



College of Graduate & Extended Studies

FIRST CLASS

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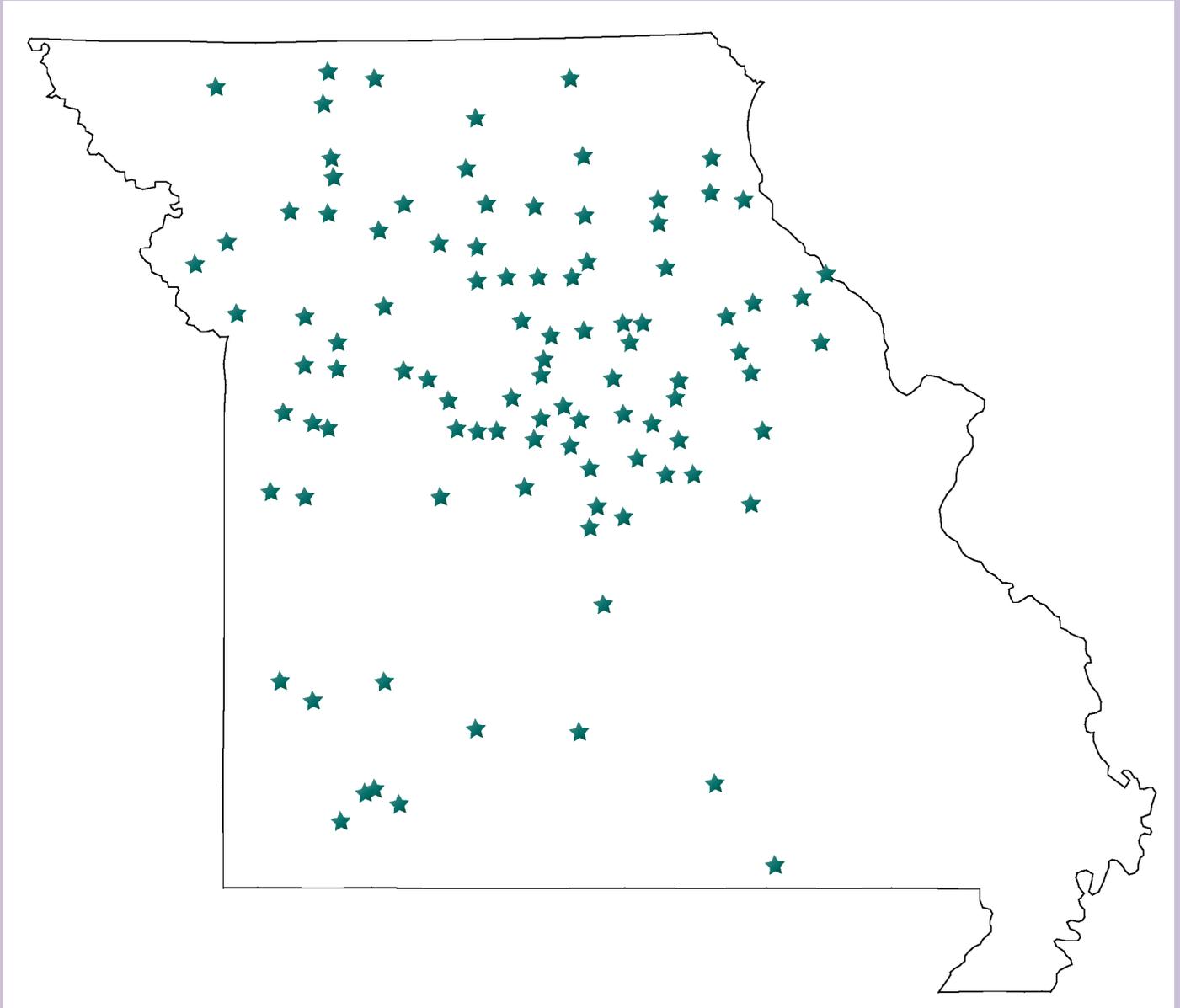
Central Methodist University

Handbook

Be More

<https://www.centralmethodist.edu/academics/dual-credit/first-class-resources.php>

First Class Locations in Missouri



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General Information

Central Methodist University provides a broad range of undergraduate liberal arts and professional education programs. It is co-educational, private, church-related, and its 90 acre Fayette campus is largely residential. It offers degree programs at sites including but not limited to Clinton, Lake of the Ozarks, Park Hills, Union, Columbia, Sedalia, Rolla, St. Louis and Fayette. CMU offers 2 year and 4 year undergraduate degrees, and graduate degrees. Select undergraduate (including dual credit) courses and graduate courses are also offered through the College of Graduate and Extended Studies (CGES) which was formed in 2004 to better serve the educational needs of students throughout Missouri. The policies and procedures described in this manual were developed to clarify roles and responsibilities, help prevent misunderstandings, improve communication between schools and the University, and explain the regulations for the academic programs.

Contact Information

Provost	660-248-6212	Dr. Rita Gulstad
First Class Coordinator	660-248-6892	Peggy O'Connell
Assistant Dean, Central Region	660-248-6378	Sandra Wald
Administrative Assistant for Extended Studies	660-248-6275	Andrew O'Neill
Transcript questions	660-248-6994	Amy Dority

Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools, Missouri Coordinating Board for Higher Education (CBHE), and Missouri Department of Elementary and Secondary Education (DESE). National Accreditation from the National Alliance for Concurrent Enrollment Partnerships (NACEP).

Mission

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

CMU's Guiding Vision Statement and the University Learning Principles

Central Methodist University will be recognized and valued as an institution delivering distinctive academic programs of excellence, nested within a robust and supportive campus environment, preparing students for making a living and living a life.

To ensure that educational experiences at CMU engender the ideals incorporated in the mission and vision statements, the faculty, administration, and trustees adopted new university wide learning principles and associated outcomes in the Spring of 2016. Six of the nine outcomes will be used to assess the general education program (the first two outcomes listed for each principle). The remaining higher order outcome will be assessed at the senior, graduating student level.

Communication (articulate, multimodal, professional)

1. Students are articulate, able to speak and write clearly and effectively.
2. Students are multimodal, able to interpret and express ideas through multiple modes of communication.
3. Students are professional, able to adapt to and interact with others in a confident, responsible, and engaged manner.

Curiosity (discover, analyze, create)

1. Students can discover, explore, and seek solutions based on accumulated knowledge and current research.
2. Students can analyze, evaluate, interpret, and summarize data.
3. Students can create and innovate using critical thinking and collaborative skills.

Community (serve, respect, lead)

1. Students will serve others and be ethical, informed citizens.
2. Students will understand and respect diversity, including others' viewpoints, positions, and beliefs.
3. Students will lead creatively and collaboratively to produce positive changes in the broader world.

Discrimination Policy and Grievance Procedure

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, scholarship programs are made available to all qualified students without regard to race, color, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements. If you feel you have been the subject of such discrimination, contact the Vice President and Dean of the University, located in Brannock Hall, on the 2nd floor.

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 Enter for Learning

and Teaching 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 Center for Learning and Teaching. 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 Center for Learning and Teaching 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 First Class 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 First Class Coordinator.

For more information or clarification the full policy can be found on CMU's website at <http://www.centralmethodist.edu/academics/learning-teaching/disability-accommodations.php>.

The Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students the right to restrict the release of information or to grant the University limited permission to release information in the student's interest.

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: (1) name, mailing and email addresses, telephone number, dates of attendance, date and place of birth, and stated religious preference, (2) awards, honors, degrees, and major field of study, and (3) 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 Graduate and Extended Studies in writing of the information which may not be released.

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

In compliance with FERPA, Central Methodist University shall obtain written consent from students before disclosing any personally identifiable information from their education records.

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.

Student Rights and Responsibilities

Rights

- You have the right to an efficient and predictable process that is sensitive to your needs.
- You have the right to appeal a denial of transfer credit at the receiving institution.

Students are enrolled at CMU through First Class and are considered by the University as non-degree seeking university freshmen, with all the rights and privileges of an on-campus CMU student. Students making the choice to register for a university class take the responsibility for the higher education process.

Responsibilities

- You are responsible for learning the admissions requirements of the institution to which you are applying.
- You are responsible for learning and complying with the specific requirements of any professional program to which you apply.
- You are responsible for contacting transfer advisors at both institutions to ensure smooth transfer of credits.
- You are subject to the same regulations regarding credit requirements as native students.

It is the student's responsibility to meet all deadlines.

Steps for a Smooth Transfer

- Students who intend to transfer should know the admissions requirements of the receiving institution.
- Students considering transfer should talk to transfer advisors at both the sending and receiving institutions. (Contact the academic affairs or student services units at both institutions to learn the names and contact information for transfer advisors.)

- Students should select a major that meets their educational goals. Choose courses that meet current articulation agreements and that will maximize acceptance at the receiving institution. If you change majors, be aware that previously earned credits may not apply toward your new major.
- Be aware that admission to specific programs may result in additional requirements.
- Check periodically with the transfer advisor at the receiving institution to learn of any changes in requirements.

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 16 week semester plus two hours of study for each hour of instruction, but instructional time and credit hours may vary. Grade reports are issued to students following the end of each term. 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 College uses the system of grades and grade symbols described below to report each student's academic achievement grade reports and transcripts.

Grade	Explanation	Grade Points
A	Grade points	4
B	Grade points	3
C	Grade points	2
D	Grade points	1
F	Grade points	0
I	Incomplete	N/A
RP	Course repeated later	N/A
W	Withdraw before failing	N/A

It is the responsibility of faculty members to set the grading scale by which grades will be assigned in accordance to the grading scale above. This grading scale must be outlined in the syllabus. If an instructor is teaching to multiple sites the grading scale must be the same for all sites.

All courses taken on a letter grade basis (A through F) are used to compute Grade Point Averages (GPA). 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, GPA's range from 0 to 4.0. The grades of "I/IP", "W", earn no credit and are not computed in GPA.

The grade of "I/IP", or Incomplete, can be given by an instructor only when both of the following conditions are met: (1) The student is unable to finish the work of a course because of an emergency which is beyond the student's control and which can be documented; and (2) the student has successfully completed at least three-fourths of the course work and can finish the required work apart from class attendance. Incomplete grades must be completed by mid-term of the following term. After this time, if the "I/IP" has not

been removed, it will automatically convert to a grade of "F". Once the "I/IP" has been converted to an "F," additional work will no longer be accepted and the grade appeals policy will apply.

The grade of "W" is given for courses dropped prior to the last week of a term and the last two weeks of a semester. A student may not withdraw from a class after this period. The grade of "RP" signifies that the course was later repeated, and the grade and credit have been "Replaced" by the last time the course was taken.

Grades will be assigned as follows:

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

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 First Class 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 the student wishes to continue the appeal, the student should consult the Dean for directions in presenting a petition to the Extended Studies Committee. The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a two-thirds majority of the 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 registrar within one calendar year of the date the grade is first posted).

Repeated Courses

Students may repeat any course in which they have an "F" or "D" recorded grade 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 previous grades for the course will be changed to "RP" with a notation that the course has been repeated.

Withdrawal and Refunds

A student who wishes to withdraw from the University must obtain a withdrawal form from the dual credit coordinator at the High School who will outline the proper procedure for

withdrawal. **It is the students' responsibility to see that this withdrawal form is completed, signed, and sent to the University.** A withdrawal form is attached for your convenience. 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. 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.

Students who withdraw from class by the dates on the following table will receive refunds accordingly. The University reserves the right to withdraw any student from one or more classes or from the University for Academic Dishonesty, excessive absence, disruptive behavior, or other sufficient cause.

When the completed withdrawal form is filed with the University, the University will adjust tuition in accordance with the following refund schedule:

Fall/Spring Semester	Refund
Withdrawal first and second weeks	90% of tuition
Withdrawal third and fourth weeks	50% of tuition
Withdrawal fifth thru eighth weeks	25% of tuition
Ninth week and thereafter	none

Year Long Classes	Refund
Withdrawal first and second weeks	90% of tuition
Withdrawal third thru seventh weeks	50% of tuition
Withdrawal eighth week thru November 1 st	25% of tuition
After November 1 st	none

Summer Session	Refund
Withdrawal in first week	50% of tuition
Withdrawal in second week	25% of tuition
After second week	none

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. Please refer to Central Methodist University's CLAS (College of Liberal Arts and Sciences) or CGES (College of Graduate and Extended Studies) catalogs for more information.

First Class Academic Calendar

Please use the following link to access Central Methodist University's academic calendar.

<http://www.centralmethodist.edu/academics/provost/academic-calendar.php>

Please check with your home school to verify actual meeting days. This calendar is based on CMU's Main campus and school districts may not observe the same holidays. CMU strictly enforces the grades due dates.

Admission to First Class

First Class at CMU 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 CMU 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.

Student Requirements of Admission (as outlined by the Missouri Department of Higher Education)

1. All applicants must submit a completed paper admission form or enroll through the online application through their high school to the Office of First Class, Central Methodist University, 411 CMU Square, Fayette, MO 65248
2. High school Sophomores, Juniors and Seniors interested in dual credit must also meet the additional criteria listed below:
 - a. Sophomores, Juniors and Seniors with an overall minimum grade point average of 3.0 (on a 4.0 scale) are automatically eligible for dual credit courses.
 - b. Sophomores, Juniors and Seniors with an overall grade point average between 2.5-2.00 (on a 4.0 scale) must provide a signed letter of recommendation from their principal or guidance counselor.
3. High school Freshman interested in dual credit must also meet the additional criteria listed below:
 - a. Freshman must have an overall minimum grade point average of 3.0 (on a 4.0 scale) and must further demonstrate their competency by scoring at the 90th percentile or above on the ACT or SAT.
 - b. Freshman must provide a signed letter of recommendation from their principal or guidance counselor and provide written permission from a parent or legal guardian.
4. Parental Permission.
 - a. Each student under the age of 18 will need a parent's permission signature on the back of their enrollment form that is turned into CMU each semester.
5. Satisfactory completion of course prerequisites.

6. Transcript and ACT information/report etc. must accompany enrollment form, one per academic year.
7. Students should check with the college they plan to attend to make sure the dual credit course they are taking will transfer. To do this, go to your college/university website and check the transfer policy and/or course equivalency.
8. Realization that dual credit courses require additional work and commitment.

Fast Track with First Class program

Fast Track with First Class is a program with our dual credit program that awards students a certificate for earning 15 credit hours from CMU by the end of the fall semester of their senior year. These students have earned the equivalent of one semester at university before graduating from high school.

Each school will request the certificates for their students in time for an award ceremony of their choice.

Enrollment Fees and Regulations

- *ITV and Face-to-Face Cost per Credit Hour - \$80.00*
- *Online Cost per Credit Hour - \$100.00*

Fees are due and payable with enrollment form on the first day of class for ITV and Face-to-Face. Online tuition is due the week prior to the start of class. If full tuition is not attached there must be a full explanation attached and approved by the First Class Coordinator by the fourth week of class or the student will be removed or not admitted.

Payments: Remittances should be made out to Central Methodist University and mailed to: the Office of First Class, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. For questions, call (660) 248-6892. MasterCard and Visa are accepted.

Outstanding Accounts: Students who have outstanding accounts *will not be allowed* to register for the next semester or have transcripts issued. Accounts that are not paid in full by the end of the current semester are assessed a \$25 late fee and 1% interest per month on the balance for a total of 12% annually.

Late fees: Accounts that are not paid in full by the end of the semester are assessed a one-time late fee of \$25 and 1% interest per month on the balance for a total of 12% annually.

Transcripts

The student's permanent record is confidential, and, by the terms of FERPA, transcripts of the student's record are not issued except upon receipt of a signed request from the student. Please go to our website at www.centralmethodist.edu to find the link to request a transcript. You will need a debit or credit card to complete the request.

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 can be 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, go to

<http://www.centralmethodist.edu/academics/registrar/transcript-request.php>. Complete the online request form. (High School counselors are not permitted to request transcripts for students.) Once the online request form is complete and entered, it will be sent to CMU Registrar's Office electronically and automatically. The Registrar's Office will complete the request. For further information call the CGES/Registrar office at 660-248-6994.

Academic Conduct

Students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the University outlined elsewhere. When they are participating in a class, whether in the classroom, a lab, 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 dishonesty, excessive absence, or disruptive or other unacceptable classroom behavior. With the approval of the Provost/Dean of the College, or, at the Dean's request by the Graduate or Extended Studies Committee, a student will be withdrawn from the course.

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, 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; the decision of the committee is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Vice President and 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 Provost and Vice President and Dean of the University can be appealed to the Extended Studies Committee; the decision of the committee is final.

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 dual credit or 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.

The courses assessed regularly both on and off campus (undergraduate and dual credit) are HI117, HI118 and PS101 by using the Constitution Assessment Exam; BU110, CH111, CT101, EN111, EN120, and MA103 by the divisional common final. These and other general education assessments used throughout the course measure the quality of the general education program and in meeting the institutional educational goals.

Student Code of Conduct Policy for ITV Classes

1. Insubordination of any kind (behaviors or incidents that disrupt or interfere with teaching or learning) will not be tolerated in the ITV classroom.
2. Inappropriate language or gestures will not be tolerated.
3. Students can be recorded (visual or audio) at any time without specific pre-warning.
4. Students will position themselves in the classroom to be in camera view at all times.
5. No equipment in the classroom will be manipulated without the expressed direction or permission from supervisors or instructors.
6. Students will not be involved in any academically dishonest activity, will not cheat nor will assist others in cheating.
7. Students will conform to any additional rules as specified orally or in writing by the instructor.
8. Cell phones are not allowed in classrooms.
9. Violation of any of the policies listed above will be subject to the following disciplinary action:
 - **First Offense:** Verbal or written warning from instructor followed by parental notification of the infraction through written letter. The warning will be delivered to the student using procedures that assure student privacy. A copy of the letter will also be sent to the students' principal.
 - **Second Offense:** The student will be removed from the class until such time that a conference of parents, student, instructor, and principal offers assurance that the misconduct will not reoccur.
 - **Third Offense:** The student will be automatically dismissed.

College Standards and College Subjects

On the average, college students should plan to study at least two hours a week for every hour spent in the classroom. Some students will need to study more, especially when exams or course projects are due. College courses are both interesting and challenging; you will learn a great deal while being expected to work hard. College courses sometimes deal with controversial issues or subject matter that high school courses would ordinarily avoid.

Class Attendance

Students may not be successful in college for many reasons, but the principal reasons for student failure are excessive absence and the lack of study. The faculty and administration expect students to attend classes regularly and to establish adequate study patterns. Individual instructors establish their own attendance policies. Students are responsible for any work missed as the 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. Faculty will be required to take attendance at each class period; excessive absences will be recorded and reported to the Counselor or Facilitator of the High School.

Grading Rubrics for Academic Papers (SAMPLES)

Three different grading rubrics have been attached as guidelines for instructors and students alike. When taking dual credit classes, students are exposed to the same rules and expectations as regular college classes. The attached sample rubrics will help Instructors and Students know what is expected.

SAMPLE

Scoring Rubric

The "A" Paper:

The paper contains a strong and clear thesis that is addressed clearly, reveals complexity, and has a variety or a freshness of thought in a consistent manner. It has a beginning, middle, and end; progresses logically; and successfully uses cohesive devices (transitions, repetition, pronouns, and parallel structure). The paper makes a distinction between main and subordinate ideas through the use of specific details/examples. It contains language that is consistently precise, vivid, and sophisticated. The paper contains clear sentences that vary in structure, with few, if any, errors in grammar and mechanics.

The "B" Paper:

The paper contains a clear thesis that is specifically addressed and reveals some complexity and variety. It has a beginning, middle, and end; generally progresses in a logical manner; and uses cohesive devices. The paper makes a distinction between main and subordinate ideas, using some details/examples. It contains language that is usually precise, perhaps vivid. The paper contains clear sentences, which vary in structure, with few errors in grammar and mechanics.

The "C" Paper:

The paper contains a competent thesis and has a sense of direction. It has a beginning, middle and end and uses some cohesive devices. The paper uses some specific details/examples, but it relies more on general statements to support main and subordinate ideas. The paper may contain language that is inconsistent and uneven. It contains clear sentences that may, however, lack variety in structure; errors in grammar and mechanics may be somewhat distracting.

The "D" Paper:

The paper has a thesis that is not adequately developed. It may have evidence of a beginning, middle, and end; but it may lack cohesion and at times seem disjointed. The paper relies on generalities and few, if any, specific details. It contains sentences that are fairly clear, but errors in grammar, language, mechanics, and sentence structure may be distracting or cause confusion.

The "F" Paper:

The paper contains one or more ideas that could be the thesis but none that controls the essay or gives it direction. Although lacking cohesion, the paper may have some evidence of a beginning, middle, and end, or it may tend toward a simple listing of ideas. It may contain sentences that are unclear, as well as repeated errors in grammar, language, mechanics, or sentence structure.

SAMPLE
Individual Paper Rubric

- Does the paper:
1. Provide a clear and topic focused introduction (1-10 pts)_____
 2. Contain a critical analysis adhering to the assigned topic (1-10 pts)_____
 3. Demonstrate logical and cohesive development of thoughts and ideas (1-10 pts)_____
 4. Include recommendations with appropriate substantiation (1-10 pts)_____
 5. Include text and other references (1-10 pts)_____
 6. Contain correct grammatical structure (1-10 pts)_____
 7. Provide logical and smooth progression of ideas (1-10 pts)_____
 8. Give evidence of research (1-10 pts)_____
 9. Provide a solid conclusion (1-10 pts)_____
 10. Include correct spelling and word usage (1-10 pts)_____

Assignment Score _____

SAMPLE
Rubric for Research Paper

1. Essay has a clear thesis that is stated at the end of the first paragraph. **5 points**
 2. The introduction moves the reader into the paper and “sets the scene” for the discussion. **10 points**
 3. The body paragraphs of the essay clearly develop the thesis. The paragraphs are well developed by examples and details. **15 points**
 4. The conclusion brings appropriate closure to the essay. **10 points**
 5. The thesis is developed by a clear pattern of organization. **10 points**
 6. The author uses strong cohesive device to connect the points of the paper. **10 points**
 7. Quotations are used well to support the essay’s thesis. They are introduced appropriately and punctuated correctly. **10 points**
 8. Information is well paraphrased. **10 points**
 9. The information is correctly referenced in the text (in-text citations). **10 points**
 10. The sources are listed on the works cited page. **10 points**
 11. The essay has been carefully edited and is free of grammatical/mechanical errors. **10 points**
 12. The note taking system is thorough and well organized. **10 points**
 13. The student has included the copies of his or her sources. **10 points**
- Total Points – **130 (points)**

First Class Online

CMU online classes offered for First Class

The online course specifically for dual credit will run 16 weeks (following CMU's online calendar for start dates) or 14 weeks. This is atypical of a normal online class which is eight weeks. Enrollment deadline for Fall semester is preceding July 1. Actual enrollment into the class will give students access to the class. Students are expected to sign on the first day and begin assignments that day.

For students to succeed in online classes First Class expects the online classes/students to be given dedicated time during school hours to work on their online class. The students will also need back-up access whether it's a computer at home or in a public library, etc. The students will all need a valid email address, with a second back up email address not associated with the high school.

myCMU is the Learning Management System for all CGES/online students. You can access myCMU from CMU's web homepage, or by going to "Current Students" and selecting your site location. myCMU provides tutorials, announcements, gives you access to any online courses you are enrolled in, tracks the documents received by financial aid, allows you to register for courses, and MUCH, much more.

The book list for online classes MAY vary from other dual credit classes. Please check the online class book information as the book required may be different and more expensive. Students enrolling in MA103-College Algebra will most likely have to purchase an access code at a cost of approximately \$82. Students/counselors/parents need to take all of these costs into consideration before enrolling into an online class.

List of Available ONLINE CLASSES for First Class

Students can take any course from the list above online for the d/c tuition through CMU, the classes below may be offered for 16 weeks, instead of the normal eight week session. Please contact Peggy for questions.

CJ100	Introduction to Criminal Justice		3 hrs.
CT101	Public Speaking		3 hrs.
EN105	Introduction to Literary Studies		3 hrs.
EN110	College Composition I		3 hrs.
EN111	College Composition II	$\geq C$ in EN110	3 hrs.
HI117	Development of the United States I		3 hrs.
HI118	Development of the United States II		3 hrs.
MA103	College Algebra	ACT Math subscore ≥ 22	3 hrs.
PY101	General Psychology		3 hrs.
SO101	Introduction to Sociology		3 hrs.

List of Available First Class at CMU Courses

*Denotes in-house format only

Course #	Course Name	Prerequisite	Credit Hours
AC201	Principles of Accounting I	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
AR116	Basic Photography		3 hrs.
AR121*	Basics of Design		3 hrs.
AR130*	Studio Art		3 hrs.
AR186*	Art History I		3 hrs.
AS101*	Descriptive Astronomy-The Solar System		4 hrs.
AS102*	Descriptive Astronomy-Beyond the Solar System		4 hrs.
BI101	General Biology	Intro course for majors only	4 hrs.
BI102	General Biology	BI101	4 hrs.
BI105*	Intro to Biological Science		4 hrs.
BI106*	Human Biology		4 hrs.
BI107*	Human Anatomy		4 hrs.
BI108*	Biodiversity		4 hrs.
BI110	Introduction to Biotechnology		3 hrs.
BU110	Introduction to Business		3 hrs.
BU225	Computer Applications in Business		3 hrs.
BU228	Electronic Commerce	BU225 or CS122	3 hrs.
CH111*	General Chemistry	\geq C in MA103 or ACT Math subscore \geq 22	4 hrs.
CJ100	Introduction to Criminal Justice		3 hrs.
CS121MS	Introduction to MS Office		1 hr.
CS122AW	Computers in the Academic World		1 hr.
CS172	.NET1 (Formerly Structured Programming I)		3 hrs.
CS214/CT214	Web Page Design		3 hrs.
CT101	Public Speaking		3 hrs.
EC201	Macroeconomics	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
EC202	Microeconomics	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
EN105	Introduction to World Literature		3 hrs.
EN110	College Composition I		3 hrs.
EN111	College Composition II	\geq C in EN110	3 hrs.
EN120	College Composition I & II	ACT English subscore \geq 20	3 hrs.
FB101	Personal Finance		3 hrs.
GL105*	Exploring Geology		4 hrs.
HI101	World History I		3 hrs.
HI102	World History II		3 hrs.
HI117	Development of the United States I		3 hrs.
HI118	Development of the United States II		3 hrs.
HI205	World Geography		3 hrs.
MA103	College Algebra	ACT Math subscore \geq 22	3 hrs.
MA103I	College Algebra Intensive	ACT Math subscore 20 or 21	5 hrs.

MA104	Analytic Trigonometry	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
MA105	Elementary Statistics	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
MA109	Quantitative Reasoning	ACT Math subscore \geq 22	3 hrs.
MA109I	Quantitative Reasoning Intensive	ACT Math subscore 20 or 21	5 hrs.
MA112	Selected Topics in Calculus	\geq C in MA103 or ACT Math subscore \geq 22	3 hrs.
MA118*	Calculus & Analytic Geometry I	ACT math subscore \geq 22; or \geq C in MA103/MA103I and MA104	5 hrs.
MU145*	History of Jazz		3 hrs.
MU188	Music Appreciation-The World of Music		3 hrs.
PE111*	Wellness		1 hr.
PE210*	Personal and Community Health		2 hrs.
PH111*	General Physics I		4 hrs.
PS101	Introduction to American National State & Local Government		3 hrs.
PY101	General Psychology		3 hrs.
RL122	Religion and the Human Adventure		3 hrs.
RL201	Old Testament		3 hrs.
RL202	New Testament		3 hrs.
SC103	Introduction to Meteorology		3 hrs.
SO101	Introduction to Sociology		3 hrs.
SP101	Elementary Spanish		4 hrs.
SP102	Intermediate Spanish	SP101	4 hrs.
TA103	Basic Principles of Theatre		3 hrs.
TA111*	Acting I		3 hrs.
TA113	Script Analysis		3 hrs.

CMU Math Prerequisites

MA103 Prerequisite for the 3 credit hour courses: ACT math subscore ≥ 22

****If the student's math ACT is below 18 we will not consider****

- Note: If the course is being offered for a full year in the high school and they meet five times (or 5 hours average for schools with a block schedule) per week then the student will be enrolled in the three hour MA103 course, but still needs to at least meet the prerequisites for the five credit hour MA103I course.

MA013I Prerequisite for the Intensive 5 credit hours course: ACT math subscore ≥ 20 or 21

CMU uses multiple measures for math placement to ensure that students get enrolled into the correct course. There will be flexibility. If there is a student who does not meet the prerequisite test score, but within one or two points, they will need a letter of recommendation from the math teacher or the counselor. The student will need to have a score from one of the placement tests.

Multiple measures means a student's GPA; previous coursework and grades in those courses; and scores from a national normative exam, or any Missouri assessment to determine placement.

MA103, MA104, MA105, MA109

ACT math subscore ≥ 22

Aspire math ≥ 432

SAT math ≥ 480

MA013 - Accuplacer College Algebra ≥ 96 ; Accuplacer Elementary Algebra ≥ 106

MA104 - Accuplacer College Algebra ≥ 63

MA105 - Accuplacer elementary Algebra ≥ 116

NexGen (AAF) MA103 ≥ 230 ; MA104 ≥ 263 ; NexGen (QAS) MA105 and MA109 ≥ 255

CMU Math Placement Exam $\geq 75\%$

Or

MA103I, MA109I

ACT math subscore $\geq 20-21$

Accuplacer Elementary Algebra ≥ 76

CMU Math Placement Exam $\geq 75\%$

If taught in a yearlong format: MA103, MA104, MA105, MA109

ACT math subscore $\geq 20-21$

Accuplacer = 76-115

CMU Math Placement Exam $\geq 50\%$

MA104 Analytic Trigonometry

Prerequisite: MA103 or ACT math subscore ≥ 22

MA105 Elementary Statistics

Prerequisite: MA103 or ACT math subscore ≥ 22

AC201 Principles of Accounting I

Prerequisite: MA103 or ACT math subscore ≥ 22

CH111 General Chemistry

Prerequisite: MA103 or ACT math subscore ≥ 22

	ACT	SAT	Next-Gen ACCUPLACER R (QAS)	Next-Gen ACCUPLACER (AAF)	Accuplacer Elementary Algebra	Accuplacer College Algebra	CMU Math Test
MA103	22+	480+		230-262	106+	96+	75%
MA103I	20-21				76+		50%
MA104	22+	540-560		263-275		63-102	75%
MA105	22+	540-560	255-300		116+		75%
MA109	22+	480+	255-300				75%
MA109I	20-21				76+		50%
MA118	24+	570+		276+		103+	

Central Methodist University
FIRST CLASS at CMU APPLICANT ADMISSION FORM

Please complete all information as requested. Your application will not be complete until all information requested is supplied, signatures attained and payment made. Please print legibly in blue or black ink. Two email addresses required. Please attach transcript.

I refuse to provide my social security number

Social Security Number _____ **Date of Birth** _____ **Sex:** Male _____ Female _____

Student Name _____
Last First Middle **(MUST HAVE COMPLETE LEGAL NAME)**

Mailing Address _____
Street or Box Number City/Town Zip Code County

Telephone _____ **Cell Phone** _____ **Email** _____
(Area Code) (Area Code) **Required** Please Print Clearly

Name of Parent or Guardian _____ parent email **REQUIRED** _____

Mailing Address _____
Street or Box Number City/Town Zip Code

Parent's Telephone (____) _____

Name of Applicant's High School _____

Principal's Name _____ **Counselor's Name** _____

Grade in School: ___10 ___11 ___12 Expected Date of Graduation (Mo/Year) _____ **(REQUIRED)**

Test Scores (Required) **Please Attach Transcript (one per academic year)**

GPA _____ ACT Math sub score _____ Qualifying Score _____

Course Request Information

Course No.	Term (Fall, Spring, Year, Online)	Course Time	Course Title	Semester Hours	Instructor

Please list day, time and teacher for verification.

Total Semester Hours: In-house/ITV _____ hrs. @ \$80 per Credit Hr = \$ _____ (Total Due)
Online _____ hrs. @ \$100 per credit Hr = \$ _____ (Total Due)

Check Payment Method:

____ Check-- Payable to Central Methodist University (attached) Check# _____

____ Credit Card (complete information below) _____ School Submitting payment

Check one (Master Card or Visa Only) MasterCard _____ Visa _____

Credit Card Number _____ - _____ - _____ - _____ **Expiration Date**

Name on Credit Card (Print) _____

Signature _____

There will be a late fee of \$25.00 assessed to all accounts who are paying after the tuition deadline.

Students are not enrolled into classes until tuition is received, signature's obtained and prerequisites met.

Ethnic Background (Required): Please indicate whether you consider yourself to be:
Hispanic/Latino _____ Not Hispanic or Latino _____

In addition, select one or more of the following racial categories to describe yourself:

____ American Indian or Alaska Native

____ Asian

____ White/Caucasian

____ Black or African American

____ Native Hawaiian/Pacific Islander

United States Citizen (Required) Yes _____ No _____

Applicant's Assurance and Signature—To be completed by the Student and Parent/Guardian:
School Officials' Assurances and Signature

The student should read the following statement. As evidenced by the student's signature, the applicant understands and accepts the following:

- I understand that I am making application for enrollment in a college-level class offered in cooperation with my high school and Central Methodist University. As such, the course content, as well as the credentials of the instructor, is designed to duplicate the standards for the identical course that is taught on the campus of Central Methodist University or one of its regional centers. I understand that tuition for this course is to be paid in full.
- I further acknowledge that Central Methodist University and the course instructor will expect my approach to this class, including the out-of-class time I devote to studying for the course, to be commensurate with a satisfactorily-performing college-level student. To monitor and assess the academic rigor that is anticipated for this class, I understand that artifacts, or samples, of my coursework may be collected and reviewed by professorial staff of Central Methodist University.
- I understand that at the conclusion of the class and an assignment of a final course grade by the instructor, Central Methodist University will maintain an academic record of my enrollment and grade in the institution's academic files, and if applicable, will send a copy of the grades to the participating high school. Upon written request and the remittance of fee charges, a transcript of my enrollment and grade in the class will be provided by Central Methodist University to colleges and universities I may attend.
- I authorize Central Methodist University to release my financial and academic information to my parent or legal guardian.

Student's Signature

Date

Parent/Guardian Signature

Date

To be read and signed by the student's Principal or Designee

I am familiar with the policy guidelines for the delivery and transferability of dual credit programs offered in Missouri high schools. Participating students must meet overall requirements and be recommended by the high school principal or the principal's designee. Further, I understand that eligibility for dual-credit courses is restricted, generally, to third-year and fourth-year high school students of junior and senior standing, who meet the requirements.

Principal's or School Designee's Signature

Date

Please Attach a Copy of the Student's Most Recent Transcript

This completed form should be returned to:

Central Methodist University

Peggy O'Connell

First Class Coordinator

411 Central Methodist Square- Fayette, Missouri 65248-1148

Telephone: 660-248-6892

Fax: 660-248-6392

Internet: www.centralmethodist.edu, moconnel@centralmethodist.edu

Request to Withdraw

FIRST CLASS at Central Methodist University

Directions

1. Student completes information below. **PLEASE PRINT ALL INFORMATION**
2. Student and Parent/Guardian sign the form
3. School Counselor or on-site dual credit coordinator signs
4. Form is returned to the First Class Coordinator by mailing or faxing.
5. Refund Policy:

Fall and Spring Semesters

Withdrawal first and second weeks	90% of tuition
Withdrawal third and fourth weeks	50% of tuition
Withdrawal fifth, sixth & seventh wks	25% of tuition
Withdrawal eighth weeks and after	no refund

Year Long Classes

Withdrawal first and second weeks	90% of tuition
Withdrawal third thru seventh weeks	50% of tuition
Withdrawal seventh week thru November 1 st	25% of tuition
Withdrawal after November 1 st	No Refund

Summer Classes

Withdrawal first week	50% of tuition
Withdrawal second week	25% of tuition
Withdrawal third week and after	no refund

Name of Student _____

Last (PRINT FULL LEGAL NAME) First M

Street Address _____ City _____ Zip _____

School _____

I request to withdraw from the following course(s)

Reasons for Withdrawal: Check all that apply. This section must be completed

- | | |
|--|---|
| <input type="checkbox"/> Too Difficult | <input type="checkbox"/> Not enough time to devote to college class |
| <input type="checkbox"/> Too Expensive | <input type="checkbox"/> Other (explain below) |

I understand that if I fail to complete and return this form, I am not officially withdrawn from classes at Central Methodist University and am not entitled to any settlement (including transcripts). Failure to complete the withdrawal process will result in a grade of "F" for the courses.

Student Initiated Date of Withdrawal in writing (required) Date _____

Signature of Student _____ Date _____

Parent/Guardian _____ Date _____

Signature

Counselor/ _____ Date _____

Coordinator Signature

Return to:
Office of First Class
moconnel@centralmethodist.edu

Phone: 660.248.6892 Fax: 660.248.6392

Approved _____ Date _____

Peggy O'Connell, First Class Coordinator

Please go to CMU's web site at

<http://www.centralmethodist.edu/academics/registrar/transcript-request.php>

to find the link to request a transcript.

Step by step instructions:

Go to: www.centralmethodist.edu

Click on: Admissions

Click on: First Class at CMU – Dual Credit

Click on: Transcript request (right side)

Transcript requests are only ordered online, we no longer honor the paper transcript request form.

High School Counselors cannot and do not request transcripts for students.



Adjunct Approval Form for First Class

Full Legal Name _____

Address:

Home _____ Work _____

E-mail address _____

Name of school _____

Classes currently taught _____

Classes you wish to teach for dual credit with First Class:

Please attach the following:

1. Current Resume/CV
2. Copy of Undergraduate Transcripts
3. Copy of Graduate Transcripts (If approved to teach, we will need an official copy)

Please submit to: Peggy O'Connell, First Class Coordinator
Central Methodist University
411 CMU Square
Fayette, MO 65248

Fax – 660-248-6392 email – moconnel@centralmethodist.edu