

Online

STUDENT MANUAL



Central Methodist University
Graduate and Extended Studies

Last Revised July 2017

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ABOUT CENTRAL METHODIST UNIVERSITY

MISSION

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

WHO WE ARE

Central Methodist University is known for its high quality undergraduate and graduate educational programs, its 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 small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

EDUCATIONAL GOALS

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

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.

CONTACT INFORMATION

OFFICIAL UNIVERSITY WEB SITE

Web Address: <http://www.centralmethodist.edu>

OFFICIAL UNIVERSITY COURSE MANAGEMENT SYSTEM (known as myCMU)

Web Address: <https://compass.centralmethodist.edu>

myCMU Manual: https://compass.centralmethodist.edu/ICS/Student_Help/

BUSINESS OFFICE

Online Resources: <http://www.centralmethodist.edu/admissions/business-office/>

Phone: 660-248-6670

Email: cgesfinserv@centralmethodist.edu

Online Bill-Pay: <http://www.centralmethodist.edu/admissions/business-office/make-payment.php>

FINANCIAL ASSISTANCE

Online Resources: <http://www.centralmethodist.edu/admissions/financial-aid/index.php>

Phone: 660-248-6245

Email: finaid@centralmethodist.edu

LIBRARY REFERENCE ASSISTANCE

Online Resources: <http://www.centralmethodist.edu/academics/library/library-services.php>

Phone: 660-248-6271

Email: library@centralmethodist.edu

CAREER DEVELOPMENT ASSISTANCE

Online Resources: <http://www.centralmethodist.edu/about/offices/career/index.php>

Phone: 660-248-6986

Email: career@centralmethodist.edu

CENTER FOR LEARNING AND TEACHING (TUTORING ASSISTANCE)

Online Resources: <http://www.centralmethodist.edu/academics/learning-teaching/index.php>

Phone: 660-248-6890

Email: clttest@centralmethodist.edu

TECHNICAL ASSISTANCE

Phone: 660-248-6197

Email: helpdesk@centralmethodist.edu

Web Address: <http://www.centralmethodist.edu/about/offices/technology-services/helpdesk-request.php>

Be sure to include as much information as possible when submitting a request for technical support (course number, phone number, full details of your question or issue)

UNIVERSITY ADDRESS AND CONTACT INFORMATION

Address: Central Methodist University
College of Graduate and Extended Studies
411 Central Methodist Square
Fayette, MO 65248

Phone: 660-248-6384
Fax: 660-248-6392

ASSISTANT DEAN OF ONLINE PROGRAMS

Phone: 573-777-5885 (office)
573-823-8594 (cell)

Fax: 660-248-6392

Email: sbrink@centralmethodist.edu

OTHER UNIVERSITY ONLINE RESOURCES

Web Address: <http://www.centralmethodist.edu/academics/online/index.php>

UNIVERSITY POLICIES

NON-DISCRIMINATION POLICY AND DISABILITY ACCOMMODATIONS

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The university's educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The university complies with all federal and state non-discrimination requirements. If you feel you have been the subject of such discrimination, contact the Provost, Brannock Hall, 2nd floor, (660)248-6211.

Services for Postsecondary Students with Disabilities. Section 504 of the Rehabilitation Act states, "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity received Federal financial assistance..."

Title II of the ADA states, "A public entity shall make reasonable modifications in policies or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity."

Postsecondary School Provision of Auxiliary Aids. Section 504 of the Rehabilitation Act states, "A recipient... shall take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills."

The Title II regulation states, "A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy and benefits of, a service, program, or activity conducted by a public entity."

Disability Accommodations. The Center for Learning & Teaching at Central Methodist University is committed to ensuring nondiscrimination and equal access to all programs, service, and activities for qualified students with a disability. The procedures described here are intended to guide and assist faculty, staff, and students in complying with this policy, and in determining what reasonable accommodations must be made for the claimed disability. All materials and information regarding disabilities will be governed by the University's normal policies regarding privacy.

Student and University Responsibilities.

It is the responsibility of any student who wishes to claim a disability and seek an accommodation to file official documentation confirming the disability and a completed Disability Services Student Information Form with the Center of Learning and Teaching prior to seeking any accommodation based on the disability.

- a. A *Disability Services Student Information Form* must be completed, signed by the student, and delivered or faxed to the Center for Learning and Teaching.

- b. 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 (18) months prior to being received by the University*. All official documentation which the student wishes to have the University consider in providing a reasonable accommodation for the disability must be included (e.g. Individual Education Plan [IEP] and related materials, 504 Plan, professional diagnosis, and recommendations). Professional diagnosis must include a diagnosis of the student's current disability; the date of the diagnosis; how the diagnosis was reached; the credentials of the professional making the diagnosis; how the student's disability affects a major life activity; and how the disability affects the student's academic performance. The documentation should provide enough information for the student and the University to consider what may be an appropriate academic adjustment. Each student's accommodation(s) will be considered on a case-by-case basis. The University is not responsible for conducting or paying for a new evaluation to document a disability or the need for an academic adjustment.

The Center for Learning and Teaching will work with the student to develop a reasonable accommodation for the disability only after adequate documentation and a completed Disability Services Student Information Form have been received. Under emergency needs, temporary accommodations may be approved by the Director of the Center for Learning and Teaching while waiting for adequate documentation. Any information received by the Center for Learning and Teaching will be held in confidence and not released directly or indirectly without the written consent of the student except for the purpose of providing services. At the beginning of each new semester/term, the student will be required **to re-register** with the Center for Learning and Teaching and request his or her Letter of Accommodation.

The *Disability Services Accommodations Application* (semester application) must be completed, signed, and returned to the Center before accommodations for that semester will be granted.

- a. Students attending the main campus in Fayette are required to make an appointment with the Director of the Center for Learning and Teaching to discuss any changes in their accommodation(s) and to pick up their Letter of Accommodation. Failure to re-register could result in the student not receiving his or her accommodation(s) until a re-register form is completed and received by the Center for Learning and Teaching. Students must allow the Center time to complete the process and produce the possible Letter of Accommodation after receiving the re-register form.
- b. Once the student (Fayette Campus students) has received his or her Letter of Accommodation, he or she is responsible to meet and/or communicate with his or her instructor to discuss his or her Letter of Accommodation and to identify how any accommodation(s) will be implemented.
- c. Online or Extended Studies students must complete an online re-register form and contact the staff of the Center for Learning and Teaching to request that his or her Letter of Accommodation be sent to the instructor. Students must make sure the instructor has received the Letter of Accommodation.

In addition to making reasonable accommodations for any confirmed disability, the Center encourages students to make full use of the various learning resources available to all students. These include regular conversations with their instructors and faculty advisor, work with departmental tutors when they are available, assistance and support from the

Center for Learning and Teaching, campus computing, the services of the Office of Student Development, and counseling services.

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 that students have already completed prior to the request for reasonable accommodation based on disabilities being made.

Auxiliary Aids of a Long-Term or Permanent Nature. Central Methodist University believes that its mission can best be met by assisting students with disabilities in obtaining auxiliary aids of a long-term or permanent nature from governmental units (such as state vocational rehabilitation agencies) or from private charitable organizations (such as the March of Dimes, etc.). Students with disabilities are expected to exercise initiative in identifying and obtaining auxiliary aids and assistance through every reasonable channel available to them. The primary role of the University in this effort should be informative/supportive of the active self-advocacy on the part of the student. The Director of the Center for Learning and Teaching will serve as a resource in this process. If outside agencies cannot provide the auxiliary aids that the student needs, the University has a responsibility to determine the aid necessary to ensure that the student is not denied the right to participate in a program, benefit, class, or a service because of the absence of an auxiliary aid that would make participation possible. It is the responsibility of the University to provide the auxiliary aid or find a reasonable alternative that will allow the student full participation, unless the request is determined to be unreasonable or will impose undue hardship on the University.

Every attempt will be made to ensure availability of necessary aids at the time the student begins classes. A minimum of four weeks' notice should be given to ensure this result. In any event, the University must have sufficient time to evaluate the request, determine the necessary aid to be provided, and identify sources for obtaining it. Late requests cannot be guaranteed but will be evaluated on a case-by-case basis, and, when determined necessary, provided as soon as reasonably possible under the circumstances presented.

It is the student's responsibility to keep The Center for Learning and Teaching informed about the need for auxiliary aids such as timely semester-to-semester schedules for the use of an interpreter, ordering large print books and materials, or any other specific needs. If the student does not keep the Center informed, the Center cannot be expected to provide the auxiliary aid determined to be required.

Academic Accommodations. The appropriate academic accommodation(s) must be determined based on the student's individual disability needs. Academic accommodations include modifications to academic requirements, auxiliary aids, and services (for example, extended time for testing, testing in a quiet area or providing notetakers, recording devices, and sign-language interpreters). The University does not have to provide as academic accommodations personal attendants, individual prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

Disability Discrimination & Complaint Procedures

Students who are registered with the Center for Learning and Teaching as having documented disabilities and who believe they have been discriminated against on the basis of their disability may file a grievance with the Director of the Center for Learning and Teaching.

If the complaint is against the Center for Learning and Teaching, the student may appeal any decisions regarding reasonable accommodations provided by the Center for Learning and Teaching and faculty to the Provost of the University.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY

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

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

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

Waiving FERPA rights of privacy: When a student waives his FERPA rights of privacy, he grants permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development.

Not Waiving FERPA rights of privacy: When a student does not waive his FERPA rights of privacy, he does not grant permission to the university to release CMU Educational Information to individual(s) whom the student names on the form; these persons are usually parents or a spouse. The non-waiver of FERPA rights applies until such time as the student withdraws permission by written notification to the office of student development. Exception 1: CMU may disclose educational information to parents if the student is a dependent (claimed on the parent's or parents' federal tax forms).

Exception 2: CMU may disclose personally identifiable information without consent if there is an articulable and significant threat to the health or safety of the student or other individuals.

A copy of each student's signed *Permission to Release Educational Information* form is kept on file in the office of student development and with the student's faculty advisor. Even though a student may not waive his FERPA rights of privacy, this non-waiver does not restrict communications among CMU's educational officials concerning the student's academic performance or progress.

Directory Information and FERPA. Unless specifically prohibited by the student, CMU may release "Directory Information" at its discretion for news releases and other purposes which it believes serve the student's interest. "Directory Information" includes name, mailing and e-mail address, telephone number, dates of attendance, date and place of birth; awards, honors, degrees, and major field of study; and records of participation and accomplishments in sports and other university activities for athletes this includes physical factors such as height and weight. To withhold any Directory Information, within ten days after registration

each semester the student must notify the office of student development in writing of the information which may not be released.

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

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

SEXUAL HARASSMENT POLICY AND PROCEDURE

Harassment of any kind, and sexual harassment in particular, of any student, faculty member, or employee by any other student, faculty member, or employee is prohibited and will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature.

It should be noted that the prohibition of sexual harassment includes a condemnation of sexual assault and rape, both of which are criminal offenses.

Persons who take retaliatory action against a person who reports, complains about, or participates in the investigation of reports of sexual harassment, sexual assault, or rape are subject to disciplinary sanctions as outlined by the university.

Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned, and must anticipate the closest scrutiny of his or her actions. Central Methodist University disapproves of sexual relationships between a faculty member and his/her students, given the potential abuse inherent in such relationships. The essential principle of academic freedom is recognized by Central Methodist University. Prohibited conduct perpetrated under the guise of academic freedom is an abuse of the principle and will be questioned.

Because sexual harassment may also constitute a violation of federal and state law, anyone who believes he or she has been subjected to sexual harassment has the right to institute legal proceedings in addition to or in lieu of a complaint pursuant to this policy.

Should a sexual harassment situation occur the reporting party has the option of reporting it to either an administrator in the office of student development, to the CMU nurse practitioner or to one of the counselors, whomever that person feels most comfortable seeing. One of these people will investigate the incident and report the findings along with a recommendation to the president of the university. Every attempt will be made to make the reporting party as comfortable as possible during the investigation.

In accordance with the requirements of federal and state civil rights acts, including Title VI and VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972, among others, Central Methodist University is committed to creating a learning and work environment free from all forms of discrimination, including harassment. Every member of

the University community should be aware that unlawful discrimination and harassment, either intentional or unintentional, of any student, faculty member, employee or third party by another student, faculty member, employee or third party is strictly prohibited by law and University policy.

CMU's Title IX Compliance Coordinator is Ken Oliver, Vice President for Institutional Growth and Student Engagement. He is located in the Inman Student & Community Center, 2nd floor. He may be reached at 660-248-6224 or via email at koliver@centralmethodist.edu. The Title IX Coordinator is responsible for monitoring and overseeing implementation of Title IX compliance at Central Methodist, including coordinating training, education, communications, and initiating the grievance procedures for faculty, staff, student and other members of the University community, as well as visitors to the campus.

STUDENT CODE OF CONDUCT

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.

STUDENT RECORDS

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

ACADEMIC POLICIES

FEDERAL DEFINITION OF CREDIT HOUR

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 600.2)

CMU'S CALCULATION OF CREDIT HOUR

CMU will observe the following minimum time requirements for courses:

- Online courses are as rigorous as on-ground courses and typically require as much time to complete the coursework as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.
- Hybrid courses combine on-ground and online study. These courses are as rigorous as completely on-ground courses and typically require as much time to complete the coursework as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.

Students will have the opportunity to meet learning outcomes in a number of ways through online and/or hybrid coursework.

- Direct faculty instruction will include:
 - Weekly threaded discussion forums
 - PowerPoint Presentations without audio
 - PowerPoint Presentations with audio
 - Lecture notes
 - Video lectures
 - Assigned videos (does not include lecture videos)
 - Quizzes/Exams
 - Rough Draft feedback
 - Face-to-Face meetings (hybrid only)
- Out of class student work will include:
 - Readings
 - Written assignments (papers, journals, reviews, etc)
 - Rough Draft papers
 - Paper revisions

- Research
- Case Studies
- Power Point Presentations
- Assigned homework problems
- Clinical/Practicum/Internship

Calculations for an 8-week course:

Credit Hours	Direct Instruction Hours	Student Work Hours	Total Course Hours
1	15	30	45/8-weeks
2	30	60	90/8-weeks
3	45	90	135/8-weeks
4	60	120	180/8-weeks
5	90	150	240/8-weeks

Calculations for a 16-week course:

Credit Hours	Direct Instruction Hours	Student Work Hours	Total Course Hours
1	15	30	45/16-weeks
2	30	60	90/16-weeks
3	45	90	135/16-weeks
4	60	120	180/16-weeks
5	90	150	240/16-weeks

**Final exams and/or presentations are completed during the 16th week.

Calculations for direct faculty instruction:

Weekly threaded discussion forums	1 post + 2 replies = 1 hour
PowerPoint Presentations without audio	1 slide = 3 minutes
PowerPoint Presentations with audio	1 side variable = 5-10 minutes
Lecture notes	1 page = 5 minutes
Video lectures	Variable = 30 minutes – 1 hour
Face-to-Face meetings (hybrid only)	1 hour = 1 hour
Assigned videos (does not include lecture videos)	Variable 30 minutes – 1 hour
Quizzes/Exams	Variable 30 minutes – 1 hour
Rough draft feedback	30 minutes per page

Calculations for student work:

Readings	Variable 10-30 minutes per page depending on content
Written assignments (papers, journals, reviews, etc.)	1 hour per page (does not include speech prep)
Rough draft papers	1 hour per page (does not include speech prep)
Paper revisions	30 minutes per page (does not include speech prep)
Research	1 hour per article/source
Case Studies	1 hour per page
PowerPoint Presentations	30 minutes per slide
Speeches	1 hour per minute for prep and presentation
Assigned homework problems	Variable 10-30 minutes per problem based on math level

Calculations for Applied Music (Private Lessons)

45 hours of practice	1 credit hour
90 hours of practice	2 credit hours
135 hours of practice	3 credit hours

Calculations for Clinical/Practicum/Internship/Lab:

Clinical	40 work hours = 1 credit hour
Practicum	Variable 20-40 observation hours = 1 credit hour
Internship	40 work hours = 1 credit hour
Lab	30 contact hours = 1 credit hour

Calculations for Independent Study:

Independent projects, such as special problems, in which the student works more or less individually at various locations, ordinarily requiring intermittent consultation with the professor. The instructor will identify appropriate outcomes/objectives to meet the credit hour requirements of the course.

Hours spent on the course per week may vary from week to week, though the standard total time spent is as follows

40 hours of student work + 5 hours of direct instruction	1 credit hour
80 hours of student work + 10 hours of direct instruction	2 credit hours
120 hours of student work + 15 hours of direct instruction	3 credit hours
160 hours of student work + 20 hours of direct instruction	4 credit hours
205 hours of student work + 25 hours of direct instruction	5 credit hours

COURSE DELIVERY DEFINITION

The following definitions of educational delivery methods are based on the Online Learning Consortium's (2015) course classification system. For the purposes of these definitions, synchronous is defined as class instruction and student learning occurring at the same time (for example, in the classroom from 9-9:50 a.m. on Mondays, Wednesdays, and Fridays); asynchronous is defined as class instruction and student learning occurring at different times (viewing a recorded lecture for the first time three days after it is conducted, for example). Please note that these definitions pertain to the delivery method and not to course content.

- **Classroom course:** The course instructor and students meet face-to-face in a classroom setting approximately 15 hours per credit hour. Instructors may use web-based technologies to support direct instruction in the classroom, but web-based technologies will not replace classroom time.
- **Hybrid classroom course:** Instructor and student interactions occur both in the classroom and online. The course instructor and students meet face-to-face in a classroom setting approximately 2-4 hours per week. Additional content is delivered online to ensure that direct instruction totals 15 hours per credit hour. Class times will be determined, and posted, prior to enrollment in the course schedule. Attendance policies will be set by the instructor.
- **Online course with web conferencing:** Instructor and student interactions occur only online. The course instructor and students meet face-to-face in virtual classroom setting (Online Meetings – Big Blue Button) approximately 2 hours per

week. Additional content is delivered online to ensure that direct instruction totals 15 hours per credit hour. Class times will be determined after the course begins, based on student and instructor schedules. Meeting attendance is at the discretion of the course instructor. All meetings will be recorded, and must be viewed by any students unable to attend a weekly meeting.

- **Online course:** Course content is delivered completely online. Instructor and student interactions occur online through: discussion, chat, web conferencing, and other activities. Asynchronous class meetings may be conducted using Online Meetings – Big Blue Button; however, there is no requirement for a minimum number of meetings or meeting attendance. Students are able to interact with one another and the instructor through the online Learning Management System. Direct instruction activities must total 15 hours per credit hour.

DISTANCE-DELIVERY APPROVAL PROCESS

Central Methodist University (CMU) adheres to and follows all appropriate federal legislation as it relates to the gaining of approvals for distance delivery in each state. Central Methodist University filed letters with each individual state indicating possible distance delivery of education in each state and requested information regarding approval processes in the Spring of 2010. Since that date, CMU has tracked and created a spreadsheet to identify those states in which approvals are required and which states approval is not necessary. CMU requires students to inquire prior to enrollment to verify if CMU is authorized to operate in their state.

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 Online 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.

CLASSIFICATION OF STUDENTS

Students are classified by the Hours of credit achieved.

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

Special Students are not matriculating for a degree but wish to enroll in 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 First Class (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. Grade reports are issued to students at mid-term and following the end of each semester. Only final grades for courses are entered on the student's transcript. The transcript is the individual student's permanent academic record, maintained and secured by the Registrar's Office.

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

A	Grade Points	4
B	Grade Points	3
C	Grade Points	2
D	Grade Points	1
F	Grade Points	0
P	Pass, credit hours only	
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 36) will apply.

A student may withdraw from a class with a grade of "W" 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.

REPEATED COURSES

Students may repeat any course in which they received a grade of A, B, C or D one time and receive financial aid for the course. If the course was taken as dual credit the student may repeat it twice while receiving financial aid because they did not receive financial aid for taking it in high school. If a student receives a grade of F in a course, the student may repeat that course as often as necessary to achieve a passing grade. 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.

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.

ACADEMIC BANKRUPTCY

To declare "academic bankruptcy" a student must petition the academic standards and admissions committee specifying the courses the student requests to be dropped. Only courses with grades of "D" and "F" may be dropped. Only courses taken ten semesters (excluding summer sessions) or more before the student's application for readmission may be dropped.

The petition for academic bankruptcy must be made within six months following the student's readmission. Only students who are readmitted to and currently attending the university may petition the academic standards and admissions committee for academic bankruptcy. When the committee approves a petition for academic bankruptcy, the original grades will be shown on the transcript but a notation will be made and these grades will not be included in the calculation of grade point averages or the satisfaction of degree requirements.

ACADEMIC LOAD

Undergraduate Sub-sessions T1, T2, T3, T4, and S8

- Ten (10) hours of academic credit is considered the normal load per sub-session for undergraduate students registered in CGES terms T1, T2, T3, T4, and S8.
- No undergraduate CGES student may register for more than 10 hours of academic credit per sub-session T1, T2, T3, T4, and S8 unless that student has a grade point average of 3.20 in the previous term and obtains written permission from the Provost of the University.
- No CGES student may register for more than 12 hours in any single sub-session (T1, T2, T3, T4, and S8) unless that student has a grade point average of 3.20 in the previous term and obtains written permission from the Provost of the University, and only under extreme circumstances.
- No CGES student may exceed 21 hours in a "semester" or combination of sub-sessions unless that student has a grade point average of 3.20 in the previous term and obtains written permission from the Provost of the University, and only under extreme circumstances.

Undergraduate Semesters (EXFA, EXSP, and EXSU)

- Eighteen (18) hours of academic credit is considered the normal load per semester for undergraduate students registered in CGES semesters EXFA, EXSP, and EXSU.
- No undergraduate CGES student may register for more than 18 hours of academic credit per semester EXFA, EXSP, or EXSU unless that student has a grade point average of 3.20 in the previous semester and obtains written permission from the Provost of the University.

Graduate Semesters (GRFA, GRSP, and GRSU)

- Six (6) hours of academic credit is considered the normal load per term for CGES graduate students registered in semesters GRFA, GRSP, or GRSU.
- Graduate students may not register for more than nine (9) hours per semester GRFA, GRSP, or GRSU without written permission of the Provost of the University.

ACADEMIC PROBATION

Academic Probation is imposed for one of two reasons: (1) the failure of a full-time student to pass at least 67% of all coursework attempted, and/or (2) the failure of any student to make the cumulative and cumulative resident grade point averages (GPAs) each semester listed below.

Weighted Hours Attempted	Minimum Cumulative & Cumulative Resident GPA's
1-29	1.80
30-59	1.90
60-89	2.00
90 or beyond	2.00

*Hours attempted that do not include developmental or P/F courses.

ACADEMIC SUSPENSION

For any student carrying six hours or more, academic suspension is imposed for one of three reasons: (1) the failure to rise above the probation level at the end of two semesters on probation at CMU, (2) the failure of any student to achieve above a 1.0 grade point average for any semester, or (3) the failure of any student to attain at least the following cumulative and cumulative resident grade point average for his or her attempted hours.

Weighted Hours Attempted	Minimum Cumulative & Cumulative Resident GPA's
1-29	1.50
30-59	1.60
60-89	1.70

Suspension Options:

- Petition for readmission on full-time/part-time, probationary status: A suspended student who wishes to return full-time/part-time to CMU classes (at any campus/site or online) must petition the faculty Committee on Academic Standards and Admissions (care of the Office of the Vice President and Dean of the University) to enroll as a full-time/part-time student at CMU (at any CMU campus/site or online or summer or regular CGES term). If that petition is successful, the student will be readmitted on academic probation. If a student enrolls in a January or May term class before the student is informed that he or she has been suspended, he or she may finish out only that term's classes. He or she may not enroll in any Summer or other regular term class without a successful petition of the Committee.
- Enroll at another accredited institution during suspension period: A suspended student who chooses to enroll at another accredited institution during the period of suspension and who then petitions for readmission at CMU must submit official Central Methodist University - CGES Academic Recognitions & Sanctions Catalog 2017-18 <http://www.centralmethodist.edu/academics/catalog/cges-catalog/policies/recognitions-sanctions.pdf> transcripts from that other institution for review by the Committee on Academic Standards and Admissions before the student is readmitted. The student still may not enroll in any CMU courses (at any CMU campus/site or online or summer or regular CGES) unless and until that student has successfully petitioned the Committee.

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:

1. **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
2. **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
3. **STEALING** or having unauthorized access to examination or course materials,
4. **FALSIFYING INFORMATION** (records, or laboratory or other data);
5. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;

6. **ASSISTING ACADEMIC MISCONDUCT** (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
7. **PLAGIARISM**. Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The University will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from 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.

INCOMPLETE GRADES

The grade of "I", or Incomplete, can be given by an instructor only when both of the following conditions are met: (1) the student is unable to finish the work of a course because of exceptional circumstances which can be documented, and (2) the student has completed at least three-fourths of the course work and can complete the remaining work apart from class meetings. All incomplete work must be completed by mid-semester of the following semester. After this time, if the "I" has not been removed, it will automatically convert to a grade of "F" and additional work will no longer be accepted. The grade appeals policy (below) will apply.

GRADE APPEALS

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted and the burden of proof is on the student. Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results. If the issue is not resolved with the course instructor, the student should next appeal to their site coordinator or advisor. 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 site coordinator, or advisor, who will direct the student 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 Extended Studies 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.

Students who wish to file an academic grievance not involving a grade appeal should contact the instructor (if appropriate), followed by the Regional Site Coordinator (if necessary), and if a resolution has not been reached, the Office of the Provost of the University (660-248-6211).

TRANSCRIPTS

Student's permanent records are confidential, and, by the terms of the Family Education Rights of Privacy Act, transcripts of a student's record are not issued except upon receipt of a signed request from the student. A fee of \$7.25 is charged for each transcript. Priority mailing for official transcripts is available for an additional \$20.00 per address and FAX service for unofficial transcripts costs an additional \$7.50 per transcript.

Official transcripts are issued directly to other schools, employers, and official governmental agencies, or other persons or organizations entitled to receive an official statement of the student's record. Unofficial transcripts are issued to the student or parents. No transcripts will be issued for any student or former student who is not financially in good standing with the university. 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 to: The Registrar's Office, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. Indicate clearly the name and address to which the transcript is to be sent. Enclose a check for the transcript fees, and sign the request. Such requests will also be accepted by Fax at 660-248-2622 including credit card charge authorization information for the proper amount. A transcript request may also be completed through the National Student Clearinghouse by visiting: <http://www.centralmethodist.edu/academics/registrar/transcript-request.php>
For further information, call the Registrar's Office 660-248-6208.

TRANSFER CREDIT AND CREDIT BY EXAMINATION

Current CMU Students Transferring Credit to CMU

CMU strongly encourages CMU students to get prior written approval (from the appropriate Division Chair, Dean, and 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 Division Chair, Dean, and Registrar), CMU accepts no responsibility for the applicability of these courses to the student's degree program. Courses not listed in the CMU catalog and earned at a regionally accredited university will be accepted as elective credit on a case-by-case basis. The Registrar, in consultation with Division Chairs, is responsible for making these determinations.

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 course work 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.

General Education Requirements for Transfer Students with a Bachelor's Degree

Students with a Bachelor's Degree from another accredited institution have met all requirements for the General Education

Common Core but must satisfy any additional General Education requirements for each program and/or degree. When CMU accepts bachelor's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.).

General Education Requirements for Transfer Students with an Associate's Degree

Students transferring to CMU with a post-1995 Associate of Arts degree and Associate of Arts in Teaching 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. When CMU accepts associate's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.).

General education credit from an Associate of Arts (AA) and Associate of Arts in Teaching (AAT) degrees from an accredited college, which are signatories to the AA/AAT transfer will satisfy CMU's general education block. General education credit from an AA with an out-of-Missouri accredited college, per CMU transfer agreements, will satisfy CMU's general education block. AA/AAT transfer students are required to take CMU's advanced writing course (EN305/306) and other general education requirements required of the degree or a specific program.

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.

Repeated courses may only be counted once. Special Topics courses, Special Problems courses, and Internships may be repeated for credit in accordance with CMU regulations (see catalog course description for details). Transfer students may apply a maximum of three (3) hours of activity courses in Physical Education toward any degree. CMU does not accept for transfer those courses in which failing grades (F) were received, nor withdrawn (W). Developmental courses (numbered below 100) are not transferred, unless there is a direct equivalency to a CMU course.

When CMU accepts associate's and bachelor's degrees from other regionally accredited institutions of higher learning, we honor the means by which those institutions granted credit (including credit granted by internal testing-out procedures, Advanced Placement scores, International Baccalaureate scores, CLEP scores, etc.).

All grades (except withdrawals) are transcribed. When a student repeats an equivalent transfer course at CMU, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the CMU transcript.

If a student changes his or her major, a request must be made to have transfer credit reevaluated. Any student who is classified as a visiting student or a personal interest student will only have prerequisite courses transcribed. Articulation agreements and transfer guides for Colleges can be found on CMU's website.

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 Central Methodist University - CGES Transfer Policies & Transcripts Catalog 2017-18 <http://www.centralmethodist.edu/academics/catalog/cges-catalog/policies/transfer-transcript.pdf> appropriate Division Chair, Dean, and Registrar. Students must provide an official copy of the score report from AP, sent directly to the Office of Admissions.
- **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 Admissions.
- **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 Admissions. At the time of application, students must send an official record of test results to the Office of Admissions. 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 Registrar for more information. Acceptance of any military credit is subject to approval by the appropriate Division Chair, Dean, and Registrar.

WITHDRAWAL FROM CLASSES

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

A student who wishes to withdraw from the University must do so electronically by filling out the online withdrawal form on MyCMU. It is the student's responsibility to see that this withdrawal form is completed. 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 the catalog.

Administrative Withdrawal

The University reserves the right to withdraw any student from one or more classes or from the University for Academic Misconduct, excessive absence (not logging into online courses), disruptive behavior, or other sufficient cause.

Withdrawal from CMU First Class (DUAL CREDIT)

A CMU First Class (dual credit) student who wishes to withdraw from the University must obtain a withdrawal form from the CMU First Class (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.

Iowa Military Deployment Policy

Central Methodist University will offer the following options to a student who is a member or the spouse of a member if the member has a dependent child, of the Iowa National Guard or U.S. forces who is ordered to state or federal military service or duty:

Withdraw the student's entire registration and receive a full refund of tuition and mandatory fees. The Office of the Registrar, in concert with the Business Office, will assure the timely processing of all withdrawal requests and refunds.

If requested by the student, make arrangements with the student's instructors to assist in the request to receive an Incomplete in accordance with institutional policy. All coursework must be completed in accordance with the Incomplete Policy found in the college catalog. If such arrangements are made, the student's registration and all applicable fees will be assessed for courses in full.

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 Provost of the University. 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 Provost of the University 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 below) 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.

BUSINESS OFFICE POLICIES

OUTSTANDING FINANCIAL 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.

For additional information on late fees and other Business Office policies please visit the website at <http://www.centralmethodist.edu/admissions/business-office/index.php>

REFUNDS

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

16 Week (Semester) Course:

Withdrawal Week 1-2 – 90% of tuition
Withdrawal Week 3-4 – 50% of tuition
Withdrawal Week 5-8 – 25% of tuition
Withdrawal after Week 8 – None

8 Week (Sub-session) Course:

Withdrawal Week 1 – 90% of tuition
Withdrawal Week 2 – 50% of tuition
Withdrawal Week 3 & 4 – 25% of tuition
Withdrawal after Week 4 – None

4 Week (Intersession) Course:

Withdrawal 1-2 day of class – 90% of tuition
Withdrawal 3-5 day of class – 50% of tuition
Withdrawal 6-10 day of class – 25% of tuition
Withdrawal after 10th day – None

3 Week (Intersession) Course:

Withdrawal 1-2 day of class – 90% of tuition
 Withdrawal 3-4 day of class – 50% of tuition
 Withdrawal 5-8 day of class – 25% of tuition
 Withdrawal after 8th of class – None

Institutional financial assistance will be charged back at the corresponding tuition refund percentage. Federal assistance will be refunded according to federal guidelines. Students are required to follow all the steps listed on the Withdrawal Form.

The Withdrawal is deemed final by the Registrar ONLY after this form is processed through the university offices.

FINANCIAL AID POLICIES

ASSISTANCE PROGRAMS

Central Methodist University offers all major state and federal financial assistance-based programs, such as the Pell Grant, the Access Missouri Grant, the Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan (formerly NDSL), and the Stafford Loan or the Plus Loan for parents. To apply for aid the student must complete the Free Application for Federal Student Aid (FAFSA) and designate Central Methodist University as the recipient of the need analysis report. These applications are available online and can be completed starting January 1. To be considered for the Missouri Access Grant the applicant must have a GPA of 2.5 and the application must be received at the processing center on or before February 1. For complete and current information contact the office of financial assistance, Brannock Hall 1st floor, extension 56245 on campus or call 248-6245 from off campus.

ACADEMIC PROGRESS

All students who receive CMU, federal, or state financial assistance must make satisfactory progress academically. In order to assure that the full-time student makes satisfactory progress, the following normal and minimally acceptable standards of academic progress by semester will be used, along with a satisfactory grade point average (GPA) as listed below:

UNDERGRADUATE STANDARDS			
Semesters Completed	Normal Credit Hours Completed (Semester)	Cumulative Minimum Acceptable Credit Hours Completed	Minimum GPA Required
1	15	9	1.80
2	31	21	1.80
3	46	35	1.90

4	62	49	2.00
5	77	61	2.00
6	93	73	2.00
7	108	85	2.00
8	124	98	2.00
9		111	2.00
10		124	2.00
GRADUATE STANDARDS			
1	9	6	2.75
2	18	12	2.75
3	27	18	2.75
4	36	24	2.75

If a student begins a semester as a full-time student, that semester is counted for student aid eligibility even if the student withdraws or becomes a part-time student during the semester.

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

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

1. The student may enroll for the necessary number of hours during the summer term. Upon successful completion, aid eligibility is re-established for the following fall semester.
2. The student may receive financial assistance for the following semester but must successfully complete the minimum hours and attain the GPA required at that level by the end of the semester. If the option followed does not succeed financial assistance will be suspended.

A student who is receiving financial assistance but fails to meet the above standards of progress and so loses financial assistance eligibility may appeal the decision. The student may petition for reinstatement by submitting an appeal in writing to the office of financial assistance for review by the enrollment management committee. Mitigating circumstances, if any, will be given due consideration.

RETURN OF TITLE IV FUNDS

Return of Title IV applies to all Title IV grant and loan recipients who withdraw from all classes, fail to participate in all classes, or leave school before completing 60 percent of the payment period or period of enrollment (usually this is the semester). Once receiving notification that the student has either withdrawn or stopped attending class, the school must determine the amount of Title IV assistance the student has "earned" based on the length of time they were enrolled. The amount of "earned" aid is equal to the percentage of the semester completed. The number of days completed are divided by the total number of days in the enrollment period (semester). The total amount of Title IV aid received or eligible to receive is multiplied by the percentage of the enrollment period completed. That amount of aid is kept in the order listed below. All other funds are returned. Any period of time in a Leave of Absence is not included in the calculation for the days completed or the days in the enrollment period.

If a student earns no hours (0.0 GPA) for a payment period, the school must determine if the GPA was earned or if the student failed to participate throughout the payment period. If the GPA is earned, a return of Title IV aid is not required. If it is determined the student failed to participate through at least 60 percent of the payment period, Title IV funds must be returned to reflect the portion of the Title IV funds earned (portion of the payment period for which the student participated). The school is then responsible for returning any portion of the unearned Title IV funds to the appropriate Title IV program within 45 days.

Title IV Programs Include the following and are kept ("earned") in order from top to bottom:

- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Pell Grant
- Federal Perkins Loan
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct PLUS Loans

The definition of a student's withdrawal date is the last day of academic attendance or the date documented on withdrawal paperwork the student must complete to properly withdraw. Returns to Title IV are calculated by the Business Office. The student may owe money to the school upon withdrawal.

Students with direct loans are responsible for completing Direct Loan Exit Counseling when they graduate, leave school, or drop below half-time enrollment. Students should go to the [Federal Student Aid \(FSA\) website](#) to fulfill this requirement.

Additional Return of Title IV Funds Information for CGES Sessions

Some of the CGES courses are offered in sessions; therefore, Returns to Title IV for those courses have special calculation considerations. A course offered in sessions does not last the entire semester, but just for a portion of the semester. These are sometimes referred to as 8-week courses or 4-week courses (there may be others, also). For CGES, the semester is the payment period or period of enrollment. For example, there may be two 8-week sessions in a payment period or period of enrollment which would make up the entire 16-week semester. For all courses offered in sessions, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the planned enrollment for the semester, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend another session that begins later in the same semester (period of enrollment).

If a student is enrolled in sequential sessions in a semester and ceases enrollment in the second session of classes prior to the last day of the first session, the student's period of enrollment is shortened to less than the semester and would only consist of the first session. However, if a student ceases enrollment in the second session of classes the last day of the first session or after, the student is considered to have withdrawn from the entire semester (both the first and second session), and returns to Title IV will be calculated.

For example, a student enrolls in two sequential 8-week sessions. If the student begins attending the first session and drops the second session during the middle of the first session, the planned enrollment is only considered the first session and no Return to Title IV is calculated. However, if the student ceases attendance or enrollment (drops classes or

does not show up for classes) of the second session on the last day of the first session or any day after, a Return to Title IV calculation must be completed.

For Direct loan returns, any amount due the institution is deducted from the loan proceeds. When it is determined that the student has withdrawn, the balance to be returned according to the R2T4 formula is returned to the Department of Education within 45 days to reduce the principal balance. The loan disbursement the student is eligible to keep may be used to pay the student's balance due. Any amount not used for school expenses will be refunded to the student according to the school's refund policy when aid exceeds direct educational expenses.

The amount of aid to be returned to federal programs (R2T4) will be returned according to the following priority:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Plus Loan
4. Perkins Loan
5. Pell Grant
6. SEOG

CMU uses the online Return to Title IV calculation worksheets to determine the amount of assistance earned by the student in CLAS and nonterm programs. The VP of Finance and Administration completes the calculation for R2T4 for students in CGES. CMU returns any unearned aid within 45 days from the date of withdrawal. If a student is due a post-withdrawal disbursement, the aid is requested and posted to the student's account. If the student is eligible for a post-withdrawal disbursement of loans, the student is contacted and given 30 days to choose to accept the loans. If an affirmative response is not received, no additional loan funds are requested on behalf of a student.

Any refund due the student is made according to the refund policies listed below for Refunds to Students When Aid Exceeds Direct Educational Expenses.

Zero GPA Policy

Zero GPAs are checked after each 8-week term and 16-week term. The Coordinator of Institutional Research creates a list of all students who earned a 0 GPA. This list is sent to the Director of Financial Aid to review and then sent to the Provost Office. The Provost, along with the Assistant Deans, determine if it was an earned F in which the student participated fully throughout the semester. If it is an earned F, no additional action is necessary. If the student did not participate fully until the end of the term, it is determined the last date of attendance of the student. This information is provided to the Director of Financial Aid. The Director of Financial Aid, along with the Business Office then completes any necessary returns to Title IV aid funds. A student who is enrolled in the first 8-week term who is actively participating in class during the second 8-wk term is considered enrolled and no changes are made.

Refunds to Students when Aid Exceeds Direct Educational Expenses

Refunds will not be disbursed to students until enrolled hours have been confirmed, after which time billing and financial aid are posted to the students' accounts. The Registrar's

Office begins this process of confirming hours the first week of classes and can take until the beginning of the second week of classes to complete.

Account credits will be shown on myCMU for students eligible for a refund. Refund checks are available for pick up in the Cashier's Office for CLAS students and mailed to the address on file for CGES students. Students from both CGES and CLAS also have the option of opting into ACH direct deposit, instead of receiving a check. Special arrangements for refund checks can be requested by calling, emailing, or visiting the Business Office. Students must include a student ID number in any emails. Refund checks are processed on Mondays and Thursdays. In order to change receipt of a refund check on Monday, special requests should be made by Friday at noon. In order to change receipt of a refund check on Thursday, special requests must be made by Wednesday at noon. Refund checks are generated within 14 days of the account credit posting.

CMU's general bank account is reconciled monthly. Upon completion of the reconciliation, a register of outstanding checks is printed and stored with the bank statement in a binder in the Business Services Office. Every 1-2 months the list of outstanding checks is generated in Excel and reviewed to determine if there are any Title IV refund checks that have been outstanding for 6 months or longer. If checks are identified, a stop payment is filed with the bank and a new check is mailed to the student along with a letter stating that the check must be cashed by the date that falls one week prior to 240 days after the original Title IV refund was issued to the student. If the replacement check is not cashed by the student by the given date, a stop payment is issued at the bank and the funds are returned to the Title IV Program from with the credit balance stemmed from.

Calculating Title IV Credit Balance Refund Amounts

Each week the Business Office pulls a credit balance report from CARS to review credit balances for CGES students on Wednesdays. The billing specialist then reviews the account to determine whether or not the student is eligible for the refund of the credit amount by printing a copy of the student statement for review. The billing specialist reviews registration to ensure that the student is still currently enrolled in classes, that Title IV aligns with registered hours, if student (or parent in the case of a Parent Plus Loan) is eligible for a refund, and if applicable, that the school has received authorization from the student to pay non-educationally related fees and/or pay up to \$200 of prior-year-charges from Title IV aid.

In some cases students return Title IV refund checks back to CMU or request that the Title IV credit balance be held on the students billing account for the next session. In such cases, we obtain written authorization from the student to hold the Title IV credit balance on the student's billing account for the next session when the next session is within the same award year. If the session that the student would like to hold the Title IV credit is not within the same award year, the student is given the option to receive the refund or request that the Title IV funds be returned back to the Title IV program. Students can withdraw their authorization to hold a Title IV credit at any time.

TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY

By using or accessing Central Methodist University technology resources, the user agrees to the terms and conditions of this Acceptable Use Policy:

- Using Central Methodist University technology resources in a manner that does not violate University policies, local, state, or federal laws and the rights and privacy of others;
- Respecting the integrity and security of Central Methodist University technology resources and avoiding any action that interferes with the efficient operation of the technology resources or impedes the flow of information necessary for academic or administrative operations of the University;
- Using Central Methodist University technology resources in a manner that does not infringe upon or otherwise impair, interfere with or violate any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to music, video and software;
- Protecting your assigned Central Methodist University account information from unauthorized use and accessing information that is your own, which is publicly available, or to which you have been given authorized access;
- Respecting the rights and property of others, including privacy, confidentiality and intellectual property.

Records of Electronic Communication

Users should be aware that their uses of Central Methodist University technology resources are not completely private. Central Methodist does not routinely monitor individual usage of its technology resources; however, the normal operation and maintenance of the University's technology resources require the backup and caching of data and communications. The logging of activity, the monitoring of general usage patterns, and other such activities are necessary for the rendering of service. The University may also specifically access and monitor the activity and accounts of individual users of University technology resources, including individual log in session and communications, without notice, when:

- the user has consented, or has voluntarily made information or communications accessible to the public, as by posting them to a web page or listserv;
- it is necessary to maintain University business functions and the user is no longer with the University, is suspended, or is otherwise unavailable;
- an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
- it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other technology resources or to protect the University from liability;
- there is reasonable cause to believe that the user has violated, or is violating, this policy or other University policies as reflected in information for faculty, the employee handbook, student handbook or other official University documents.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Scope

This policy applies to all entities using Central Methodist University technology resources which includes (but is not limited to) Central Methodist University students, alumni, faculty, staff, administration, and special guests.

Technology resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered by the University, personally-owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

Enforcement

Penalties for violating the Acceptable Use Policy may include restricted access or loss of access to the Central Methodist University technology resources, monetary reimbursement to the University or other appropriate sources, termination and/or expulsion from Central Methodist University and in some cases, civil and/or criminal liability.

Questions about this Acceptable Use Policy should be directed toward the Vice-President of Information Services.

UNACCEPTABLE USE POLICY

Use of University computer and communication resources is a privilege. As an authorized user, you are responsible for the security and use of your computer accounts. You accept full responsibility for your accounts, your data and all activity performed on university computing resources by you or through your accounts.

You may not perform these activities:

1. Trying to gain unauthorized access to or modification of information and files stored on Central Methodist computing systems.
2. Use Central Methodist computers and network for commercial purposes.
3. Transmitting inappropriate images, sounds, or messages which might reasonably create an atmosphere of discomfort or be considered harassing.
4. Using Central Methodist computing resources for commercial use resulting in a financial gain to you or someone else.
5. Using the Central Methodist technology resources to violate copyright laws. The majority of software and information for use on Central Methodist computers and network is protected by federal copyright laws. In addition, software is usually protected by a license agreement between the purchaser and the software manufacturer. (The software provided through the University for use by faculty, staff and students may be used ONLY on University equipment and in the quantities specified in the various software agreements). It is Central Methodist policy to respect the copyright protections given to owners by federal law. It is against Central Methodist policy for faculty, staff or students to copy or reproduce any copyrighted material or licensed software on Central Methodist computing resources, except as expressly permitted by the owner or software agreement. In addition, faculty, staff and students may NOT use unauthorized copies of copyrighted material or software on University-owned computers or its network. Any Central Methodist user who reproduces copyright-protected material in "excess" of the "fair use" doctrine on Central Methodist resources including, but not limited to,

email, Internet and other Central Methodist resources may be liable for copyright infringement.

6. Interfering with normal operations of networks and servers. Examples include:
 - Generating excessive network traffic - Users are strongly encouraged to limit network and computer usage to legitimate academic and administrative pursuits. Generating traffic that impacts normal, daily network operations in a harmful manner is prohibited and is subject to disciplinary action and/or violation of Missouri statutes. Hardware connected to the Central Methodist network that is faulty or is interfering with the normal operations MUST be disconnected upon request. Failure to disconnect malfunctioning equipment WILL result in disconnection of network connection.
 - Network games - Any game that utilizes the Central Methodist network and impacts its normal operations/bandwidth in a detrimental fashion is a violation of University policy and may result in a fine or suspension of network resources.
 - Running unauthorized servers in residence hall rooms and offices. Computers providing resources to other users and computers are classified as a server. Server resources allowed in residence hall rooms and offices are:
 - Sharing a printer
 - Sharing of files on your computer for your personal use.
 - Server resources prohibited in residence halls and offices include:
 - WINS (Windows Internet Name Service)
 - DHCP (Dynamic Host Control Protocol)
 - DNS (Domain Name System)
 - FTP (File Transfer Protocol)
 - HTTP (World Wide Web Server, Master Browser)
 - Peer-to-Peer services (LimeWire, BearShare, etc.)
 - MP3 Server (Napster)
 - Mail Servers
 - Sharing of files to an unreasonable number of users as determined by context of usage and content.
7. Attempting to bypass security measures. Examples include:
 - Password capturing/cracking programs
 - Packet sniffing/analyzing programs
 - Port scanning
 - Launching and creation of computer viruses
 - Using passwords and usernames you are not authorized to use
 - Accessing systems, data files or resources without authorization
 - Using false (spoofed) IP address or Domain name.
8. Misusing University property which includes theft or damage of equipment or software
9. Fraudulently accessing and interfering with computer systems, resources, data or other users-for more information, see sections 569.094-569.099 of the Missouri Revised Statutes
10. Using open mail relays on University equipment.
11. Sharing your University accounts passwords with others, allowing anyone else to use your account, or use someone else's account.

If you are unsure, always check with the Office of Technology Services or review other University policies. Be sure to review the section on breach of policy.

Breach of Policy

For any alleged breach of CMU's policies, the reporting procedure is as follows:

- Report of an incident must be in writing and given to the Office of Technology Services. The Technology Services Policy Committee will review the report. Reports must be first-hand accounts.
- Report should include all pertinent information (i.e. names, dates, times). Reports must be signed and dated.

TECHNICAL ISSUES

Viruses

Students are responsible for ensuring their computer has adequate virus protection and it is recommended that you scan your computer for viruses on a regular basis. The instructor will refuse emails and assignments from students if a virus has been detected from that student.

Internet Connection

Students are responsible for ensuring their computer has a reliable connection to the internet. It is *not* the responsibility of the instructor or the University to trouble-shoot issues associated with your internet connection. When choosing an internet service provider (examples Earthlink, AOL, Socket), be sure they have extended support hours in the event you experience any issues.

Other Technical Issues

Issues related to the operation of your computer or internet connection is the responsibility of the student and is not an acceptable excuse for failure to submit assignments by the designated dates.

Backup

It is the student's responsibility and a safe practice to back up your course-related files.

SAFETY AND SECURITY

Campus Safety Mission: To provide a safe and secure environment conducive to promoting a respectful and educational atmosphere for all members and guests of the campus community.

STUDENT RIGHT –TO-KNOW AND CAMPUS SECURITY ACT (PUBLIC LAW 101-542)

To assist in keeping students, parents and employees well informed about campus security and safety, the student Right-To-Know and Clery Act requires the University to disclose crime and fire statistics for specific crimes. Plant Operations/Safety and Security at the main campus (Fayette, MO) is responsible for publishing those statistics as well as reporting them to the U.S. Department of Education.

For the Campus Crime and Fire Statistics, you may refer to the following link:

<http://www.centralmethodist.edu/about/offices/safety/safetyreports.php>

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

CMU Plant Operations/Safety and Security prepares the Annual Security Report in an effort to keep students, parents and employees informed about campus safety and security as well as comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. This report relies on information maintained by CMU Plant Operations/Safety and Security provided by other University offices such as Student Development, Residential Life, other Campus Security Authorities (CSAs), and submitted by local law enforcement agencies surrounding the main campus as well as other jurisdictions where the University controls or owns property. An annual review of all policies and procedures ensures they are updated as needed and in compliance with the Clery Act and other federal laws and statutes.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings or property owned, leased or controlled by CMU and adjacent public property. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

Distribution of the Annual Security Report

Plant Operations/Safety and Security, the Title IX Coordinator and the Clery Act Compliance Officer publish the Annual Security Report by October 1st of each year. The Clery Act Compliance Officer and the Director/Assistant Director of Plant Operations/Safety and Security will send an email announcement to all students, faculty, and staff, which explains the purpose of the report and informs them they can access the report via CMU's Campus Safety website. CMU's Annual Security Report will also be mailed to anyone requesting a copy. Anyone may request a copy from CMU Human Resources. An electronic copy of the report may be found at:

<http://www.centralmethodist.edu/about/offices/safety/safetyreports.php>

REPORTING CRIMES AND OTHER EMERGENCIES

CMU encourages the immediate reporting of any actual or suspected criminal or hazardous activity to the local law enforcement agencies, site authorities and main campus Plant Operations/Safety and Security, even when the victim of a crime elects not to or is unable to make such a report. Regardless of how and where a member of the campus community decides to report these incidents, it is critical for the safety of the entire University community that the incident is reported to ensure an effective investigation and that appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification occur. CMU Plant Operations/Safety and Security may be reached 24 hours a day, 7 days a week by calling 660-202-0848 or for emergencies local law enforcement may be reached by dialing 911.

Other Locations

Campus Safety and Security is managed by the director of each respective campus. The administration of each campus provides assistance during "regular business hours" and relies upon an outside security agency at the Maryland Heights, St Louis and Columbia, Missouri locations as well as local law enforcement agencies to provide security during non-business hours.

Criminal investigations and arrest will be conducted by the local law enforcement agency or presiding authorities. CMU administrators will use all reasonable means to gather

information about crimes, hazards or related incidents occurring on all property owned or controlled by CMU, after which they are to report those incidents to the appropriate agency.

Emergency reporting

Never assume someone else has called 911 when you encounter an emergency. If you call 911, provide the dispatcher with as much detailed information as possible. Stay on the line until the dispatcher terminates the call or provides you with other instructions. If you are calling 911 about another person's emergency, ask someone (if available) to stay with the victim while the 911 call is made. Campus community members are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the University. Prompt reporting decreases the chance of losing evidence and provides law enforcement officers or administrators with an opportunity to take necessary action that will enhance the safety and security of the campus community.

Emergency Numbers and Campus Phones

For Emergency Numbers see page 3 IMPORTANT PHONE NUMBERS for Fayette Campus. All residence hall telephones, exterior residence hall telephones, elevator telephones, and University extensions throughout the campus can be used for emergency purposes. Student residence telephones with free on campus service is available to all students. Plant Operations/Safety and Security is the central emergency reporting center for the University, and the department encourages anyone who is a victim or witness of crime, on or near campus, to report it both to local law enforcement and to CMU Safety and Security utilizing the Incident Reporting Form found under Campus Safety (Report an Incident).
<http://www.centramethodist.edu/about/offices/safety/safetyreports.php>

Emergency Phones (Fayette campus only)

There are five (5) exterior emergency telephones strategically placed (see campus map for locations) at the corner of Howard Payne Hall, on the quad side of the Conservatory, between T-Berry Smith Hall and Burford, Thogmorton Building, and the Recreation Center to enable our campus community to communicate emergencies and notify emergency personnel. All emergency phones are Blue Light two-way call boxes. By pressing the button on the stations, users are immediately connected with the Howard County 911 Call Center. These telephones can be used to report a criminal incident, a fire, or any other type of emergency.

VOLUNTARY, CONFIDENTIAL AND ANONYMOUS REPORTING

CMU is committed to an environment where all CMU community members are encouraged to report accurate and prompt reports of any suspected violations of law or CMU policy without fear of retaliation. If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making an anonymous report with the CMU's Title IX Coordinator. This may be done by completing an Anonymous Incident Report (type Anonymous in place of full name) on the CMU website under Campus Safety (Report an Incident) or by speaking with a Pastoral or Professional Counselor and informing them you wish to remain anonymous while reporting a crime that has occurred. Certain anonymous crime reports with no identifying information of persons involved will be shared with the local police through the University's Memorandum of Understanding or other means. The CMU website serves as the portal for an online anonymous report utilizing the Incident Reporting Form that can be used to report a crime or violation of University policy.

Reporting to Plant Operations/Safety and Security

We encourage all members of the University community to report as soon as possible all crimes and other emergencies to both the local police at 911 and CMU Plant Operations/Safety and Security in a timely manner. Plant Operations/Safety and Security, in conjunction with a contracted security agency, is on call by phone 660-202-0848 or in person twenty-four (24) hours a day, either at Plant Operations during normal business hours and/or McMurry Hall after hours, weekends and holidays. Though there are many resources available, Plant Operations/Safety and Security should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the campus community, i.e., "Timely Warning." All reports of incidents received by the Plant Operations/Safety and Security are reviewed by the Director/Assistant Director and are referred for appropriate action and follow-up. To help provide as safe an environment as possible in our community, and when appropriate, the Director/Assistant Director work cooperatively with the Fayette Police Department and other law enforcement agencies.

Reporting to Campus Security Authorities/Office of Student Development

While we prefer community members promptly report all crimes and other emergencies directly to the local police and Plant Operations/Safety and Security/Student Development concerning students, we realize some may prefer to report to other individuals. The Clery Act recognizes certain University officials and offices as "Campus Security Authorities" (CSAs). The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." We want to ensure the timely and accurate reporting of crimes to the appropriate CMU official. A CSA may call CMU Plant Operations/Safety and Security or submit an online Incident Report Form. CSAs include, but are not limited to: advisors to registered student organizations, intercollegiate and intramural athletic coaches, professional and student staff who directly monitor student residences, the undergraduate deans, the Title IX Coordinator, Clery Act Compliance Officer, and other members of the staff, faculty, and Student Development with significant responsibility for student activities. The positions are as follows:

1. Vice President of Institutional Growth and Student Engagement (660) 248-6224
2. Vice President for Finance and Administration (660) 248-6203
3. Office of the Provost (660) 248-6211
4. Associate Dean of Student Development (660) 248-6267
5. Director of Plant Operations (660) 248-6226
6. Assistant Director of Plant Operations (660) 248-5298
7. Director of Human Resource (660) 248-6680
8. Director of Student Success (660) 248-6279
9. Woodward Residence Hall Director (660) 248-6800
10. McMurry Residence Hall Director (660) 248-6792
11. Burford Residence Hall Director (660) 248-6900
12. Holt Hall Residence Hall Director (660) 248-6400
13. Howard-Payne Hall Residence Hall Director (660) 248-6569

Reporting to Pastoral and Professional Counselors

Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual's informed consent unless there is imminent danger to self or others, or as otherwise required by law (e.g., mandatory reporting for sexual violence against minors).

A Pastoral Counselor (i.e., ordained clergy or defined as such by a religious order or denomination) is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A licensed Professional Counselor (e.g., psychiatrists, licensed psychologists, licensed social workers, and those under their supervision), is a person whose official responsibilities include providing mental health counseling to members of the CMU community and who is functioning within the scope of the counselor's license or certification. Pastoral and Professional Counselors, when acting as such, are not campus security authorities and thus are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

CMU has Pastoral and licensed Professional counselors located on the second floor of the Inman Student and Community Center. They may be contacted by phone (see important numbers, PG 3) or by email (visit the CMU Counseling Center on the CMU website under Campus Life for office hours, phone number and email).

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

Building Security

CMU offers many activities and programs open to the public. For the most part, the campus and its buildings (excluding residential facilities on main campus in Fayette) are also open to the general public during normal business hours. Administrative and academic buildings close at various times and are locked during the overnight. The University's main campus has several surveillance cameras. These cameras are used for crime deterrence and investigation purposes. Safety and Security personnel routinely enter buildings to patrol and to provide service during all hours of the day. Employees, students and visitors are encouraged to call Plant Operations/Safety and Security during normal business hours 660-248-6295 and Security during non-business hours, weekends and holidays 660-202-0848 (McMurry) Hall front desk 660-248-6791), to report suspicious individuals or activity, and request assistance.

Residence Halls (Applies to Fayette Campus only)

CMU operates coeducational residence halls on campus and other student housing. There are a total of five (5) on-campus residential facilities and currently 3 student housing facilities, their life safety systems are described in the Annual Fire Safety Report below. All Residential Life staff members undergo training in safety and security policies and support the efforts of Plant Operations/Safety and Security in educating students in residence halls about campus safety. Safety and Security personnel make rounds through all of the residence halls, and patrol the exterior of student housing adjacent to CMU's main campus.

Undergraduate residence halls are locked twenty-four hours a day, and students use their CMU ID cards to open exterior doors. Students' keys open their assigned individual room or suite door within the building. Most entry doors to each room or suite of rooms are equipped with a dead bolt and all windows have locking devices. Students are encouraged to lock their doors at all times and to promptly report the presence of any suspicious persons or unusual activities in the residence halls. CMU does not have any Greek or student organization housing.

Security Considerations for the Maintenance of Campus Facilities (Applies to Fayette campus only)

Plant Operations/Safety and Security manages and maintains University buildings and grounds with a concern for safety and security. Personnel inspect campus facilities regularly, making repairs and responding to reports of potential hazards such as broken windows and locks. Personnel are on call after regular business hours, and during weekends, to respond to emergency situations involving campus facilities. Plant Operations/Safety and Security assists personnel by reporting potential safety and security hazards. Students, faculty and staff may also call at 660-248-6295 (5-6295 from Campus phones) to report any maintenance problems during normal business hours, and 660-202-0848 after hours, on weekends and holidays. CMU has implemented the following processes to constantly review and enhance physical security of the campus.

NOTE: CMU relies on the maintenance teams at various locations to conduct the maintenance on facilities leased by CMU.

CAMPUS FACILITY ACCESS

Main Campus

On the Fayette campus, for the most part, the campus and its buildings are open to the general public during normal business hours. The residence halls are locked 24 hours a day and many areas of campus have video surveillance systems in use as an added security feature. Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact the appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the director.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest is accompanied by a faculty or staff member who have an assigned key. The authorized individual assumes full responsibility for their presence. Any employee entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured.

The theft or loss of assigned keys should be reported immediately to Plant Operations by calling 660-248-6295. Campus keys must not be "loaned" to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

Other Locations

Employees at locations other than the main campus who have a key to a campus building and plan to work after normal working hours are encouraged to contact the appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the director. An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building.

Authorized personnel may have guests with them as long as the guest is accompanied by a faculty or staff member who have an assigned key. The authorized individual assumes full responsibility for their presence. Any employee entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured. The theft or loss of assigned keys should be reported immediately to the local director. Campus keys must not be "loaned" to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

PLANT OPERATIONS/SAFETY AND SECURITY

About Us

Plant Operations/Safety and Security is committed to the safety, security, and well-being of our vibrant community. We are dedicated to maintaining an environment which supports the academic mission of the University and ensures all can fully participate in the CMU experience. Our department is staffed in conjunction with a contracted security agency and operational 24 hours a day, 7 days a week at the Fayette Campus. Our officers are not commissioned and do not carry firearms, nor do they have powers to arrest. We work closely with the departments of Fayette Police, Howard County Sheriff, Missouri Highway Patrol and Fayette Volunteer Fire Fighters, as well as other local agencies, to safeguard the campus community.

Enforcement and Arrest Authority

Plant Operations/Safety and Security members as well as employees/security at other locations do not have law enforcement authority or the powers of arrest, and rely upon local law enforcement agencies when the need arises. The department also receives support and cooperation from private organizations dedicated to security.

Jurisdiction

Plant Operations/Safety and Security maintains a positive professional relationship with the local police departments of Fayette, Columbia, and St. Louis as well as with other communities, and state and federal agencies in matters concerning their specific jurisdictions. Plant Operations/Safety and Security, in conjunction with private organizations dedicated to security, patrol the main campus. While a private security organization patrols University owned and controlled property in Columbia and Maryland Heights, MO. The University relies on local authorities to provide safety and security at other locations.

Local Law Enforcement Agencies

CMU's main campus resides in the Town of Fayette; the Director/Assistant Director of Plant Operations/Safety and Security and the Fayette Chief of Police communicate regularly, sharing appropriate information regarding criminal activity on and off-campus.

Departmental personnel are in regular contact with the members of the Fayette Police Department relating to issues and calls for service affecting the campus or the town of Fayette, and officers from both departments interact daily on issues of campus and town safety.

Collaboration with Fayette Police Department

CMU has a close working relationship with the Fayette Police Department (FPD). The University and FPD have a Memorandum of Understanding (MOU), addressing the reporting and investigation of crimes on campus and emergency access by Fayette Police to both academic and residential facilities. The Memorandum includes an agreement with FPD stating they will notify Plant Operations/Safety and Security of crimes or incidents reported to them occurring on or near campus or affecting the University and CMU will reciprocate.

Plant Operations/Safety and Security communicates frequently throughout the year with local law enforcement agencies to enable prompt investigation of crimes and collection of accurate crime statistics. The Director/Assistant Director of Plant Operations/Safety and Security request reports involving any known CMU community member as well as any reported crimes occurring on university-owned or controlled property and the immediate adjacent public property. These reports allow for follow-up by the University and enable the

department to determine if any of these crimes constitute an ongoing risk to the campus community or should be included in the University's crime statistics and published in the Annual Security Report. Where CMU owns or controls property in other locations in support of the educational mission, Safety and Security queries appropriate local law enforcement for Clery reportable crimes for inclusion in the Annual Security Report.

PUBLIC SAFETY AND SECURITY ADVISORY

Plant Operations/Safety and Security may issue an Advisory to alert the community of potential risks that may affect the campus or surrounding community. An Advisory is an official announcement, typically a warning concerning adverse weather conditions or campus closures.

TIMELY WARNING NOTICES

Plant Operations/Safety and Security along with the Vice President for Institutional Growth and Student Engagement interacts with local authorities to assist the Departments in staying alert to any crime or incident that may affect the safety of CMU community. When deemed necessary, the University sends a "Timely Warning" notice to provide information about campus crime and crime-related issues. Types of incidents or situations that constitute a Clery Timely Warning being sent are: All Clery Act Crimes which represent a serious or continuing threat to the campus community and well-being of students and employees. When issuing a Timely Warning, the University withholds as confidential the names and other identifying information of victims when making notification.

The warnings may be issued through Eagle Alert, campus e-mail, campus web-site, postings on bulletin boards and personal contact with campus officials. The CMU email goes immediately to all faculty, staff and students to provide information on the crime or incident that precipitated the timely warning. The intent of the warning is to assist in the prevention of similar crimes or incidents and to enable the community to take protective action against similar occurrences.

Additionally, special printed crime alerts with information pertaining to crime or ongoing safety issues may be prepared and distributed throughout the campus to increase public awareness and/or to elicit information.

Whether to issue a timely warning notice is determined on a case-by-case basis. The following factors are used to make such a determination: if the individual is an on-going threat to the CMU community, when and where the incident occurred, when it was reported, and what information is known by University officials. The Department makes every effort to issue a timely warning or crime alert within 24 hours of the time the crime is reported; however, it may take longer to confirm all pertinent and meaningful information.

Consistent with the language set forth below, CMU may issue a Timely Warning Notice for the following crimes:

- Murder/Non-Negligent Manslaughter;
- Aggravated assault;
- Robbery involving force or violence;
- Rape and fondling;
- Stalking, dating violence, domestic violence;
- Arson;
- Other crimes as determined necessary by University officials

The Timely Warning Notice will include, but is not limited to;

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Where the incident occurred;
- When it was reported;
- The continuing danger to the campus community;
- The amount of information known by the Plant Operations/Safety and Security;
- The active involvement of law enforcement in the investigation of the crime; and
- Whether an alleged perpetrator has been identified.

If there is an **immediate threat** to the health or safety of students or employees occurring on campus, the University must follow its **emergency notification** procedures.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Preparedness

The Emergency Preparedness Chairman is responsible for directing emergency response procedures. This is accomplished in partnership with University administration, as well as local law enforcement. Drills, planning and educational activities are coordinated through the CMU Emergency Preparedness Committee who maintains an organized system of emergency response procedures for CMU. The Emergency Preparedness Committee consists of representatives from across the University and meets quarterly to discuss and advance plans to mitigate and respond to campus emergencies. This group engages in tabletop exercises to test the University's response to many different types of emergencies. Tabletop exercises have included scenarios involving weather related emergencies, power outages and public health emergencies. The Emergency Preparedness Committee includes representatives from Plant Operations/Safety and Security, members of Senior Staff, Department of Student Development, Human Resources, Marketing and Public Relations, Health Services, Technology Services, Food Services and Student Government.

A summary of the University's emergency response procedures is located at <http://www.centralmethodist.edu/about/offices/safety/emergencyprocedures.php>. Included at this web page is detailed information regarding the University's emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on email, University and cellular telephones.

EMERGENCY NOTIFICATION TO THE UNIVERSITY COMMUNITY

CAMPUS EMERGENCY NOTIFICATIONS

Emergency Notifications will be issued in compliance with the Clery Act upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, unless issuing a notification will compromise efforts to contain the emergency.

When unexpected events occur, Safety and Security personnel, in conjunction with the local emergency responders, will confirm if a significant emergency or dangerous situation exists. Upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community, the Director/Assistant Director of Plant Operations/Safety and Security will determine the content of an emergency message and initiate an immediate notification to the entire campus community using Eagle Alert, campus e-mail, campus web-site, postings

on bulletin boards, personal contact with campus officials and/or the Outdoor Mass Notification System unless issuing the notification would compromise efforts to assist victims, contain the event, or otherwise mitigate the emergency as determined by the professional judgment of responsible authorities.

The University encourages all community members who become aware of any threat or dangerous situation, to immediately call 911 and the Plant Operation/Safety and Security at 660-202-0848 (24hr).

DETERMINING SEGMENT OR SEGMENTS OF THE CAMPUS COMMUNITY TO RECEIVE AN EMERGENCY NOTIFICATION

Due to the size of the CMU main campus, regardless of which part of campus may be affected, emergency notifications are sent using the Eagle Alert system and outdoor mass notification system to all on-campus community members. This helps to ensure members of the community are all alerted to a potential threat to the campus. When Plant Operations/Safety and Security receives a report of any type of problem, the safety and security personnel are dispatched as promptly as possible to evaluate and mitigate the situation. All personnel are equipped with two-way radios to keep them in constant contact with the Director/Assistant Director of Plant Operations/Safety and Security. Upon receipt of a call requiring police, fire, or medical emergency response, the Director/Assistant Director of Plant Operations/Safety and Security immediately alerts local emergency responders. Plant Operations/Safety and Security maintains radio and telephone communication with the Howard County Dispatch for police and fire services, which helps to insure a quick response if needed.

Determining the Contents of the Emergency Notification

The University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases, where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the briefest and clearest message to convey the appropriate information to the campus community. The goal is to ensure individuals are aware of the situation and they know the steps to take to safeguard their personal and community safety. Updates and additional information are disseminated as more information becomes available using the Eagle Alert system, and the CMU Home Page. All such alerts will go out to the entire CMU community.

Forms of Emergency Notification Used to Notify the Campus Community

The University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The University uses a tiered emergency notification system that uses an Outdoor Mass notification System, and the Eagle Alert.

EagleAlert

Students, faculty and staff are encouraged to register for Central Methodist University's state-of-the-art emergency notification system known as Eagle Alert. It is the best way to ensure you receive critical university notifications on safety issues and school closings. The system sends simultaneous messages to all registered text-message capable phones to alert registrants of information critical to their safety and well-being. The service will also send an email to a registered email account, scroll a banner on the bottom of the user's computer

screen and post a message on the digital bulletin boards as well as post messages to the University's official Facebook page and Twitter feed. (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>)

Outdoor Mass Notification System (Utilized at the Fayette Campus only)

CMU has an outdoor mass notification system that emits a loud tone and message in the event of a catastrophic emergency. The system consists of speakers mounted on Stedman Hall, Givens Hall, and McMurry Hall. The system is activated from Plant Operations/Safety and Security. A complete audible test of the system occurs during the Fall and Spring terms each year.

As is the case with the University's Eagle Alert system, the Director/Assistant Director of Plant Operations/Safety and Security, are authorized to determine the content of an emergency communication and activate the system, upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community.

CMU Home Page

The CMU home page at <http://www.centralmethodist.edu/> serves as the primary portal for internal communications. During an emergency, the CMU home page displays an Alert Banner displaying important notifications, with a link to the Emergency Website when appropriate. When Eagle Alert system is utilized, the banner text mirrors the text used for the Eagle Alert notification. The Alert Banner is tested in conjunction with the Eagle Alert system tests.

CMU Emergency Information Website

In addition to Eagle Alert, the Emergency Information website (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>) are the primary external communications vehicle that the University uses during an emergency. The site contains alert status notifications, instructions, phone numbers, and other communications depending on the nature of the emergency. This site is flexible and able to adapt to the communication needs that arise from the emergency. When the University is in the midst of managing a significant emergency, all traffic to the University homepage will redirect to the Emergency Facebook and Twitter (website). CMU Facebook (<http://facebook.com/centralmethodist>) and Twitter (<https://twitter.com/cmuniv>) accounts are used to provide up-to-date information concerning an emergency situation.

EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES

Bi-annually, CMU conducts University wide emergency management exercises to test emergency procedures. The scenarios for these exercises change from year-to-year, and include many departments from across the campus and other agencies and organizations that would support the university in the event of an emergency or disaster.

To ensure the University's emergency management plans remain current and actionable, the University will conduct an emergency management exercise, at a minimum biannually. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The university conducts after-action reviews of all emergency management exercises to assess and evaluate the emergency plans and capabilities.

In conjunction with at least one emergency management exercise each year, the University will notify the community of the exercise and remind the community of the information

included in the University's publicly available information regarding emergency response procedures at CMU Safety Website.

CMU Safety will publish a schedule of bi-annual drills and emergency notification system test for the fall semester in August and the spring semester in January. The schedule will be posted on the CMU Safety website. A reminder will be sent to the campus community via email within 48 hours of the scheduled event to ensure the campus community is aware of the event and review procedures for the scheduled event. An unannounced event is scheduled as "Unannounced" as to what type of event will be conducted. The campus community is advised to review all emergency response procedures in preparation for an unannounced event. All scheduled events will be documented as the type of exercise, date, time and whether it was announced or unannounced. All documented events will be posted on the CMU Safety website.

Evacuation maps for fires and severe weather are posted on walls throughout campus buildings. Evacuations for other emergency situations will be based on the situation and instructions will be provided by the alert system or other means of communication. There is no mandate for primary lock down or evacuation. Each situation will be evaluated and appropriate instructions will be provided to the campus community. CMU follows its evacuation procedures as posted and noted in the corresponding facility.

Plant Operations Safety and Security are responsible for conducting all scheduled/unscheduled drills at the Fayette, Columbia and Maryland Heights locations. CMU will follow the guidance of the authorities responsible for emergency drills, testing and evacuation procedures at other locations.

PREVENTING SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

SEXUAL HARASSMENT POLICY

CMU's policy on harassment of any kind, sexual harassment in particular, of any student, faculty member, or employee by any other student, faculty member, or employee is prohibited and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. It should be noted that the prohibition of sexual harassment includes a condemnation of sexual assault and rape, both of which are criminal offenses. CMU works through a collaborative effort to cultivate a shared sense of responsibility among all campus constituencies. With collaboration and collective action, we can combat sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking in our community. By implementing comprehensive prevention and education programs, the University aspires to nurture and advance sexual respect, healthy relationships, and safety in our students' personal lives, on campus and beyond.

CMU complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. The University is firmly committed to maintaining an educational, residential, and work environment in which sexual assault, sexual and gender based harassment, domestic violence, dating violence, and stalking are not tolerated.

The University is dedicated to providing individuals affected by all forms of sexual misconduct sources of support and avenues of redress. When these incidents are brought to the University's attention, CMU will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.

The University has a dedicated Title IX Coordinator and Clery Act Compliance Officer. The Title IX Coordinator has responsibility for ensuring compliance with CMU's policies regarding sexual misconduct. The Title IX Coordinator provides community members with guidance to assist those who have been affected by sex discrimination and sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, whether as a Reporting Person, a Responding Person, or a third party, and to provide fair and equitable procedures for the investigation and resolution of reports.

TITLE IX COORDINATOR

Ken Oliver

Vice President for Institutional Growth and Student Engagement
Student and Community Center

Phone: 660-248-8225

koliver@centralmethodist.edu

ALTERNATE TITLE IX COORDINATOR

Julee Sherman

Vice President for Finance and Administration
Brannock Hall

Phone: 660-248-6203

jsherman@centralmethodist.edu

CLERY ACT COMPLIANCE OFFICER

Wayne Morse

Assistant Director of Plant Operations
Plant Operations

Phone: 606-248-5298

wmorse@centralmethodist.edu

Education and Prevention Programs

CMU employs a comprehensive, multi-pronged approach to educating the campus community about how to prevent, respond to, and address sexual misconduct, including sexual assault, sexual and gender based harassment, dating violence, domestic violence, and stalking, that:

- Is culturally responsive, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; *and*
- Considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees (staff and faculty) and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies all forms of sexual misconduct, including sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking as prohibited conduct.
2. Defines sexual misconduct, sexual assault, sexual and gender-based harassment, dating violence, domestic violence, and stalking, and consent using definitions articulated in University policies and procedures.
3. Provides a description of safe and positive options for **active bystander intervention**. Active bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective

intervention options, and taking action to intervene. The CMU Bystander Initiative is the cornerstone of the University's effort to mobilize students, staff, and faculty to take proactive steps to create a safe campus. (See below.)

4. Provides information on **risk reduction**. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

5. Informs the community of the **confidential and private resources** and support services available on campus and in the community.

Programs: Central Methodist University offers online learning programs to students and employees through United Educators aimed at promoting awareness and safety regarding sexual assault. These online learning programs are offered to new students and employees as primary prevention and awareness programs, and are offered as ongoing prevention and awareness.

Professional Development

Faculty; Magna Campus Tutorials located on myCMU, (Faculty-Staff Help, left side Magna Tutorial)

Staff; United Educators webinars, and training <https://www.ue.org/>

Denim Day: National campaign designed to bring awareness to sexual assault and reflect on ways to be part of the solution.

Resident Assistant programs. Various programs intended to raise awareness of personal safety and responsible decision making. Includes resources regarding sexual assault awareness, prevention and personal safety.

The Hook-Up: Mandatory for all Freshman students. Hooking up can often sound like harmless fun, but it can also be a cover for some very unhealthy behaviors. This program involves an engaging discussion concerning hooking up, clarifying when it's actually sexual violence and how bystanders can protect potential victims from predators.

Poster campaign: Campaign using posters featuring information speaking out against excuses people use for sexual assault. Posters are distributed and posted throughout the campus buildings, including resident halls.

Orientations for Incoming Undergraduate, Graduate, and Professional School Students

At **New Student Orientation**, incoming first-year students participate in several programs focused on maintaining a respectful community, preventing sexual assault and promoting sexual respect and healthy relationships. All first-year students attend a CMU *Bystander Initiative* Overview Talk. Through the CMU Bystander Initiative, students across all cohorts learn strategies to intervene in challenging situations, including those that might lead to nonconsensual behavior.

First-years also participate in *Building a Community of Respect* with the Title IX Coordinator. This program aims to enhance students' knowledge about consent, coercion, and sexual respect, and the University's response to sexual misconduct.

Throughout the academic year, offices and academic departments collaborate on sponsor awareness campaigns about bias and discrimination; sexual assault, sexual and gender-based harassment, dating violence, domestic violence and stalking; and healthy sexuality and sexual respect. Student organizations are active participant's in these efforts.

New Employee Orientation provides an opportunity to reinforce CMU's Principles of Community and educates employees on how to respond to disclosures of sexual assault or sexual and gender-based harassment. These programs identify prohibited forms of conduct, including sexual assault, sexual and gender-based harassment, dating violence, domestic violence and stalking. Employees learn about resources and sources of support available to those affected by sexual misconduct.

CMU Bystander Initiative

Building a Safer Community. What's Your Role?

The CMU Bystander Initiative is a community mobilization effort that focuses on leadership and bystander intervention to prevent harm on campus. CMU Bystander Initiative was designed to help members of the CMU community take proactive steps to create a safe campus, recognize potentially harmful situations, identify obstacles/barriers to intervention, and develop a course of action to intervene when a witness to a potential moment of harm. CMU Bystander Initiative helps CMU community members cultivate a skillset to take positive action when encountering potential moments of harm. Members of the CMU community who participate in the CMU Bystander Initiative workshops and leadership training learn to recognize harmful behaviors that can arise in social settings and collaborate with one another to develop intervention strategies that accommodate various scenarios and individual strengths.

CMU Sexual Misconduct Disciplinary Procedures and Related Definitions

Risk Reduction

One of the more serious crimes that too often is unreported for various reasons is Sexual Assault. It is important to know what these crimes are, as in many cases, victims do not realize they have been victimized. Additionally, crimes of this nature are difficult for victims to report for a number of complex reasons. For many people who have been impacted by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about reducing risk by assessing a situational and developing courses of action to reduce the risk. It can include planning for a future crisis, considering your options, and making decisions about your next steps.

There are many guidelines to help reduce the risk of sexual assault:

- Never travel alone.
- Maintain situational awareness, be aware of your surroundings and do not become complacent.
- Change your routine. Do not become predictable.
- Know your campus. Review a map of the campus at a minimum. Walk your campus during daylight and evening hours with a friend. Know who to call for help. Know the location of emergency call box locations.
- Report any suspicious people/or activity, immediately
- Bystander intervention.

CMU continues to review its policies in order to establish and maintain a safe and nondiscriminatory educational, residential, and employment environment in which all individuals are treated with respect and dignity. The University also maintains policies and disciplinary procedures regarding staff and faculty conduct, including the Sexual Harassment Policy, the Sexual Misconduct Policy, and the Consensual Relationships Policy. Many forms of sexual misconduct violate Missouri and federal law, including the Clery Act and VAWA as well as Missouri Criminal Code relating to sexual offenses, and could result in criminal prosecution or civil liability. Sexual misconduct may be committed by any gender, and it can occur between people of the same or different sex or gender.

Definition of Consent

Consent is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. Consent is always freely given and all people in a sexual situation must feel that they are able to say "yes" or "no" or stop the sexual activity at any point.

This defines consent as a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity.

Consent cannot be validly given by a person who is incapacitated.

At the heart of consent is the idea that every person has a right to personal sovereignty – the right to not be acted upon by someone else in a sexual manner unless they give that person clear permission. It is the responsibility of the person initiating the sexual activity to get this permission.

Consent should not be assumed.

Each of us is responsible for making sure we have consent in every sexual situation. If you are unsure, it is important to clarify what your partner feels about the sexual situation before initiating or continuing the sexual activity. Consent should not simply be assumed by:

- Body language or appearance: One should never assume by the way a person dresses, smiles, looks or acts, that they consent to have sex.
- Dating relationships or previous sexual activity: Simply because two or more people are dating or have had sex in the past does not mean that they are consenting to have sex.
- Marriage: Even in marriage, a person should not assume they have consent for sexual activity. Marital rape is as serious as any other sexual assault.
- Silence or immobility: A person's silence should not be considered consent. A person who does not respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not clearly agreeing to sexual activity.
- Incapacitation: Alcohol consumption or use of other drugs can render a person incapable of giving consent. Alcohol is often used as a weapon to target individuals and is used by perpetrators to excuse their own actions.

Definition of Retaliation

Retaliation means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under the University's sexual misconduct policy, filing an external complaint, or participating in a disciplinary process. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Such actions in response to a good faith report or response under this policy are considered retaliatory if they do or could do substantial harm to the other person's membership or status in the community; their personal relationships; their professional or academic reputation or opportunities; their extracurricular opportunities; or their financial security. The University recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Reporting Person, Responding Person, or third party may commit or be the subject of retaliation. Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under the University's sexual misconduct policies. Retaliation may constitute a violation of University policy even when the underlying

report made in good faith did not result in a finding of responsibility. Anyone who believes that they are experiencing retaliation should promptly report their concern to the Title IX Coordinator. The University will take responsive action to any report of retaliation and will pursue disciplinary action as appropriate. In the case of an emergency, call the Plant Operations/Safety and Security at 660-202-0848 or 911.

For Clery Definitions on Reportable Crimes see below.

CRIMINAL PROCEDURES FOR SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

CMU encourages victims (employees and students) to notify the appropriate law enforcement agency with jurisdiction when a sexual offense has taken place. In addition, victims are encouraged to contact The Office of Student Development in person or through the University's online reporting system under Campus Safety, Report an Incident: <https://cm.maxient.com/reportingform.php?CentralMethodistUniv>. Victims who would like assistance in notifying law enforcement may seek assistance from the Office of Student Development.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible. If you are in immediate danger, call 911. If on campus, help may be obtained by calling or visiting The Office of Student Development during business hours, or after hours by calling campus safety at 660-202-0848.
- Contact a close friend or relative, if available, who can provide support and accompany you to the medical exam and/or police department. Other support and assistance available: CMU Wellness Center: (660) 248-6285, CMU Counselling Center: (660) 248-6274, Private Physician, Rape/Abuse Shelter Hotline: (800) 548-2480 or Missouri Psychiatric Center: (800) 884-1300
- Try to preserve all physical evidence; if possible, you should not wash hands, bathe, shower, brush teeth, douche, use the toilet, or change clothing until a medical exam is completed.
- Get medical attention in an emergency room as soon as possible. The University of Missouri Emergency Department has specially trained Sexual Assault Nurse Examiners (SANE) who conduct exams. SANE nurses have special training helping survivors of violence. The exam occurs in a private room away from the emergency department. For more information, contact 573-882-8091. An exam may reveal the presence of physical injury the victim may be unaware occurred. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (effective only if administered within 120 hours of the assault) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be conducted (effective only if completed within 96 hours from assault). Some of the commonly used "date rape" drugs, however, are only detectable in the urine for 6-8 hours after ingestion. Other emergency room locations: Cooper County Memorial Hospital: (660) 882-7461 and Boone Hospital Center: (573) 815-3501.
- Contact the police. It is vital to report the crime of Sexual Assault. It is important to remember reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the Prosecuting Attorney.

- The Office of Student Development may also assist in obtaining a protection order. For more information in obtaining a protection order visit <http://mmls.org/forms-info/orders-of-protection/>
- Consider talking to a counselor. Talking to a counselor may be important in helping the victim understand their feelings and begin the healing process. In addition, other available services include the National Sexual Assault Hotline: 1-800-656-HOPE or <https://www.rainn.org> and True North: 1-800-548-2480 (Missouri emergency shelter and/or counseling for victims of domestic and sexual violence).

Procedures to follow if you are a Victim of a Sex Assault, Domestic or Dating Violence and Stalking:

Victims of any of these offenses will be notified in writing of the procedures they are to follow. It will tell them to whom and how the alleged offense should be reported. The written notification also will advise victims that they need to notify the local police, or the option to be assisted by campus authorities in notifying law enforcement, if requested by the victim, and of the option to decline to make such notification.

It is imperative that victims of sexual assault, dating violence, and domestic violence try to preserve evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. Therefore, victim’s written notification will include information about where a forensic examination may be obtained. However, obtaining such an examination does not require the victim to subsequently file a police report.

In addition, the notification will provide these guidelines:

- Do not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
- Don’t bathe or wash, or otherwise clean the environment in which the assault occurred.
- Options for pressing charges can be deferred, if you will go to the local hospital emergency room and ask for an exam and for evidence of the sexual assault to be collected and sealed.

Victims of stalking should also preserve evidence of the crime to the extent possible, such as by saving text messages or e-mails or other communications from the stalker.

Finally, where applicable, the written notification to the victim will provide a statement of the victim’s rights and the institutions responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, financial aid, and visa and immigration assistance and other services available to them, both within the University and in the surrounding community. Those services include:

Student Health Services

Inman Student and Community Center 660-248- 6285

Counseling Department

Inman Student and Community Center 660-248-6274

Financial Aid

Brannock Hall 660-248-6245

National Sexual Assault Hotline 800-656-4673

Domestic Violence and Sexual Assault 800-548-2480

CMU will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to the local Police Department or not. Persons to contact include Brad Dixon (Associate Dean of Students 660-248-6223)

Maintenance of Confidentiality

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the University will withhold the identity of victims in publicly available records, to the extent permitted by law. Additionally, the University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality will not impair the University's ability to provide them. If it is deemed necessary to disclose personal information in order to provide an accommodation, the victim will be notified in advance of the disclosure.

Procedures for Disciplinary Action:

At CMU, the procedures for disciplinary action that will be used when there is an allegation of sexual assault, domestic violence, dating violence, or stalking are different on whether the accused is a student or employee. The proceedings will be prompt, fair and impartial from the initial investigation to the final result.

Procedures to be used when the accused is a student

Allegations of domestic violence, dating violence, sexual assault or stalking involving students will be processed through the office of the Title IX Coordinator/Vice-President of Institutional Growth and Student Engagement (VPIGSE).

Students and employees can file an informal or formal complaint to the Title IX Coordinator in the VPIGSE Office located in the Inman Student and Community Center (660) 248-6223 or by emailing koliver@centralmethodist.edu or by the Incident Report LINK.

CMU will act promptly in response to information that an incident of sexual violence, sexual harassment, sexual assault, or stalking has occurred Any conduct that may be in violation of the CMU Sexual Violence policy will be investigated and addressed in a timely matter, typically within 60 calendar days.

Upon receipt of a complaint, the Title IX Coordinator or designee will open a formal case file and assign an Investigator who will direct the investigation and confer with other University Officials as necessary (e.g. with a need to know on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions).

In general, the office of the VPIGSE will investigate complaints or assign another investigator from another area on campus to do so. If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, the University may need to coordinate its fact-finding efforts with the police investigation. The University will conduct a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an "informal" or "administrative" resolution to an uncontested allegation;
- A decision to proceed with additional investigation and/or referral for a "formal" resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the University's finding is that the responding student is in violation, and the responding student accepts this finding the University considers this an "uncontested allegation." The administrator conducting the

initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

Notice of Alleged Violation

Any member of the Central Methodist University community, visitor or guest may allege a policy violation(s) by any student for misconduct:

Notice may also be given to the VPIGSE (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

Investigation

The VPIGSE will appoint an investigator(s) to conduct a prompt and impartial investigation which will take the following steps:

- a. In coordination with the appropriate University officials, initiate any necessary remedial actions, and may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate University officials. These protections may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements;
- b. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- c. Attempt to meet with the Complainant and finalize the complaint;
- d. Identify the correct policies allegedly violated;
- e. Prepare the notice of charges on the basis of the initial investigation;
- f. Meet with the Respondent. S/he will be provided a copy of the Complaint and given a full and complete written statement of the allegations, and a copy of this Policy. Also, the Respondent shall state whether s/he is "responsible" or "not responsible" for the alleged violation during the meeting;
- g. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- h. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- i. Make a preliminary finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- j. Present the preliminary finding to the Respondent and Complainant as well as the appropriate University official(s).

Procedures to be used when the accused is an employee

Allegations of domestic violence, dating violence, sexual assault or stalking involving faculty and/or staff members will be processed through the appropriate University disciplinary system. They will be handled according to the CMU Employee Handbook with regard to legal and administrative action.

It should be noted that all rights and privileges possessed by students will be given to F/S members as it pertains to domestic or dating violence and sexual assault cases.

Investigation

All reports of Sexual Misconduct will be promptly and thoroughly investigated by an investigator appointed by the University. The investigator will discharge his or her obligations fairly and impartially. If the investigator determines he or she cannot fairly and impartially investigate a report due to a conflict of interest, the investigator will recuse himself or herself and a new investigator will be appointed.

The investigator will commence the investigation as soon as practicable, but not later than seven (7) days after a report is made. The pendency of a criminal investigation does not

relieve the University of its Obligation to conduct an investigation. However, the University's investigation may be delayed temporarily to avoid interfering with a criminal investigation. The purpose of the investigation is to determinate whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the investigator may receive counsel from University administrators, the University's attorneys, or other parties as needed.

During the investigation, the complainant (i.e., the alleged victim of the Sexual Misconduct) will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent (i.e., the allege perpetrator of the Sexual Misconduct) will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation process, the complainant and respondent will have equal rights. They include: equal opportunity to identify and have considered witnesses and other relevant evidence; similar and timely access to all information considered by the investigator; equal opportunity to review any statements or evidence provided by the other party; equal access to review and comment on information independently developed by the investigator.

During the investigation process, both a complainant and a respondent may ask a support person to accompany her or him to meetings with the investigator. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent.

During the investigation, the University will make reasonable and appropriate efforts to preserve an individual's privacy and limit disclosure of information to those whose participation is necessary for a fair and thorough investigation and resolution. The University cannot guarantee the confidentiality of any report of Sexual Misconduct unless the report is made to a Confidential Reporter, in which case the report will not be forwarded for investigation without the reporting party's consent, unless otherwise required by law. In the event an alleged victim requests confidentiality after making a non-confidential report, or requests that an investigation not proceed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

Interim Measures

At any time during the investigation, the investigator, in consultation with the Title IX Coordinator and appropriate administrators, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections constitutes a separate violation of this policy.

Timing

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

Rights of the parties

Regardless which procedure is being used, both the victim and the individual accused of the offense are entitled to:

- A prompt, fair and impartial investigation and resolution. Any extension of timeframes will only be for good cause and each party will be given written notice of the delay and the reason for it.
- Proceedings conducted by officials who have no conflict of interest or bias for or against either the victim or the accused and who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Timely notice of meetings at which one or the other or both may be present.
- Timely access, along with appropriate officials, to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- The University may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by using a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the proceeding, any procedures for either party to appeal the result, any change to the result and when the result becomes final. This includes any initial, interim or final decision by any official or entity authorized to resolve disciplinary matters and it includes information on any sanctions imposed by the institution and the rationale for reaching the result.

Possible Sanctions that the University May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:

Student Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

Level 1 - WARNING

Level 2 - WARNING WITH SANCTIONS

Possible consequences –

- 1-20 hours community service
- Behavioral contract
- Reduction or loss of scholarship

Level 3 - CMU PROBATION

Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Reduction or loss of scholarship
- The following privileges may be lost for a minimum of 16 academic weeks:
 - Leadership and/or membership privileges
 - Intramural sports team privileges (Fayette Campus)

Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- All privileges lost at Level Four are lost for 32 academic weeks.

- Move to another hall; ban from former/other hall. (Fayette Campus)
- 20-40 hours community service.
- Removal from all academic and social organizations
- Ineligible to participate in intercollegiate athletics (Fayette Campus)

Level 5 - SUSPENSION FROM RESIDENCE HALLS (Fayette Campus)

Possible consequences -

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

Level 6 - SUSPENSION FROM THE UNIVERSITY

Possible consequences

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement and/or President of the University.

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

Employee Conduct Sanctions

PROGRESSIVE DISCIPLINARY ACTION

Anyone found to have unlawfully discriminated, harassed, or retaliated against another individual is subject to disciplinary action, up to and including termination of employment, or exclusion from the campus or expulsion. The University will take appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as appropriate.

One or more of following sanctions may be imposed upon any faculty or staff member for any single violation:

Level 1 – WARNING

- Issue an oral reprimand

Level 2 - WARNING WITH SANCTIONS

- Issue a written reprimand

Level 3 - CMU PROBATION

Possible consequences –

- Require restitution (pay for damage done to individuals or the institution)

Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- Suspend prospective benefits for a stated period (e.g., suspension of “regular” or “merit” increase in salary, suspension of promotion eligibility);

Level 5 - SUSPENSION FROM THE UNIVERSITY

Possible consequences

- Suspend from service for a state period, without other prejudice.
- Termination

Knowingly filing a false report or making false allegations of fact is prohibited and may result in disciplinary action.

Appeals Process

If any party to the investigation disagrees with the findings, they may file a written appeal within 3 business days of receipt of the findings. The appeal should be filed with the Vice President of Finance & Administration (if an employee) or the Provost (if a student).

Appeals will be reviewed and a final determination made within 10 business days of receipt of the appeal.

If a victim of a sexual offense chooses not to report the incident, the victim may still request changes in academic, living, transportation, and working situations. Requests should be made to the Office of Student Development. Requests will be evaluated and accommodations implemented in writing if reasonably available.

Understanding Confidentiality

CMU is committed to protecting the privacy of all individuals affected by sexual misconduct. All University employees who are involved in the University's Title IX response, including investigators and sanction board members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report or complaint. Such a review is essential to protecting the safety of the Reporting Person, the Responding Person, and the broader campus community and to maintaining an environment free from sex assault, domestic violence, dating violence and stalking.

A Reporting Person may make a request for confidentiality at any point and CMU will make all reasonable attempts to comply with this request. In situations where a Reporting Person requests privacy, the University's ability to investigate and respond to the allegations may be limited. The University is required by Title IX to weigh a complainant's request for confidentiality and the University's commitment to provide a reasonably safe and nondiscriminatory environment. A complainant will be notified if the University cannot maintain the Reporting Person's confidentiality. In making this determination, the University may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether the Reporting Person is a minor under the age of 18, whether there have been other complaints or reports of harassment or misconduct against the Responding Person, the existence of independent evidence, and the rights of the Responding Person to receive notice and relevant information before disciplinary action is sought.

The Title IX Coordinator will evaluate requests for confidentiality. The University will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Reporting Person. The University will assess any barriers to proceeding, including retaliation, and will inform the Reporting Person that Title IX and University policy prohibit retaliation. The University will take rigorous responsive action to protect the Reporting Person. Anonymous statistical information must be shared with Plant Operations/Safety and Security where required by the Clery Act. The information contained in a Clery crime report only tracks the number of Clery-reportable offenses occurring at campus locations or University sponsored programs (e.g., off-campus study) and does not include the names or any other identifying information about the person(s) involved in the report.

If you have been subjected to prohibited conduct under this policy, you are encouraged to seek assistance. Web resources:

[Central Methodist University Counseling Center](#)
[Central Methodist University Health Services](#)
[Campus Safety](#)
[True North](#)
[Rape, Abuse & Incest National Network \(RAINN\)](#)

WRITTEN NOTIFICATION

CMU will provide written notification to students and employees about available resources: counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both within the institution and community.

CMU will provide written notification to victims concerning available options and assistance, to include how to request changes and who to contact concerning the following situations; academic, living, transportation, working and protective measures. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

If a victim of a crime chooses not to report an incident, the victim may still request accommodations and/or protective measures be provided by the University. The request will be evaluated and accommodations implemented if reasonably available. Requests should be made to the Human Resources Office concerning employees and the Office of Student Development concerning students.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, CMU will provide the victim a written explanation of the victims' rights and options.

REGISTERED SEX OFFENDERS

A list of Registered Sex Offenders may be obtained from the local law enforcement agencies that maintain the Registered Sex Offender List for local jurisdictions. In addition, the sex offender list can be found on the website of the Missouri State Highway Patrol at: <http://www.mshp.dps.missouri.gov/CJ38/search.jsp>.

CRIME PREVENTION EDUCATION AND SECURITY AWARENESS PROGRAMS

Crime Prevention through Environmental Design

Department personnel trained in this field assist with design issues (new building site or renovation) as it relates to crime prevention. These issues include four basic design considerations: territoriality, access control, surveillance and maintenance. Some examples of these considerations are the placement of emergency telephones, office design, positive barrier placement, lighting, ground maintenance (reduction of overgrowth, blocking of lighting, etc.), and individual safety recommendations for the designated area.

CMU Plant Operations/Safety and Security coordinates crime prevention programs to educate members of the campus community about safety practices. Its crime prevention programs seek to minimize criminal opportunities whenever possible and to encourage students, faculty and staff to assume responsibility for their own security and the security of others. Other departments at CMU, including Student Development and Residential Life, are also involved in maintaining a safe and secure campus environment.

Personal Responsibility

The cooperation and involvement of all members of the University community (students, faculty, staff, guests and visitors) in a campus safety program are essential. Community members can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, good sense precautions. Room doors should be locked at ***all times to provide the best security to the occupants and their possessions***. High dollar items such as computers, stereos, cameras, etc. should be

engraved with uniquely identifiable numbers. In case an item gets stolen and is recovered, the engravings allow officers to return the items to their owners.

Cars should be locked at all times, and valuables that must be kept in the car should be secured out of sight. It is important to promptly report any suspicious person(s), activities or unusual incidents in residence halls or other campus buildings to the Plant Operations/Safety and Security.

Weapons Policy

Central Methodist University seeks to maintain a safe educational environment for our students, faculty and staff. CMU prohibits the possession, discharge and or use of any device that shoots or delivers a metal casing, BB, pellet, arrow, dart, flare, projectile type electrical charge or any other type of projectile either loaded or unloaded that are meant to injure or threaten another person including devices powered by air or CO2.

Central Methodist University also prohibits other dangerous weapons to include knives, swords, spears, clubs or devices that are designed to injure or threaten with a sharpened blade longer than 4 inches.

Personal protection sprays such as OC spray are allowed to be carried for personal protection use.

The carrying of concealed weapons is strictly prohibited without the written consent of the University President. Firearms are allowed to be carried by badged and sworn law enforcement agencies only.

Violators of this policy will be dealt with accordingly which could include being removed from campus and a written directive to not enter onto CMU campus property.

Programs to Enhance Personal Safety

Title IX training for new students, student leaders and athletes: The training includes discussions on the philosophy behind Title IX and how it impacts University students. Definitions, resources and policies are discussed.

Title IX training for new and current employees: The office of Human Resources provides initial training for new employees during orientation and ongoing training for current employees on an annual basis. The training includes discussion about definitions, policies and regulations.

Safety Escort

Safety and Security personnel perform walking escorts. For an escort call 660-202-0848.

Bystander Intervention Training: Implemented during orientation for new students as a workshop designed to provide students with tools needed to recognize and effectively intervene in any situation where they believe someone may be in danger.

Resident Hall Directors (RHD) and Resident Assistant (RA) programs: Various programs intended to raise awareness of personal safety and responsible decision making, includes resources regarding sexual assault awareness, prevention and personal safety.

Daily Crime and Fire Log

Plant Operations/Safety and Security maintains the Daily Crime and Fire Log of all crime and fire incidents reported to the Departments. This log identifies the type, location, and time of each criminal incident and fire reported to either Department. Logs are available for review by the public during regular business hours (8:00am – 5:00pm). Upon request, a copy of a Daily Crime and Fire Log, from within the last 60 days, will be made available for viewing within 2 business days.

Note: Fire log is for Fayette Campus only.

Web Page Information

Plant Operations uses the CMU Campus Safety website as a portal for posting information on Safety and Security services, Safety Awareness and Crime Prevention Tips, campus crime statistics, timely warnings and other safety-related topics. The information posted is reviewed and updated on a regular basis. See

<http://www.centralmethodist.edu/about/offices/safety/safetyreports.php> . **In case of an emergency see the emergency notification on FACEBOOK/TWITTER.**

CRIME PREVENTION

A high percentage of campus crimes are incidents of opportunity. Often campus community members contribute to situational crimes by needlessly placing themselves or their property at risk. Crime prevention methods can be effective in reducing the number of crimes and all campus community members play an essential role in the practice of incorporating preventative methods. Students and employees should adhere to the following crime prevention methods:

- Be aware of your surroundings and what is going on around you.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open doors.
- Do not leave personal property unattended.
- Report suspicious individuals to university officials.
- Walk with a friend or in a group.
- Stay on main walkways.
- Become familiar with the campus.
- Remove valuables from your vehicle and secure the doors.
- Engrave your valuables with personalized identification information.
- Always carry your identification.

The Office of Human Resources and Office of Student Development offers a variety of group discussions and presentations related to safety and security awareness each semester including but not limited to: resident hall meetings, self-defense seminars, new student orientation, freshmen seminar classes, alcohol & drug awareness, chapels, university safety meetings and drills and an all-student meeting at the beginning of the academic year.

In addition, students and employees are encouraged to view online learning programs offered by United Educators. Programs include education on preventing and reporting campus crime incidents. For a list of campus security authorities please look at <http://www.centralmethodist.edu/about/offices/safety/safetyreports.php> and search "campus security authority."

DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENTS

Central Methodist University has the responsibility to provide a healthy, safe environment for all students, employees, and campus visitors. Accordingly, the University fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages and other controlled substances. This policy applies to all employees, including staff, faculty and adjunct faculty, and is enforced in conjunction with the Drug-Free Workplace Statement found in this Handbook.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. Officers and members of each student social or academic organization must assure that those in attendance at their meetings, activities, or social functions conduct themselves in accordance with this policy and with other CMU regulations. Faculty and staff sponsors may attend approved (i.e., by the Office of Student Development) social events off campus, but are expected not to consume alcohol themselves at such events. In all other instances, faculty and staff should not consume any substance or condone student substance use while participating in any university-related activity involving students, whether on or off campus. Central Methodist University does not provide (i.e., pay for) alcohol for any function, nor does it reimburse employees for alcohol expenses.

Employees must report all drug convictions occurring in the workplace to the University. This report must be made in writing within five calendar days of the conviction. The University will report any employee's conviction of criminal drug statute violations to the Department of Education within ten days of receiving notification from the employee.

Whenever the University suspects that an employee's work performance or on-the-job behavior may have been impacted by alcohol or drugs, or that an employee has otherwise violated this policy, the University may require the employee to undergo alcohol and/or drug testing. Violation of institutional policies, or federal, state, or local laws, pertaining to the sale and possession of alcoholic beverages, use of illegal drugs, or abuse of other controlled substances will result in sanctions which may include suspension, with or without pay, or other appropriate action up to and including termination of employment.

Confidential counseling for employees with alcohol and other substance abuse problems is available. Employees should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

Drug-Free Workplace

CENTRAL METHODIST UNIVERSITY INSTITUTIONAL POLICY STATEMENT IN COMPLIANCE WITH THE REGULATIONS IMPLEMENTING THE DRUG-FREE WORKPLACE ACT OF 1988

Central Methodist University certifies that it will provide a drug-free workplace by herewith:
(a) Publishing this statement notifying all/each of its employees (faculty and staff) that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in/on CMU workplace(s), and further specifies that action(s) will be taken against an employee for violation of such prohibition.

(b) CMU will establish and maintain a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) CMU's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug use violations occurring in/on the institution's workplace.

(c) Every employee who is engaged in the performance of any of the functions and activities associated/involved under this Certification is to be given a copy of this statement and a copy of the grant Certification under which he/she is working. The University will periodically, through audio-visuals, brochures, updated institutional policy statements, and employment procedures/terms consistent with actual certification requirements, seek to operate and maintain all of its grantee activities in compliance with the Drug-Free Workplace Act of 1988.

(d) As a condition of employment, an employee will notify the University of any criminal drug-statute conviction for all violations in the workplace, no later than five (5) days after such conviction.

(e) Penalties for infractions or violations of employees covered in this Certification will be determined by the President of the University and Personnel Committee of the University, consistent with the range of penalties found in Institutional Certification given by CMU to the U.S. Department of Education.

Student Disciplinary Sanctions for alcohol and drug abuse.

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

Level 1 - WARNING

Level 2 - WARNING WITH SANCTIONS

Possible consequences –

- 1-20 hours community service
- Behavioral contract
- Reduction or loss of scholarship

Level 3 - CMU PROBATION

Possible consequences -

- 15-30 hours community service at the discretion of the judicial hearing officer and meeting with a campus counselor if deemed necessary by the judicial hearing officer.
- Reduction or loss of scholarship
- The following privileges may be lost for a minimum of 16 academic weeks:
 - Leadership and/or membership privileges
 - Intramural sports team privileges (Fayette Campus)

Level 4 - CMU PROBATED SUSPENSION

Possible consequences

- All privileges lost at Level Four are lost for 32 academic weeks.
- Move to another hall; ban from former/other hall. (Fayette Campus)
- 20-40 hours community service.
- Removal from all academic and social organizations
- Ineligible to participate in intercollegiate athletics (Fayette Campus)

Level 5 - SUSPENSION FROM RESIDENCE HALLS (Fayette Campus)

Possible consequences -

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

Level 6 - SUSPENSION FROM THE UNIVERSITY

Possible consequences

- This sanction is in effect for at least 32 academic weeks.
- To be readmitted a student must reapply and schedule a personal interview with the Vice-president of Institutional Growth and Student Engagement and/or President of the University.

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

Programs: The University provides education, intervention and referral services for the prevention of alcohol and other drug abuse through the counseling office, residential life and student activity departments.

The Office of Student Development can provide contact information for local resources regarding awareness, prevention, safety and security. Many of these programs are offered in coordination with local law enforcement and other public agencies. Additionally, The Office provides education, intervention and referral services for the prevention of alcohol and other drug abuse in partnership with The Student Government Association.

Where to Get Help

CMU encourages community members to access the following resources and sources of support, which provide confidential information and consultation regarding drug and alcohol issues.

Students

Confidential counseling for students with alcohol and other substance abuse problems is available. Students should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

Educational Programs and Support Resources

Throughout the academic year, offices and academic departments collaborated sponsor awareness campaigns concerning Alcohol and Drug Abuse. Student organizations are active participant's in these efforts.

Shot of Reality: This new program combines interactive comedy, audience role playing, facts, and education to give the audience "A Shot of Reality" about the dangers of alcohol. The program provides an honest, engaging, humorous and sober new look at alcohol awareness on your campus. A Shot of Reality addresses issues such as Binge Drinking, Health Risks, Alcoholism, Drunk Driving, Assault, and Alcohol related laws. The program has proven to be highly effective. The goal of "A Shot of Reality" is to talk to students as their friends instead of preaching at them as their parents. We realize certain students will choose to drink, we want them to be educated. We want them taking care of each other and themselves.