Day (January 17, 2011)
- Presidents’ Day (February 14, 2011)
- Good Friday (April 22, 2011)
- Memorial Day (May 30, 2011)
- Independence Day (July 4, 2011)
CMU’s Adult Degree Program welcomes applications from adult men and women of every nationality, ethnic, racial, and/or religious group. Potential students should call the CMU Office (314-227-4400) and make an appointment with an Enrollment Representative to discuss their plans and previous college coursework. Upon application, official transcripts from each college or university attended must be obtained. Applications are valid for one (1) year from the date of completion.

ADMISSION POLICIES AND PROCEDURES (ADP)

ADMISSION REQUIREMENTS (ADP)

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

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

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

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

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

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

TRANSFER CREDIT (ADP)

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

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

Student also can earn credits through examinations such as CLEP, Excelsior, and DANTES. Students with credit from AP (Advanced Placement) programs or IB (International Baccalaureate) programs are also recognized. Military veterans may receive credit for military training and military schools and courses, occupational specialties, and Reserves or Guard commissioned positions. See an Academic Advisor for details on these procedures.
CMU also recognizes job development coursework received through an applicant’s employer or other prior experiences. See an Academic Advisor for information on Prior Learning Assessment.

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

**TUITION AND FEES (ADP)**

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

<table>
<thead>
<tr>
<th>UNDERGRADUATE TUITION &amp; FEES</th>
<th>PER CREDIT HOUR</th>
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</thead>
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<tr>
<td>Associate’s Degree Programs</td>
<td>$225.00</td>
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<tr>
<td>Bachelor’s Degree Programs</td>
<td>$325.00</td>
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<tr>
<td>Master’s of Education Program</td>
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<table>
<thead>
<tr>
<th>SPECIAL FEES &amp; CHARGES</th>
<th>PER TRANSACTION</th>
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</thead>
<tbody>
<tr>
<td>Application fee (non-refundable and paid when application is submitted)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduation fee (non-refundable and paid with final tuition payment—required of all graduates for cap, gown, and diploma, even if not participating in commencement)</td>
<td>$75.00</td>
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<tr>
<td>Returned Check fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Transcript (Requests to Registrar must be written and signed)</td>
<td>$5.00 per release</td>
</tr>
<tr>
<td>• FAX</td>
<td></td>
</tr>
<tr>
<td>• Overnight delivery (where available)</td>
<td>$7.50</td>
</tr>
<tr>
<td>• Priority service</td>
<td>Add $20.00</td>
</tr>
<tr>
<td></td>
<td>Add $15.00</td>
</tr>
</tbody>
</table>

**Payments (ADP)**

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

**Payment procedure (ADP)**

1. The student will receive a payment schedule for payment of tuition for the core curriculum.
2. Payments are due in advance of the start date of each new course, as listed on the payment schedule.
3. A late fee of $30 may be charged if payment is not received prior to the start date of the course.
4. For cash-paying students, if the payment is not received in full by the start date of the next course, grades will not be released.
5. If payment is not received for two sequential courses, the student will not be allowed to attend class.
6. No transcripts will be provided to any student with an outstanding balance.
7. Students may be subject to Administrative Dismissal (removal from the program) for failure to meet financial obligations.
8. Students may not participate in graduation exercises, receive their diplomas, or obtain any documentation indicating the completion of their degree until all financial obligations are met.

**Payment Options Summary (ADP)**

Central Methodist University offers a variety of payment plans for students’ convenience. Students will be asked to select a payment plan prior to
enrollment. Any questions about the following plans should be addressed to the Accounting Office.

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

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

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

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

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

- **DIRECT BILL PLAN.** Central Methodist University is willing to invoice students’ employers directly for tuition if prior arrangements are made with their company. Approved documents or proper notification from the company must be received prior to the first night of each course. Regardless of eligibility, the application fee and registration fees must be paid by the student and will be refunded if payment is received from their company. If necessary, it is the students’ responsibility to assist CMU in expediting payment from their employer. If students’ employment ceases or if necessary company documentation is not received on a timely basis, students will be automatically switched to the Course-by-Course Plan.

- **FINANCIAL AID PLAN.** To qualify for financial aid, students must submit all required paperwork and documentation prior to the first night of their program. Regardless of financial aid eligibility, the application fee and registration fee is not covered by financial aid. After starting the program, any tuition not covered by Financial Aid must be paid prior to the first night of each course by the specified due date. It is the student’s responsibility to reapply for funding in advance of the next academic year. Failure to reapply will automatically switch the student to the Course-by-Course Plan.
FINANCIAL ASSISTANCE (ADP)

APPLYING FOR FINANCIAL ASSISTANCE

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

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

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

FINANCIAL ASSISTANCE REQUIREMENTS

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

All funding is awarded in accordance with state and federal policies and with those policies set forth by the Enrollment Management Committee and does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students.

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

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

All students who receive federal, or state financial aid must make satisfactory progress academically. In order to assure that the full-time student makes satisfactory progress, the following normal and minimally acceptable standards of academic progress will be used, along with a satisfactory grade point average as listed below:

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

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

REFUNDS AND WITHDRAWAL

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

For students who withdraw, drop out, are dismissed, administratively withdrawn, or take a leave of absence from CMU, the following refund schedule will be applied towards institutional charges including tuition. However, based on the refund calculations
applied, a student is still responsible for any outstanding charges owed CMU. The Institutional Refund Policy is used for all calculation purposes and is outlined as follows:

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

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

Absence from class does not constitute withdrawal from the class or from CMU. Students who leave school without completing the withdrawal process will forfeit their claim to honorable dismissal and will receive a grade of “F” for all courses in progress. An honorable dismissal will be granted to all students who desire to withdraw from the University if they are in good academic standing, are not subject to discipline, have made satisfactory arrangements for settling their financial account, and file the completed withdrawal form. Students who withdraw from the University will receive grades for the courses in which they are registered according to the grading policies (see page 153).

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

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

Outstanding Accounts: Any student who has a balance due to the University will have a hold placed on his/her account. Grades, transcripts, and diplomas will not be issued to the student, and the student may not participate in commencement. Failure to rectify a balance due may also result in academic dismissal from the University. Past due accounts may be turned over to a collection agency with all related legal and collection fees also due from the student.
STUDENT SERVICES (ADP)
Call 314-227-4400 for more information or assistance.

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

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

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

Students needing reference assistance are encouraged to call the information desk during operating hours at 660-248-6271. After hours, students and faculty are encouraged to use the library@centralmethodist.edu email address, online Meebo chat, or the Ask a Librarian link embedded in the library website and databases, as these are monitored after regular library hours.

TEXTBOOKS
Textbooks are available for purchase through the CMU Bookstore. Books may be purchased online:
- Go to centralmethodist.edu.
- Click on Campus Life along the top bar.
- Down the left-hand side of the page, click on CMU Bookstore.
- Click on St Louis Campus-CMU Online Bookstore.
- On the left-hand side of that page, click on books.
- Select the textbooks you wish to purchase and follow the directions for shipping and payment.

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

STUDY ASSISTANCE
Adult Degree Program students are able to find help with their study needs through the Center for Learning and Teaching on the main campus. Students can contact the Center and work with a tutor via electronic means. To learn more about these services, check out their website at http://www.centralmethodist.edu/cmltc/index.asp. The Smiley Memorial Library also offers a service called the Learning Express Library which provides some on-line testing and other resources. Please check out the library website for more information: http://www.centralmethodist.edu/cmlibrary/catalogs.html.
GENERAL ACADEMIC REGULATIONS (ADP)

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

CLASS ATTENDANCE

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

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

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

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

STUDENT LATE ARRIVAL

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

INSTRUCTOR LATE ARRIVAL (ADP)

If an instructor is late arriving to class—in any location—please notify the Student Services Office at...
314-227-4400. It is recommended that students meet in their learning teams to discuss the assignments that were due at the beginning of the class. Students are expected to wait at least 30 minutes for the instructor’s arrival. However, after 30 minutes, they may leave, and the Student Services Office will reschedule the class after consultation with the students and the instructor.

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

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

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

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

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

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

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

**CLASSIFICATION OF STUDENTS (ADP)**
Undergraduate students are classified according to the number of semester hours of work completed:

- Freshman 1-29
- Sophomore 30-59
- Junior 60-89
- Senior 90 and over
Students are considered full-time students at Central Methodist University as long as they maintain continuous enrollment in the Adult Degree Program. To be full-time, an undergraduate student must complete 24 credits in a 12-month period. Students who are not currently matriculating are considered “inactive.”

COURSES, GRADES AND GRADE POINT AVERAGES

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass, credit hours only</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit, no credit hours</td>
</tr>
</tbody>
</table>

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

The grade of I (Incomplete) can be given by an instructor at the end of the course only when both of the following conditions are met: (1) the student is unable to finish the work of a course because of exceptional circumstances which can be documented, and (2) the student has completed at least three-fourths of the coursework and can complete the remaining work apart from class meetings. Faculty should file a plan for completion of incomplete work with the Office of the Registrar. All incomplete work must be completed within 5 weeks after the end of the course for undergraduates, within 6 weeks for graduate courses. After this time, if the “I” has not been removed, it will automatically convert to a grade of F. Additional work will no longer be accepted, and the grade appeals policy (see “Grade Appeals” below) will apply.

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

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

GRADE APPEALS (ADP)

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted, and the burden of proof is on the student. Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results.

If the issue is not resolved with the course instructor, the student should next appeal to the regional site coordinator. In these appeals, the course instructor will be consulted, and the grade cannot be changed without the instructor’s consent.

If the issue is still not resolved and if the student wishes to continue the appeal, the student should consult the regional site coordinator for directions in presenting a petition to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions). The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a two-thirds majority of the respective committee judges that a grade change is warranted, the committee will direct the Registrar to make the change. The decision of this committee is final and binding on all parties. (Faculty-initiated grade change requests must be completed and filed with the Office of the Registrar within one [1] calendar year of the date the grade is first posted).
ACADEMIC PROBATION (undergraduates)
Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 24 hours during an academic year, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPAs), which are verified semi-annually, listed below.

<table>
<thead>
<tr>
<th>Weighted Hours Attempted</th>
<th>Minimum Cumulative and Cumulative Resident GPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.80</td>
</tr>
<tr>
<td>30-59</td>
<td>1.80</td>
</tr>
<tr>
<td>60-89</td>
<td>1.90</td>
</tr>
<tr>
<td>90 or beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Weighted Hours Attempted</th>
<th>Minimum Cumulative and Cumulative Resident GPAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.30</td>
</tr>
<tr>
<td>30-59</td>
<td>1.50</td>
</tr>
<tr>
<td>60-89</td>
<td>1.70</td>
</tr>
<tr>
<td>90 or beyond</td>
<td>1.90</td>
</tr>
</tbody>
</table>

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

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

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

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

ACADEMIC BANKRUPTCY POLICY
To declare “Academic Bankruptcy” a student must petition the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions) specifying the courses the student requests to be dropped. Only courses with grades of “D” and “F” may be dropped. Only courses taken ten (10) semesters (excluding summer sessions) or more before the student’s application for readmission may be dropped. The petition for Academic Bankruptcy must be made within six months following the student’s readmission. Only students who are readmitted to and currently attending the University may petition the Academic Standards and Admissions Committee for Academic Bankruptcy. When the Committee approves a petition for Academic Bankruptcy, the original grades will be shown on the transcript but a notation will be made and these grades will not be included in the calculation of grade point averages, nor will they be included in the satisfaction of degree requirements.

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

CATALOG IN EFFECT—GRADUATION REQUIREMENTS
Students’ degree requirements are generally governed by the catalog in effect when they matriculate for a degree so long as enrollment is continuous. Students
may choose to meet the requirements of any subsequent catalog published during their enrollment but not of an earlier catalog. Former students who are readmitted must meet the graduation requirements in the catalog at the time of re-enrollment.

ACADEMIC CONDUCT

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

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

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

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

b. UNAUTHORIZED COLLABORATION with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;

c. STEALING or having unauthorized access to examination or course materials,

d. FALSIFYING INFORMATION (records, or laboratory or other data);

e. SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE without the advance consent of the second instructor;

f. ASSISTING ACADEMIC MISCONDUCT (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and

g. PLAGIARISM. Plagiarism includes, but is not limited to, (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, and/or (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor, who should detail course-specific policies and sanctions in course syllabi. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean, so that all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty, including, but not limited to, notations in the student’s file, notations on the student’s transcript, probation, suspension, and expulsion. Students can appeal instructors’ internal course penalties and any further sanctions by the Dean to the Committee on Academic Standards and Admissions, whose decision is final.

GRADUATION

An application for graduation must be filed with the program registrar no later than six (6) months before the student intends to graduate. The registrar and academic advisor will review the application to ensure
that all requirements for graduation have been met and to notify the student in writing of deficiencies.

Associate’s degree candidates must meet the following requirements:

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

Bachelor’s degree candidates must meet the following requirements:

- Satisfactory completion of all the required liberal arts and/or general education coursework, as contained in the Common Core, as well as all required coursework required by the individual major
- Completion of at least 124 semester credits
- Completion of at least 36 semester credits of upper-level (300-400 level) study and 15 semester hours of upper-level study in the major
- Completion of a minimum of 30 credits in residence at CMU
- Completion of the courses and requirements set forth in the Student Handbook
- A cumulative GPA of at least 2.0
- A GPA of at least 2.0 in all upper-division courses in the major

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

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

**Honors at Graduation**

Each year, certain members of the graduating class are recognized for outstanding scholarship. Students whose cumulative grade point average is 3.95 or above graduate *summa cum laude*. Students whose grade point average is 3.8 or above graduate *magna cum laude*. Students whose grade point average is 3.7 or above graduate *cum laude*. Honors students must have earned at least 60 hours in residence at Central Methodist University. Graduation with Honors will be figured using all grades earned by the student toward graduation, including all transferred hours (note: grades of F do not transfer, and therefore are not included in this calculation). These honors are recorded on the diplomas and in the Commencement Program. Honors students are awarded recognition cords to wear with their cap and gown.
The Central Methodist University Adult Degree Program offers you the opportunity to earn your Undergraduate or Graduate Degrees in an accelerated format that is committed to a high-quality, continuously improving, stimulating, and practical education. The Values, Mission, and Educational Goals statement of Central Methodist University are published on page 15. These statements are pledges about the character of the Adult Degree Program and the education it seeks to provide to all students. As these pledges make clear, the University understands education to be concerned with the formation of the self, not merely with providing information to an individual who is unchanged by it. Liberal education is formative as well as informative. At their best, both liberal arts education and education for professional preparation provide the intellectual knowledge, skills, and disciplines from which the student constructs his or her unique character as well as prepares for a career and for life.

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

The Adult Degree Program offers degrees in the following areas:
- AS in Business (pending HLC approval)
- AS in Psychology (pending HLC approval)
- BS in Business
- BS in Psychology
- BS in Nursing
- Master of Education (MEd)

The Adult Degree Program
The Adult Degree Program is designed to help students achieve their Associate’s, Bachelor’s, or Master’s Degree while pursuing their careers. The curriculum is structured sequentially, with students taking one (1) course at a time. Courses involve four-hour class sessions once a week for approximately five (5) weeks. The Adult Degree Completion Program is a “computer-enhanced” program, which means that advances in technology may be utilized to augment the learning experience.

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

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

Bachelor’s degree students must complete a minimum of 124 hours of credit. Their degrees build on the general education of the Associate’s degree and focus on the academic major. CMU believes that every person with a college education should have one or more areas of both in-depth and extensive knowledge. The academic major insures that all graduates have one or more widely recognized fields of study in which they can function at a sophisticated, advanced level. Students choose a degree program, and within it they choose an academic major. Degree programs must also include a significant secondary field of study or a set of corollary courses in addition to the major and the General Education program. This can be classified as an academic minor or an alternative to the minor, both of which must include at least 17 hours of coursework that would enhance the student’s educational experience. Students should work closely with their Academic Advisor to plan for the courses that would best meet their needs.
AS, CONCENTRATION IN BUSINESS—DEGREE PLAN (64 HOURS)
The Associate of Science in Business (ASB) program is designed to provide a practical business education along with a strong liberal arts foundation. Coursework covers diverse concepts such as introductory management, computer applications, written and oral communications, economics, critical thinking, accounting, and literature. ASB students will be able to apply the concepts and skills gained in this program to a variety of industries and will be well equipped to handle leadership challenges in today’s complex business environment.

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

<table>
<thead>
<tr>
<th>COMMON CORE (39 HOURS)</th>
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</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONS</strong></td>
</tr>
<tr>
<td>UNIV111 Introduction to Lifelong Learning</td>
</tr>
<tr>
<td>EN110 College Composition I and EN111 College Composition II</td>
</tr>
<tr>
<td>CT101 Communication Skills</td>
</tr>
<tr>
<td>PE140 Concepts of Wellness</td>
</tr>
<tr>
<td>MA103 College Algebra</td>
</tr>
<tr>
<td><strong>UNDERSTANDING HUMAN NATURE</strong></td>
</tr>
<tr>
<td>HI117 American History to the Civil War</td>
</tr>
<tr>
<td>CMU222 Moral Leadership</td>
</tr>
<tr>
<td>RL122 Religion and the Human Adventure</td>
</tr>
<tr>
<td>EN222 Introduction to Literature</td>
</tr>
<tr>
<td>EC201 Macroeconomics</td>
</tr>
<tr>
<td><strong>EXPLORING THE NATURE OF THE UNIVERSE</strong></td>
</tr>
<tr>
<td>BI110 Biotechnology</td>
</tr>
<tr>
<td>SC102 Concepts of Chemistry and Physics</td>
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</table>

<table>
<thead>
<tr>
<th>BUSINESS CONCENTRATION (25 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AC 201 Principles of Accounting (4 hours)</strong></td>
</tr>
<tr>
<td><strong>BU 110 Introduction to Business (3 hours)</strong></td>
</tr>
<tr>
<td><strong>BU 225 Computer Applications in Business (3 hours)</strong></td>
</tr>
<tr>
<td><strong>BUS 227 Conflict Resolution for Managers (3 hours)</strong></td>
</tr>
</tbody>
</table>
BS, BUSINESS MAJOR—DEGREE PLAN (124 HOURS)
The Bachelor of Science in Business (BSB) program provides a comprehensive business education that prepares graduates for a variety of high-level leadership roles. Coursework covers practical concepts such as communications, economics, marketing, statistics, business law, human resources, information systems, finance, accounting, international business and ethics. BSB graduates will be well prepared to make significant contributions to their organizations and communities.

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

<table>
<thead>
<tr>
<th>COMMON CORE (34-35 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONS</strong></td>
</tr>
<tr>
<td>Freshman Writing: EN110 College Composition I &amp; EN111 College Composition II</td>
</tr>
<tr>
<td>Oral Communications: CT101 Communication Skills</td>
</tr>
<tr>
<td>Math: MA103 College Algebra (or higher)</td>
</tr>
<tr>
<td>Advanced Writing: EN305 Expository Writing</td>
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<thead>
<tr>
<th>UNDERSTANDING HUMAN NATURE</th>
<th><strong>12 HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>State civics requirement</td>
<td>3 hours</td>
</tr>
<tr>
<td>Religion course</td>
<td>3 hours</td>
</tr>
<tr>
<td>Literature course</td>
<td>3 hours</td>
</tr>
<tr>
<td>Valuing or Social Science (CT, EC, Ethics, HI, PL, PS, PY, or SO)</td>
<td>3 hours</td>
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<thead>
<tr>
<th>EXPLORING THE NATURE OF THE UNIVERSE</th>
<th><strong>7-8 HOURS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Course with Lab</td>
<td>4-5 hours</td>
</tr>
<tr>
<td>Additional Science</td>
<td>3 hours</td>
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<table>
<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (15 HOURS)</th>
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<tbody>
<tr>
<td>Humanities or Fine Arts: MG425 Issues in Ethics</td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):</td>
</tr>
<tr>
<td>• MG409 Economics: Theory, Concepts, and Issues (3 hours)</td>
</tr>
<tr>
<td>• MG411 Business Law and Government Regulations (3 hours)</td>
</tr>
<tr>
<td>Analytical Skills:</td>
</tr>
<tr>
<td>• ADM316 Computer and Information Processing (3 hours)</td>
</tr>
<tr>
<td>• MA105 Elementary Statistics (3 hours)</td>
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<table>
<thead>
<tr>
<th>BUSINESS MAJOR REQUIREMENTS (25 HOURS): See Program Sequence (page 160).</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC301 Principles of Financial Accounting (4 hours)</td>
</tr>
<tr>
<td>ACC302 Managerial Accounting (3 hours)</td>
</tr>
<tr>
<td>ADM495 Seminar in Business (3 hours)</td>
</tr>
<tr>
<td>IB376 International Business (3 hours)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)</th>
</tr>
</thead>
</table>

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## PROGRAM SEQUENCE—BS IN BUSINESS

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MG302 Management &amp; Leadership</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>2. MG365 Organizational Theory</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>1. ADM316 Computers and Information Processing</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>3. EN305 Expository Writing</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>4. MG425 Issues in Ethics</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>5. MG 356 Human Resource Management</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>6. MA105 Elementary Statistics</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>8. MG411 Business Law &amp; Governmental Regulation</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>9. MG421 Strategies in Marketing Management</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>10. ACC301 Principles of Financial Accounting</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>11. ACC302 Managerial Accounting</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>12. IB376 International Business</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>13. ADM495 Seminar in Business (Capstone with MFAT given)</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>43</strong></td>
<td><strong>73</strong></td>
</tr>
</tbody>
</table>
AS, CONCENTRATION IN PSYCHOLOGY—DEGREE PLAN (63 HOURS)
The Associate of Science in Psychology (ASP) is designed to assist students in gaining an understanding of the science of human behavior and mental processes. Students will become familiar with the most important contemporary research finding in the fields of learning, personality, counseling, psychophysiology, social processes, abnormal psychology and human development. The psychology major is often used as a foundation for professional training in counseling, law, the ministry, or graduate study in psychology.

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

<table>
<thead>
<tr>
<th>COMMON CORE (39 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>UNIV111 Introduction to Lifelong Learning</td>
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<tr>
<td>EN110 College Composition I &amp; EN111 College Composition II</td>
</tr>
<tr>
<td>CT101 Communication Skills</td>
</tr>
<tr>
<td>PE140 Concepts of Wellness</td>
</tr>
<tr>
<td>MA103 College Algebra (or higher)</td>
</tr>
</tbody>
</table>

| UNDERSTANDING HUMAN NATURE | 15 HOURS |
|-----------------------------|
| HI117 American History to the Civil War | 3 hours |
| CMU222 Moral Leadership | 3 hours |
| RL122 Religion and the Human Adventure | 3 hours |
| EN222 Introduction to Literature | 3 hours |
| SO101 Introduction to Sociology | 3 hours |

| EXPLORING THE NATURE OF THE UNIVERSE | 7 HOURS |
|--------------------------------------|
| BI110 Biotechnology | 3 hours |
| SC102 Concepts of Chemistry and Physics | 4 hours |

<table>
<thead>
<tr>
<th>PSYCHOLOGY CONCENTRATION (24 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED103 Child Development (3 hours)</td>
</tr>
<tr>
<td>PY101 General Psychology (3 hours)</td>
</tr>
<tr>
<td>PY210 Educational Psychology (3 hours)</td>
</tr>
<tr>
<td>PY211 Psychology of Personal Adjustment (3 hours)</td>
</tr>
</tbody>
</table>
BS, PSYCHOLOGY MAJOR—DEGREE PLAN (124 HOURS)

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

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

<table>
<thead>
<tr>
<th>COMMON CORE (34-35 HOURS)</th>
<th>15 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOUNDATIONS</td>
<td></td>
</tr>
<tr>
<td>Freshman Writing: EN110 College Composition I and EN111 College Composition II</td>
<td>6 hours</td>
</tr>
<tr>
<td>Oral Communications: CT101 Communication Skills</td>
<td>3 hours</td>
</tr>
<tr>
<td>Math: MA103 College Algebra</td>
<td>3 hours</td>
</tr>
<tr>
<td>Advanced Writing: EN305 Expository Writing</td>
<td>3 hours</td>
</tr>
<tr>
<td>FOUNDATIONS</td>
<td>12 HOURS</td>
</tr>
<tr>
<td>State civics requirement</td>
<td>3 hours</td>
</tr>
<tr>
<td>Religion course</td>
<td>3 hours</td>
</tr>
<tr>
<td>Literature course</td>
<td>3 hours</td>
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<td>3 hours</td>
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<tr>
<td>FOUNDATIONS</td>
<td>7-8 HOURS</td>
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<tr>
<td>Science Course with Lab</td>
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<tr>
<td>Additional Science</td>
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<thead>
<tr>
<th>TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (18 HOURS)</th>
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<tbody>
<tr>
<td>Humanities or Fine Arts: MG425 Issues in Ethics</td>
<td>3 hours</td>
</tr>
<tr>
<td>Social Sciences (CJ, CT, EC, HI, PS, PY, or SO):</td>
<td>6 hours</td>
</tr>
<tr>
<td>• PY200 Introduction to Psychological Theories (3 hours)</td>
<td></td>
</tr>
<tr>
<td>• PY204 Experimental Psychology (3 hours)</td>
<td></td>
</tr>
<tr>
<td>Analytical Skills:</td>
<td>6 hours</td>
</tr>
<tr>
<td>• MA105 Elementary Statistics (3 hours)</td>
<td></td>
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<tr>
<td>• PY331 Research Design and Data Analysis (3 hours)</td>
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<tr>
<th>BUSINESS MAJOR REQUIREMENTS (27 HOURS): See Program Sequence (page 163).</th>
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</thead>
<tbody>
<tr>
<td>PY 302 Personal &amp; Professional Development (3 hours)</td>
<td>PY 338 Applied Psychology (3 hours)</td>
</tr>
<tr>
<td>PY 308 Personality (3 hours)</td>
<td>PY 346 Sensation and Perception (3 hours)</td>
</tr>
<tr>
<td>PY 321 Family Relationships &amp; Values (3 hours)</td>
<td>PY 351 Introduction to Counseling (3 hours)</td>
</tr>
<tr>
<td>PY 332 Cognitive Processes and Applications (3 hours)</td>
<td>PY 480 Senior Thesis (3 hours)</td>
</tr>
<tr>
<td>PY 334 Applied Quantitative Data Analysis (3 hours)</td>
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<table>
<thead>
<tr>
<th>MINOR AND ELECTIVES (TO COMPLETE MIN. 124 HOURS)</th>
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## PROGRAM SEQUENCE—BS IN PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PY302 Personal and Professional Development</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>2. PY200 Introduction to Psychological Theories</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>4. PY204 Experimental Psychology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>5. PY346 Sensation and Perception</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>7. PY331 Research Design and Data Analysis in the Social Sciences</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>8. PY334 Applied Quantitative Data Analysis</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>9. MG425 Issues in Ethics</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>10. PY332 Cognitive Processes and Applications</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>11. PY338 Applied Psychology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>12. PY308 Personality</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>13. PY321 Family Relationships and Values</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>14. PY351 Introduction to Counseling</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>15. PY480 Senior Thesis (Major Field Test taken)</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>45</strong></td>
<td><strong>76</strong></td>
</tr>
</tbody>
</table>
The goal of the Bachelor of Science degree in Nursing (RN-to-BSN) program is to provide opportunities for qualified students to acquire the knowledge necessary to provide nursing care which promotes adaptation of the person, family, and community. This knowledge is acquired within a liberal arts experience which emphasizes honesty, integrity, civility, and a strong sense of personal responsibility. Professional preparation as a nurse includes promotion of lifelong learning, social responsibility, and service.

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

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

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

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

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

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

**BS IN NURSING**

**PHILOSOPHY**

The Bachelor of Science in Nursing (RN-TO-BSN) OUTCOMES

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

1. demonstrate professional nursing leadership with technical proficiency utilizing principles of management and leadership, evidenced in the care of clients, families, and communities including management of physical, fiscal, and human resources;
2. apply critical thinking and problem-solving to provide nursing care that promotes holism and adaptation by discovering research questions, critically analyzing research, and applying research to practice;
3. incorporate the principles of communication, client education, and client advocacy into practice;
4. exhibit a commitment to individual and professional growth as a lifelong learner, evidenced by continuing formal education, informal education, and reading refereed professional journals and participating in shaping the health-care delivery system;
5. provide, delegate, and/or supervise nursing care based on current knowledge, theory, and research to promote holism and adaptation as evidenced by the ability to:
   a. assess and diagnose the health status of diverse individuals, families, and communities; and
   b. plan, implement, and evaluate the care—in structured and unstructured settings—for diverse individuals, families, and communities who require nursing at restorative, maintenance, or promotion levels;
6. evaluate career choices within the nursing profession based on emerging skills and personal strengths and abilities;
7. display behaviors as a member of the profession of nursing based on standards of practice and professional codes of ethics to:
   a. assume accountability for own nursing practice; and
   b. practice within ethical and legal frameworks; and
8. demonstrate collaboration with other healthcare providers to promote the full human potential. (The liberal arts education provides opportunities for growth in knowledge, personal integrity, spirituality, and professional competence).

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

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

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

BSN REQUIREMENTS FOR ADMISSION
1. Minimum GPA of 2.0 overall;
2. an associate’s degree in Nursing from a regionally accredited institution (34 Nursing credits from the ADN will be applied toward the BSN; general education credits will also transfer where applicable).
3. official transcripts from all regionally and nationally accredited colleges and universities attended; and
4. current Missouri RN license.

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

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

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

### COMMON CORE (34-35 HOURS)

<table>
<thead>
<tr>
<th>FOUNDATIONS</th>
<th>15 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Writing: EN110 College Composition I and EN111 College Composition II</td>
<td>6 hours</td>
</tr>
<tr>
<td>Oral Communications: CT101 Communication Skills</td>
<td>3 hours</td>
</tr>
<tr>
<td>Math: MA105 Elementary Statistics</td>
<td>3 hours</td>
</tr>
<tr>
<td>Advanced Writing: EN305 Expository Writing</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

### UNDERSTANDING HUMAN NATURE (12 HOURS)

| STATE CIVICS REQUIREMENT | 3 hours |
| RELIGION: RL122 Religion and the Human Adventure | 3 hours |
| LITERATURE: EN222 Introduction to Literature | 3 hours |
| VALUING OR SOCIAL SCIENCE: PY101 Introduction to Psychology | 3 hours |

### EXPLORING THE NATURE OF THE UNIVERSE (7-8 HOURS)

| SCIENCE COURSE WITH LAB | 4-5 hours |
| ADDITIONAL SCIENCE | 3 hours |

### TIER TWO: ADDITIONAL GENERAL EDUCATION REQUIREMENTS (12 HOURS)

| HUMANITIES OR FINE ARTS: NU455 Professional issues, Leadership, and Management | 3 hours |
| SOCIAL SCIENCES (CJ, CT, EC, HI, PS, PY, OR SO): |
| • PY302 PERSONAL AND PROFESSIONAL DEVELOPMENT (3) | 6 hours |
| • PY324 SOCIAL PSYCHOLOGY (3) | 6 hours |
| ANALYTICAL SKILLS: NU303 RESEARCH IN NURSING (3) | 3 hours |

### ADN (PREVIOUS DEGREE EARNED): 34 HOURS FROM THE ASSOCIATE’S DEGREE IN NURSING ARE APPLIED HERE.

### NURSING MAJOR REQUIREMENTS (19 HOURS): See Program Sequence (page 167).

| AH330 Business concepts in Health Care/Case Management (3) | NU320 Adaptation Nursing in the Community (4) |
| NU300 Adaptation Nursing Model (1) | NU325 Historical Trends in Nursing (3) |
| NU301 Physical Assessment (2) | NU450 Integrated Concepts in Adaptation Nursing (6) |

### ELECTIVES (TO COMPLETE MIN. 124 HOURS)
## PROGRAM SEQUENCE—BSN

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

AC201 Principles of Accounting I. 4 hours/6 weeks. This course is an introduction to integrated financial and managerial accounting systems with emphasis on a) providing economic information to all users, b) accounting terminology, and c) using financial statement analysis and accounting information for decision making. Practical applications of math, communication, and skills used in business will be integrated. Prerequisite: MA 103.

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

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

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

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

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

BI110 Biotechnology. 3 hours/5 weeks. This introductory course is primarily aimed at non-majors. This is a study of biotechnology, including the science behind it, how it is regulated, the impact on society and ethical concerns raised by new advances in biological sciences.

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

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

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

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

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

EC 201: Macroeconomics (3 credits/5 weeks) Following an initial introduction to important general economic concepts, including demand and supply, the course will examine the U.S. economy from a
macroeconomic perspective. It includes an analysis of a) how unemployment, inflation, and Gross Domestic Product are measured, b) different theories of why the economy goes through cyclical fluctuations (i.e., recessions and booms) in the short-run, c) long-run economic growth, and d) the use of monetary and fiscal policies to stabilize the economy. Prerequisite: MA 103.

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

**EN103 Child Development.** 3 hours/5 weeks. This course is a study of the physical, motor, intellectual, social and emotional development of the young child as well as the development of an intelligent philosophy of adult-child relationships.

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

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

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

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

**ET375 Small Business Management.** 3 hours/5 weeks. This course will focus on the characteristics of the entrepreneur, methods of starting and running a self-owned business, and an awareness of the legal, financial, marketing, and personnel problems of the entrepreneur.

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

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

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

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

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

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

**MG302 Management and Leadership.** 3 hours/5 weeks. This is an introductory course for adult students pursuing an undergraduate degree. Topics will include group interaction, communication skills, professional and personal growth, academic resource utilization, organizational dynamics, and other topics relevant to goal accomplishment in an academic setting. This course requires finalization of a degree completion plan prior to enrollment in any other coursework.
MG356 Human Resource Management. 3 hours. HRM concepts related to the selection of employees, employee training, leadership styles, job design, communication systems, and rewards and punishments. Prerequisite: Sophomore standing.

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

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

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

MG421 Strategies in Marketing Management. 3 hours/5 weeks. As a manager in an ever-changing, fast-paced, technology-driven society, the magnitude of understanding our product or service while meeting the needs of our customers is vital to our existence not only in a traditional sense, but in the virtual aspect as well. This course offers a managerial approach to marketing with a focus on matching organizational goals with customers' needs identified through interview skills and physiologic needs identified through physical assessment skills.

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

NU300 Adaptation Nursing. 1 hours/2 weeks. This course will introduce students to the adaptation framework. The four modes of adaptation are explored with the focus on the individual student who explores his/her own adaptation level. The framework will be applied to heath restoration, maintenance, and enhancement of nursing interventions with a focus on wellness.

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

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

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

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

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

NU455 Professional Issues, Leadership, and Management. 3 hours/5 weeks. This course will prepare the students for the expanded role as nurse leader/manager. Lectures and seminars focus on management theories, leadership style, change theory, interpersonal and interprofessional relationships, and current issues and trends in practice and education.
PE140  Concepts of Wellness.  2 hours/4 weeks.  This course will be a consideration of contemporary health concepts as they apply to an awareness of personal wellness.

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

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

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

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

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

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

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

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

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

PY311  Research Design and Data Analysis in Social Sciences.  3 hours/6 weeks.  This course is an introduction to research design, social measurement, analytic strategies, and applied statistical techniques relevant to the interpretation of social phenomena.  Prerequisite: MA103 with MA105 recommended.

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

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

PY338  Applied Psychology.  3 hours/5 weeks.  This course is an examination of the applications of the facts, principles, and techniques of Psychology to a broad range
of human endeavors. The core of the course consists of an
introduction to the various career paths in Psychology.
Prerequisite: PY101.

**PY346 Sensation and Perception.** 3 hours/5 weeks. This
course will examine the process by which we interpret and
organize sensory information to produce our conscious
experience of objects and relationships among objects.
Prerequisite: PY101.

**PY351 Introduction to Counseling.** 3 hours/5 weeks.
This course is a study of basic theories and methods of
counseling and psychotherapy including behavioral,
cognitive, and humanistic approaches to counseling, client
analysis, and interviewing techniques. This course will
emphasize goals, responsibilities, and ethical problems in
the counseling relationship. Prerequisite: PY101.

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

**RL122 Religion and the Human Adventure.** 3 hours/5
weeks. This course is an introduction to the ways in which
religion provides meaning and purpose for human life. The
course includes a study of a variety of religious traditions,
beliefs, and practices.

**SCI02 Concepts of Chemistry and Physics.** 4 hours/6
weeks. This course is a study of basic physics and
chemistry. The physics portion of the course includes
motion, energy, heat and temperature (thermodynamics),
sound, electricity, and light. The chemistry portion
includes atoms, molecules, chemical bonds and chemical
reactions. The final topic of the course, nuclear reactions,
relates to both physics and chemistry.

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

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

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

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

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

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

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

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

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

Graduation Requirements

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

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

**TOTALS** 36 72

## MASTER OF EDUCATION COURSE DESCRIPTIONS

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

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

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

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

**ED516 Exceptional and Diverse Learners.** 3 hours/6 weeks. The basic concepts of this course will be multicultural education with an emphasis on students from diverse cultural and ethnic backgrounds, as well as the gifted and special-needs student. Instruction will include a review of instructional strategies for the diverse classroom, a personal examination of one’s bias and stereotypes, and the role of personal professional responsibility within a global society. The Missouri Standards for Teacher Education Programs (MoSTEP) and provisions of the No Child Left Behind Act will also be addressed.

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

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

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

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

**ED561 Instructional Strategies.** 3 hours/6 weeks. This course is designed to assist the students in recognizing personal instructional strategies and selecting strategies...
appropriate to the student population. Various instructional strategies will be explored.

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

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

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