Master of Science Degree in Human Resource Management Handbook

Mid-Continent University

Advantage

Master of Science Handbook
Human Resource Management
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ADULT LEARNER HANDBOOK

PREFACE

The Board of Trustees, President, Administration, Faculty, and Staff of Mid-Continent University welcome you to ADVANTAGE’s Master of Science Degree in Human Resource Management (MSHRM). These courses are designed to challenge and reward you as an adult learner. We recognize that your needs are different from traditional students, and we commit ourselves to meeting your needs. We view you as capable of taking responsibility for the overall direction of your education.

Many people will support you through this program. To ensure that you are informed, this handbook is being provided. Each adult learner is responsible for observing the policies contained therein. To obtain further information, please contact the ADVANTAGE Office.

Mid-Continent University reserves the right to make changes in policy. Any such changes affecting the adult student will be made available in subsequent issues of this handbook and/or the college catalog.

Jackie Imhoff
Mid-Continent University
Vice President for Adult Programs
ADVANTAGE

Website

Please visit the Mid-Continent University website available at www.midcontinent.edu. The full University catalog is available online, as well as other helpful information.

Office Location
The ADVANTAGE offices are located in the ADVANTAGE Building at Mid-Continent University, 99 Powell Road East, Mayfield, KY 42066.

Office Hours
The ADVANTAGE office is open daily from 8:30 a.m. to 5:00 p.m. CST. Voice mail is available if calls are made at other times.

Office Telephone Numbers and Fax
270-251-9400 or 1-888-MCU-GRAD (Toll Free)
Fax Number 270-251-9475
All Administration, Faculty, and Staff can be reached via e-mail by using the first initial of their first name and the last name @ midcontinent.edu (example: rcarroll@midcontinent.edu). If calling long distance, please use our toll-free number: 1-888-MCU-GRAD (Toll-Free)

ADMINISTRATION:
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Dr. Stephen Wilson, Provost/V.P. of Academic Affairs 270-251-9400 ext. 227
Dr. Debra Hudson, Associate V. P. of Academic Affairs 270-251-9400 ext. 285
Jackie Imhoff, V.P. of Adult Programs 270-251-9400 ext. 263

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Bailey, David - Admissions Representative 270-251-9400 ext. 375
Barnett, John - Financial Aid Counselor 270-251-9400 ext. 370
Benjamin, Jamie - Bookstore Manager 270-251-9400 ext. 247
Borders, Stephani - Admissions Representative 270-251-9400 vm. 505
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Canter, Lora - Director of Academic Services 270-251-9400 ext. 371
Carroll, Dr. Raymond - Director of Instruction & Assessment 270-251-9400 ext. 368
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Jetton, Elaine - Admissions Representative 270-251-9400 vm. 532
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Vann, Sean - Bookstore Assistant  270-251-9400 ext. 247
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Walker, Stephanie – Student Advisor  270-251-9400 ext. 376
Wallace, Sharon - Admissions Training Coordinator  270-251-9400 ext. 306
Watson-Smiles, Amanda - Media Coordinator/Marketing & Advertising  270-251-9400 ext. 615
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Willingham, LaVonna - Corporate Development Representative  270-251-9400 ext. 363
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Ray Lytle, Dean of the Library  888-MCU-GRAD ext 634
WELCOME TO MID-CONTINENT UNIVERSITY

We welcome you to the ADVANTAGE, where your goal of completing your master’s degree can be realized.

Accreditation

Mid-Continent University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), (1866 Southern Lane, Decatur, Georgia 3033-4097; Telephone Number 404-679-4501) to award baccalaureate degrees. SACS is recognized by the Council for Higher Education and Accreditation (CHEA).

Mid-Continent University is chartered by the Commonwealth of Kentucky and is licensed by the Council on Higher Education to grant the A.S., B.A., B.S., and B.Min. Degrees, and also is licensed by the State Department of Illinois to offer a Bachelor of Science degree in Business Management (BSM) in Southern Illinois.

Mission and Purpose of Mid-Continent University

Mid-Continent University is a Great Commission, Baptist, undergraduate and graduate, teaching institution whose primary purpose is to provide Christ-centered quality higher education. Instruction in the Bible and liberal arts is provided to traditional and non-traditional students through on-campus and off-campus programs that equip them for Christian leadership and service in a diverse society.

Furthermore, the university seeks to:

- Equip and train students for carrying out the Great Commission of our Lord (Matthew 28:18-20).
- Imbue students with a knowledge and understanding of other cultures and international events.
- Provide a quality education in both the arts and sciences and Biblical Studies from a Christian worldview.
- Facilitate student development by promoting the synthesis of academic knowledge and Christian values for spiritual, intellectual, social, and physical maturation.
- Encourage adult lifelong learning for people of diverse ages and educational levels in our communities.
- Provide leadership and service opportunities for our students in their own communities.
- Foster competency appropriate to the degree level of the student in writing, reading, oral communication, fundamental mathematical skills, analytical reasoning, computer literacy, and library research.
Mid-Continent University’s Mission Student Outcomes

As revealed in the mission statement of the university, all graduates will be educated for Christian leadership and service throughout the world. As defined by the university, “Christian leadership is demonstrated when a follower of Christ is in a position to influence others.” Service is defined as “Beneficial acts performed for God, His church, humanity in general, or specific members of the human race.” To that end, Mid-Continent University proposes two student outcomes to give substance to the mission statement that will be verified by the Senior Exit Survey:

1. Each graduate should have been involved in at least one Christian leadership role during his/her tenure at Mid-Continent.

2. Each graduate should have been involved in at least one act of service during his/her tenure at Mid-Continent.

ADVANTAGE Mission Statement

The mission of ADVANTAGE is to provide an accessible, achievable, affordable quality educational experience to the adult student that promotes Christian leadership and service. To this end the program seeks to:

- Conduct affairs in a manner which acknowledges the maturity, autonomy and dignity of students while celebrating the values, diversity, and high qualitative standards of Christian higher education.

- Provide curricula of appropriate level and composition consistent with the aspirations of our students in a manner that assures a portal of access to higher education for adult learners in their own communities.

- Create a system of undergraduate and graduate opportunities for adults by organizing instruction into a coherent degree strategy.

- Offer a “value education” that maintains an affordable cost without compromising a quality education.

- Integrate faith and learning in a manner that promotes Christian leadership and service.
HUMAN RESOURCE MANAGEMENT

ADVANTAGE’S Master of Science in Human Resource Management Degree features a non-traditional program serving adults who have already completed an accredited bachelor’s degree. ADVANTAGE adult learners are typically employed full-time during the day; thus the program is offered in the evening. Class attendance for about 22 months of instruction provides the adult learner with the opportunity to earn 36 semester hours of credit. Each class meets for 8 weeks and is taught in a seminar format that is conducive to learning for adults. Adults will complete one class at a time.ADVANTAGE brings groups of individuals together who are making similar sacrifices to achieve the same goal: a Master’s degree. ADVANTAGE groups quickly develop a spirit of camaraderie and family support.

Adult learners enrolled in the Human Resource Management Master’s Program will be able to complete academic courses in the areas of human resources, management, and Christian ethics. Working adults are provided an opportunity to fulfill all requirements for a master’s degree in a manner that is convenient and accessible. Mid-Continent faculty and staff provide educational support systems that assist adult learners inside and outside the classroom.

The Master of Science in Human Resource Management enables adult learners to develop:

- Interpersonal skills
- Written and oral communication skills
- Problem-solving and decision-making skills
- Self-reliance and leadership skills
- Self-knowledge and self-image growth

Degree Requirements

Master of Science in Human Resource Management

To earn the Master of Science degree in Human Resource Management, each student must achieve the following:

1. Complete the 36-hour major in Human Resource Management.
2. Have a cumulative grade point average of 3.0 or above in the 36 credits comprising the degree program. Must earn a ‘C’ or above for each course.
3. Pay all fees and tuition charges.
Human Resource Management Master’s Level Academic Student Outcomes

HRM: A Strategic Initiative

Program Objectives

This program presents a comprehensive study of human resource management (HRM) and its strategic importance to organizational success.

Students will be able to:

1. Students will apply equal employment opportunity laws affecting the field of human resource management.
2. Students will evaluate the functions of job design and analysis.
3. Students will be able to design, apply and evaluate the grievance and progressive discipline procedures.
4. Students will create an employment process demonstrating application of HR laws to recruit a pool of qualified applicants.
5. Students will analyze staffing issues to ensure compliance with employment discrimination laws, diversity, and affirmative action.
6. Students will design an effective training program with an evaluation tool to measure outcomes.
7. Students will construct a performance appraisal program using techniques to develop human resource potential, and create an assessment tool to measure outcomes.
8. Students will appraise the effect of trainee demographics and changes in technology on the workplace environment.
9. Students will develop a pay-for-performance program, and project its impact on individual employees and teams.
10. Students will be able to explain the use of wage and salary surveys in the design of pay structures.
11. Students will select, describe and assess retirement plans, medical benefits, and cafeteria plans.

12. Students will assess the impact of specific features of the international business environment and the relationship to the development of human resource management policies in multinational corporations.

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**Academic Calendar**

*ADVANTAGE* operates on a semester hour basis with groups of adult learners beginning when a cohort group is formed for a particular location. Each cohort group participates in approximately 22 months of instruction to complete the Master of Science in Human Resource Management (MSHRM). Each group is given a schedule that indicates the dates the group will meet to complete the MSHRM curriculum.

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**Adult Learner Academic Load**

The Master of Science in Human Resource Management degree consists of four semesters of nine credits each. The adult learner enrolled in the Human Resource Management major qualifies as a full-time student. This is financially beneficial for government loans and veterans’ educational assistance programs. The first semester will start at various times of the year; the second, third, and fourth semesters will follow immediately. Refer to the calendar for each specific location, breaks are bolded.

Adult learners need to openly discuss this program and its demands both with their families and their employers. This is a rigorous program with many requirements. Adult learners will need the support and encouragement of their families and employers.
ADMISSIONS

Admission Criteria

Criteria for admission to the Master of Science in Human Resource Management program are as follows:

1. Completion of a bachelor’s degree from an accredited college/post-baccalaureate institution,

2. Cumulative grade point average (CGPA) of 2.75 (on 4.0 scale) on previous academic degree(s). If the student’s CGPA is below a 2.75, the GMAT must be taken to assess skill level. For those who have to take the GMAT a minimum score of 320 is required for admission.

3. Either two years Human Resource or Management experience or a prerequisite class in Human Resources and a prerequisite class in Management.

Upon meeting all of the above criteria, the university will accept the admission application.

Admission Process

1. Make an appointment with an Admissions Representative for counseling concerning the requirements for completion of a Master of Science degree with a major in Human Resource Management and complete an application form with payment of a $50 non-refundable application fee.

2. Official transcripts from the institution that awarded the undergraduate degree must be sent directly from the school to the ADVANTAGE office.

3. A current academic year FAFSA must be completed if a loan will be processed to cover costs.

4. Attend orientation and registration night.

Transfer of Credit

Master’s level courses taken at a regionally or nationally accredited institution will be considered for credit at Mid-Continent University with a grade of a “C” or above. Credit accepted into the master’s degree program at Mid-Continent University will be limited to 6 and must be a duplicate course to those in the MSHRM curriculum. Courses transferred from other institutions during matriculation at Mid-Continent University will be included in the number of semester hours of credit earned and will be included in the GPA.
FINANCES

Tuition and Fees
Tuition and fees are paid at registration prior to the beginning of each **ADVANTAGE** term. The application fee is paid at the time of application.

<table>
<thead>
<tr>
<th><strong>Program Application Fee</strong></th>
<th>$50.00—nonrefundable, paid at time of application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book, Material, &amp; Course Fees</strong></td>
<td>The <strong>ADVANTAGE</strong> office provides books and materials in the weeks prior to the first night of a semester. There are assignments due the first night of class. Book costs will vary from term to term and is not included in tuition. Course fees are constant.</td>
</tr>
<tr>
<td><strong>Graduation Fee</strong></td>
<td>$100.00—paid at registration for the last term prior to graduation</td>
</tr>
<tr>
<td><strong>Tuition for Master’s Degree</strong>*</td>
<td>$440 per credit hour</td>
</tr>
<tr>
<td>First Semester</td>
<td>$3,960</td>
</tr>
<tr>
<td>Second Semester</td>
<td>$3,960</td>
</tr>
<tr>
<td>Third Semester</td>
<td>$3,960</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>$3,960</td>
</tr>
<tr>
<td><strong>Other Direct Costs</strong></td>
<td>Potential costs for education include computer and software if applicable (e.g., students need access to excel).</td>
</tr>
</tbody>
</table>

*Mid-Continent University reserves the right to increase tuition at any time.*
Tuition Payment Schedule

First semester tuition is due at orientation prior to the first class session; second, third, and fourth semester payments are due on registration night, at which time students are registered for the new semester and books and materials are distributed. A signed promissory note will be required at registration by any adult learner utilizing loans to cover costs. Signed documents from the employer will also be required prior to registration, if the employer pays at the beginning of the semester.

Some employers will pay course reimbursements on a semester basis. If the employer will reimburse the student for full tuition costs, the student will need to pay tuition at registration for the first semester only. The student can use the reimbursement received from the employer for the first semester to pay for the following semester. A forty-five (45) day grace period is granted for the student to obtain reimbursement and send payment to the school. After 45 days, if the student has not obtained company reimbursement for payment of the existing semester, the student will need to make other financial arrangements to continue in the program. The student is responsible for obtaining and applying the funds received from the employer to their own account. If the employer only covers a portion of the tuition cost, the student must follow the above procedure. However, when registering for the second, third, and fourth terms, he/she must pay the portion that the company does not reimburse at the time of registration.

If the employer will prepay tuition or partial tuition costs, the student will only be required to pay upfront the cost (if any) that the company does not cover. The student is responsible for obtaining and applying the funds received from the employer to their own account. Failure to do so within the 45 day grace period will result in a requirement to immediately take out a loan to cover the uncovered balance to continue class attendance.

Visa, Discover, and MasterCard are accepted for payment of tuition and fees.

Please note: Some educational expenses may be tax deductible. Check with your tax advisor for possible deductible expenses.

Financial Assistance

To apply for financial assistance go to www.fafsa.ed.gov. Financial Aid counselors are available to answer questions and to help estimate eligibility for financial assistance (1-888-MCU-GRAD). Normal office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Other hours are available by appointment. If a student has not received a notice about updating the FAFSA for new academic year in early spring, he/she should contact the Financial Aid Office. In addition to tuition and books, students may apply for financial aid resources to cover other direct costs, such as a computer.

Federal and other loan program funds must be repaid. Repayment does not begin until 6 months after the student finishes or withdraws from school. Interest rates on federal loans are typically exceptionally low.

Official transcripts must be on file at Mid-Continent University before distribution of any financial aid funds. If official documents are not on file by the end of the first module, the student will be administratively withdrawn if he/she cannot make alternative financial arrangements. In compliance with federal regulations, students are ineligible for financial aid if their cumulative grade point average (CGPA) is lower than a 3.0.
Please note: If a student withdraws prior to the completion of a class and such withdrawal drops them below half-time status, then loan monies awarded must be returned to the government, in accordance with return to Title IV requirements.

Important Notice: A new FAFSA must be completed for each academic school year. This can be done by completing a new FAFSA online at www.fafsa.ed.gov.

Listed below are some of the most common forms of financial assistance.

**EDUCATIONAL LOAN PROGRAM**
Federal Subsidized Direct Stafford Loan (formerly GSL-Guaranteed Student Loan)--The Stafford (GSL) Loan is available to graduate students, regardless of income. After determination of eligibility, the Office of Student Financial Aid will advise the student on how to borrow under this program.

**OTHER RESOURCES**
Veterans' Benefits—Available to those who qualify. Eligibility is determined by the Veterans' Administration and potentially eligible students should contact their local Veterans' Administration representative. The telephone number for VA educational benefit information is 1-888-442-4551 and the e-mail address is www.gibill.va.gov.edu. The appropriate paperwork is available through the VA Representative in the Financial Aid Office.

Employee Reimbursement Program—Contact your company's personnel office to investigate this source of financial assistance.

Please note: A student is eligible for one fall and one spring term of financial aid per academic year. Master’s level students are not eligible for federal grants.

Important Notice: If a student withdraws, he or she needs to report that information to the Financial Aid Office as soon as possible. Such changes can affect financial aid.

**Acceptance of Financial Assistance**
Each financial aid recipient will receive a printed award letter listing the type(s) of aid awarded. The student must sign and return the award letter, which indicates his or her acceptance of financial aid, to the Financial Aid Office by the stated deadline. The student must also sign a form stating that he or she has read the policies regulating the standards of academic progress to maintain financial aid. Anyone having special circumstances or questions is encouraged to contact the Director of Financial Aid.

**Standards of Academic Progress to Maintain Financial Aid Eligibility**
Every school participating in the Student Financial Assistance (SFA) Program must monitor its SFA recipients to ensure they are meeting satisfactory progress standards. Regulations require each school to develop reasonable standards for measuring academic progress and to apply these standards consistently to all students within identifiable categories. Regulations must be at least as strict for students who receive financial aid funds as for those who do not. The satisfactory progress standard for financial aid applies to all students whether or not they are receiving federal aid and must be taken into consideration at such time as students begin to receive assistance. Any student who receives financial aid must be seeking a degree and demonstrate satisfactory academic progress toward that degree according to Mid-Continent University’s regulations as defined below. Any student not meeting the stated requirements will not be
eligible for federal or institutional aid. The Registrar evaluates each student’s academic progress at the end of each semester, forwarding the information to the Financial Aid Office for determination of eligibility. If a student does not make satisfactory progress in any two successive semesters, then he or she will be placed on financial aid probation. This will allow the student to continue receiving financial aid for an additional semester. At the end of the probation semester, the student’s progress will once again be reviewed. If the student does not meet the satisfactory progress criteria, then the student will be ineligible for any financial aid until the student meets satisfactory academic standards, at which time financial aid can be reinstated. A student is progressing satisfactorily when these qualitative and quantitative measures are met: The student must maintain a CGPA necessary for good standing as defined in this handbook.

Grade Point Average: In addition to the above, in order for a recipient to maintain financial aid eligibility, the student is required to have reached a specific CGPA of 3.0.

Academic Suspension: Financial aid may not be awarded when a student is placed on academic suspension. Academic suspension occurs when any student who is on probation fails to increase his or her CGPA. One full semester separation from the university is required of a student on academic suspension, after which a readmission application must be completed with the ADVANTAGE office and all readmission requirements are fulfilled. A student suspended at the end of a semester may not be permitted to enroll for the following semester. A student on academic suspension may not receive credit for courses taken at another college during the period of suspension.

Documentation Requirements: It is Mid-Continent University’s policy that no Title IV funds may be disbursed without appropriate paperwork being completed and filed in both the Financial Aid and Registrar’s Offices (unless authorization is granted by said offices for extenuating circumstances). The student will be notified if the appropriate documentation has not been completed.

Withdrawals: If a student has two or more official academic and/or administrative withdrawals from school while attending Mid-Continent University, the student will not be considered to be making satisfactory academic progress and will not be considered eligible for financial aid. For extenuating circumstances, a student may appeal to the Financial Aid Committee.

Reinstatement of Financial Aid Eligibility
Should a student's financial aid eligibility be terminated due to failure to make satisfactory academic progress as defined herein, the eligibility for aid will not be reinstated until the student enrolls for a subsequent academic term (fall or spring) at the student’s own expense and completes the term with satisfactory academic progress. Counseling and advising systems to assist students in their efforts to achieve educational goals are in place at Mid-Continent University as each cohort is assigned an Academic Advisor.

Procedures for Appeal by Students Who Fail to Maintain Satisfactory Academic Progress
Students who fail to maintain satisfactory academic progress as defined herein may appeal the ruling to the Financial Aid Committee if they believe extenuating circumstances led to their failures to maintain satisfactory progress (see Appeal of Financial Aid Suspension below). Anyone desiring to appeal must do so in writing to the committee and attach any supporting documentation, along with the reasons the student should be reinstated. Students will be notified in writing of the action taken on their appeals.
**Appeal of Financial Aid Suspension**

A student who loses financial aid due to lack of satisfactory progress can make written appeal to the Financial Aid Committee. Under certain mitigating circumstances, such as the death of a family member, serious injury or illness, or other special circumstances, the committee may grant the appeal.

The appeal process includes the following steps:

- The student must write a letter to the Financial Aid Committee stating:
  1) reasons for not achieving minimum academic requirements, and
  2) reasons the aid should be reinstated.
- The letter should be given to the Director of Financial Aid, who will present the appeal to the Financial Aid Committee.
- The committee will review the appeal, decide whether financial aid should be reinstated, and give written notification to the student of the decision.

**Refund Information**

An adult learner will normally be assessed tuition charges by the semester. When an adult learner withdraws during a semester for any reason (or in the event an adult learner does not notify Mid-Continent University of his or her intentions to withdraw), the tuition for that semester will be prorated for the first, second, and/or third nights of the module attended. For attendance of four or more class sessions, or attendance following the fourth class session, the tuition charge will be assessed and a letter grade administered. Any positive balance will be returned to the lending source or to the student, if applicable. The date of withdrawal shall be the last date the adult learner attended class. If the student has received a residual check for a semester but does not complete the semester, a portion of that residual distribution may need to be returned, as the government requires the return of funds for classes not attended. Adult learners withdrawing from ADVANTAGE who have attended one or more class sessions of a module are charged the full book fees for the course. For modules not attended, if the books and materials are returned unused, the adult learner’s account will be credited.

Book fees are not refundable:

- Once the student has attended one class meeting of a module, or
- If the books have been marked in or damaged in any way prior to that time, or
- If the adult returns books after the edition has changed.
ACADEMIC POLICIES

Academic Credits

Evaluation of Prior Credit
Students who have completed master’s level courses at other regionally on nationally accredited colleges may transfer up to 6 credit hours if the course(s) are duplicative to those required in the Human Resource Management Master’s Degree. The amount of credit and the courses to be accepted will be determined on an individual basis by the nature of the courses and the type of institution. An applicant must submit an official transcript from the college or university from which the bachelor degree was earned. Prior to enrollment, the Admissions Representative will complete a tentative transcript evaluation (TE) to assist with the graduation plan after the student has been admitted to ADVANTAGE. The adult student’s advisor, upon receipt of all official transcripts, will complete a formal plan for graduation.

Module Attendance
Due to the concentrated scheduling and the emphasis on participatory learning, adult learners need to be in full attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the facilitator in that module. It is the responsibility of the student to request make-up assignments. The facilitator will assign make-up work addressing the material covered during the student’s absence. General guidelines for make-up work are listed below.

In the event a student misses an ADVANTAGE class session or a substantial portion of a class period, a student may offset loss of participation points by completing:

- A 3-5 page paper, or;
- Equivalent problem sets; or
- Selected learning activities relating to the module (course).

Please note: Coming in late or leaving early may result in a half absence. The facilitator will assign make-up work addressing the material covered during the student’s absence.

This type of make-up assignment offsets one absence and is done in addition to the assignments for the class missed. The facilitator shall grade the assigned make-up work. A facilitator may elect an alternative make-up opportunity in consultation with the Chair of the HRM Department. Any make-up work must be completed and received by the facilitator no later than the date the course is completed, unless other arrangements are made.

In the event of a second absence, the professor will review the circumstances. It is recommended that the professor issue an “F” for the course. In unusual and extenuating circumstances, the student must submit to the facilitator, in writing and within one week of the absence, the unusual and extenuating circumstances of the absence. If the exception is granted, the professor will assign additional coursework to ensure the student has gained the intended knowledge and insights from the missed instruction.

In the case of a third absence, the only recourse other than repeating the module is for the adult learner to submit a written request within 3 days of the third absence for special consideration to the Chair of the HRM Department. This statement should contain a detailed description of the unusual and extenuating
circumstances that led to all the student’s absences. The Chair must give a written response to the request within 3 business days of submission. Given the interactive and experiential nature of the adult accelerated program, it would be highly unusual for an exception to be granted by the Chair. Exceptions cannot be made for more than three absences other than deployment.

Three consecutive absences will result in an administrative withdrawal from the course.

The ADVANTAGE Office will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans’ Administration and Health and Human Relations for recipients of VA benefits or federally insured student loans and grants.

If long term medical, family, or employment concerns develop, the adult learner needs to contact his/her Academic Advisor. The Academic Advisor will assist the adult learner in addressing matters related to future degree completion options.

### Academic Course Load

The full-time course load is 9 semester hours per term.

Class ending dates, as set by the calendar through the ADVANTAGE office, will be the final dates for completion of the modules. Compressing or doubling of course work is not permitted.

### Grades

Letter grades are given for all course work in ADVANTAGE.

The following system of grades is used for the evaluation of course work. A 4.0 grading scale is used to determine the grade point average.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
</tbody>
</table>

The following is a definition of all grades assigned by a professor or instructor.
A Exceptionally high quality; valued at four points for each credit
B Satisfactory; valued at three points for each credit.
C Marginal; valued at two points for each credit
F Failure; no credit; valued at no points but counted as hours attempted
I Incomplete; computed as hours attempted and no quality points. The facilitator will assign a grade of “I” for students who:
   1. Do not complete required course work, or
   2. Do not submit a Request for Exception* (see next section) by the due date stated in the module or whose Request for Exception* is not approved.

**Incomplete/Late Submission of Assignment**

The following schedule will be utilized to determine penalty for assignments turned in after the due date:

- If the course work is submitted from 1-14 days following the due date stated in the module, the grade will be reduced one letter grade*. (Example: Grade that would have been an A dropped to B, B dropped to C, C dropped to F).
- For course work submitted 15-30 days following the due date, the grade will be reduced two letter grades*. (Example: Grade that would have been an A dropped to C, B or C dropped to F).
- After 30 days** following the due date stated in the module, the grade will be changed to an F. Any module in which a grade of F is received must be repeated.

*Request for Exception: If a student has unusual circumstances that result in not completing requirements for a module, he or she must present, in writing and no later than the due date listed in the module for the assigned work, a Request for Exception stating the reasons why the work was not completed. The request is to be signed and dated by the student.

** The 30 day limit may be extended by the professor if the student submits unusual and extenuating circumstances in writing prior to the 30 day limit and the professor agrees to a short-term extension.

Please note:

- If the professor accepts assignments via email, students should send a test email following the first night of the module to establish email accessibility.
- If the assignment is mailed, the postmark will be used as the date submitted.
- The student may not continue in a new semester with more than one outstanding incomplete grade. After course work is completed and the “I” is cleared, the student may reapply for admission.
- Grades of I and/or F decrease the student’s CGPA. A CGPA under 3.00 affects student eligibility for financial aid and/or continuation in ADVANTAGE. (See Academic Probation policy for more information.)
- With regard to grades of incomplete resulting from the call to active military service, please see Military Service policy in the MCU catalog. ([http://www.midcontinent.edu/0910catalog.pdf](http://www.midcontinent.edu/0910catalog.pdf) pg. 65)
Grade Reports
The Registrar reports the grades of all students at the end of the semester. Once adult learners have received a grade report, an official transcript (including those grades and all previous course grades) will be available and sent upon request. Mid-Continent University students may receive two transcripts at no charge after graduation. For additional transcripts, a fee of $5.00 each will be required.

Transcript requests must be sent in writing to the Registrar and should contain the following: the adult learner’s name (including maiden name), social security number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be noted, so the transcript is not sent before the data is posted to the record. The Registrar will not issue a transcript unless the student’s record is clear with all offices of the university. The Business Office must show the adult student has a $0 balance.

Official transcripts can be sent from the university to students or mailed directly to schools, employers, agencies, etc.

Repeating a Module
If an adult learner repeats a course, the normal tuition rate will be assessed. Graduate students may repeat courses through Mid-Continent University in which a grade of C has been earned, but students will receive credit only once toward fulfillment of degree requirements. The course name, original grade, and all repeated grades will remain on the student’s permanent record. The best grade is computed in the CGPA. The lower grade will not count toward hours attempted, hours completed, or total grade points. Any grade of “F” must be repeated to graduate.

It is the responsibility of the student to notify the Advising Center prior to repeating any courses. This should be done through the scheduling process with the student’s assigned Academic Advisor.

The CGPA at graduation is permanent and will not be recalculated if additional courses are taken after graduation. Regular tuition applies to repeated courses.

Academic Probation
All students must maintain a minimum CGPA of 3.00 to be in good academic standing. If a student falls below a CGPA of 3.0 at the end of a semester, he/she is placed on Academic Probation. If a student attains a CGPA of at least 3.00 at the completion of the next semester, he/she is removed from Academic Probation. The student also has the option of raising the CGPA by repeating a Mid-Continent University course in which a grade lower than a B has been received (see Repeating a Module).

Academic Suspension
A student whose CGPA remains below 3.0 for two consecutive semesters is subject to Academic Suspension (resulting in immediate termination from the program). Any student who has two grades of F in the program will be suspended. A student who has been suspended may reapply for admission after one semester of non-attendance. The application process must include a written request to the Vice President for Adult Programs, who may require a personal interview. A student readmitted after academic suspension must meet the 3.0 CGPA by the end of the next semester. Students who fail to meet this standard may be asked to withdraw permanently from the university.
Academic Appeal Process

When a disagreement about grades arises between an adult learner and the facilitator of a module, the following steps should be followed.

1. An adult learner must first discuss the issue with the facilitator within one week of the time the disagreement arises.

2. If the dispute is not resolved with the facilitator, the adult learner must submit a written statement about the dispute to the Chair of the HRM Department within one week of the meeting with the facilitator. Within two weeks of receipt of the written document, the Chair will investigate the disagreement and render a finding.

3. If the Chair does not resolve the issue, the adult learner has the right to appeal in writing to the Associate Vice President of Academic Affairs within two weeks of the finding of the Chair. The Associate Vice President of Academic Affairs will provide a finding within two weeks of the receipt of the written disagreement. The finding of the Associate Vice President of Academic Affairs is final.

Policy on Academic Dishonesty

Any student found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the Chair of the HRM Department, the Associate Vice President for Academic Affairs, and/or the Vice President for Adult Programs for additional disciplinary action.

Specifically in cases involving allegations of academic dishonesty students shall be provided with:

- Adequate notice of any offense with which they are charged, and
- An opportunity to be heard by the Chair of the HRM Department and/or the Associate Vice President for Academic Affairs.

Name and Address Change

After registration, a participant who has a name, address, or e-mail change is expected to notify the Registration Office. The student will be held responsible for any communication from Mid-Continent University offices sent to the address last given and may not claim indulgence on the pleas of having changed lodgings or name and, therefore, of not having received the communication.
Withdrawal from the University

To officially withdraw from the program, the student must submit written notification to the Academic Advisor. Adult learners will receive credit for modules completed. Withdrawal from the program may jeopardize any financial aid for the rest of that academic year. These regulations have been set by the federal government.

When the Registrar’s Office is asked to verify full-time enrollment for an adult learner, they are required to use the last date the student attended class as the last day of attendance. The adult learner has a grace period of six months after the last day of class before repayment of federal loans begins. An adult learner receiving financial aid who anticipates withdrawal should contact the Office of Financial Aid regarding the implications of such action. When an adult learner withdraws from a group after a semester has begun, the charge must be prorated and refunds given either to the adult learner or the lender as determined by government regulations. If an adult learner has been issued a residual check for excess funds for the semester then chooses to withdraw, a portion of the residual may need to be returned to the school to be returned to the lender. If the funds are not returned, the student may become ineligible for future financial assistance at any institution until restitution is made.

Re-Admission to Advantage

A student who drops out of the program and wishes to return must notify the Advising Center of his/her desire to return. The student must provide evidence that:

- Work is up-to-date and incomplete(s) have been removed (if applicable),
- Financial arrangements have been made and past account balances have been paid, and
- A re-admit application has been submitted.
OTHER ACADEMIC POLICIES

Learning Resource Center (LRC)

The Library Reference Staff at the Anne Parrish Markham Library, in cooperation with the facilitators in ADVANTAGE, will provide instruction in information gathering, including basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." ADVANTAGE adult learners are encouraged to use the services and resources of the LRC. Students may also request the Mid-Continent University library staff access reference materials available at any other Kentucky college or university. Through the Inner-Public Library Loan Service, students have access to any book and most periodicals in the United States. When requested, reference materials will be mailed to the student at no cost. This is a free resource to all students of Mid-Continent University. Because working adults often have difficulty accessing a bricks and mortar library, extensive resource materials are made available electronically via the Kentucky Virtual Library (KYVL), giving adults instant library access 24/7 to thousands of full-text books and periodicals online at www.kyvl.org.

Orientation & Re-registration Nights

Orientation is normally held one week before a new cohort begins. Curriculum materials, books, and assignments for the first semester are provided. Fees for books and materials, as well as the first semester's tuition, must be paid at this time (see also Adult Learner Financial Planning).

Re-registrations are held within the last module prior to the start of the next term. Again, curriculum materials, books, and assignments are provided. The Registration Team consisting of the assigned Academic Advisor, Financial Aid Counselor, and Registration Officer will bring all items needed to register the students. The Team will arrive at approximately 4:30 p.m. to begin re-registering students prior to class.

Class Leadership Service Opportunities

During the first module, a class representative and chaplain are selected for each cohort. These positions provide student representation that enhances the quality of the educational experience within ADVANTAGE at Mid-Continent University.

Class Representative

The class representative carries out liaison responsibilities between the class and the ADVANTAGE office. These duties include welcoming and introducing new or drop-in cohort members, supervising and collecting facilitator evaluations at the end of the module, communicating cohort group needs and concerns, serving as an emergency contact when unusual circumstances arise, such as inclement weather, distributing information and materials from the school to the cohort group, and representing the class in policy reviews conducted by the ADVANTAGE office. This means it is vital for the class representative to have a cell phone. The class representative is advised to initiate a telephone tree and to maintain all current email addresses to contact the adult learners in the case of an emergency.
Chaplain
The chaplain will assume the responsibility of providing spiritual support and leadership to the cohort group. The chaplain may conduct a brief devotion; prayer requests and prayer are a part of every session. These activities should take place prior to the class and allows an opportunity to lift one another spiritually through support and prayer. The chaplain should be a born-again Christian, be active in a church, and be a compassionate and praying person. The class chaplain may also be called on to assist Mid-Continent University and/or the class representative in notifying students of class changes, cancellations, etc.

End of Module and End of Term Surveys
At the end of each module, students are asked to fill out an end-of-course survey provided by the ADVANTAGE Office. Students are asked to evaluate the curriculum, the facilitator, and the services provided by Mid-Continent University. The surveys are read and compiled by the Director of Academic Services. The anonymous results are forwarded to the Vice President of Academic Affairs, Associate Vice President of Academic Affairs, the Chairman of the Business Department, and the Vice President for Adult Programs. Each survey identifies the program and cohort group, the module, and the facilitator. The purpose of the survey is to give the opportunity for the student to participate in the process of curriculum and faculty improvement.

At the end of each term, students complete an evaluation of ADVANTAGE services. The intent of this survey is not to evaluate individual modules or facilitators, but rather to give an opportunity to give feedback related to overall administrative services. These surveys are tabulated to give the ADVANTAGE Administrative Leadership Team an opportunity to maximize the quality of services provided.

Inclement Weather Procedures
In cases of inclement weather, Mid-Continent University will make cancellation decisions prior to 3:00 p.m., except in unusual circumstances. Class cancellations will scroll across the Mid-Continent University homepage at www.midcontinent.edu. A public announcement will be made on local radio and TV stations, if possible. The ADVANTAGE Office will notify the facilitator and the class representative, when time allows. It is recommended that the class representative establish a calling tree for this and other needs that could arise. The class representative for each group will assist the facilitator in the process of notifying all adult learners using the telephone tree.
Campus Crime Statistics

This report is made in accordance with the requirements of Title II of Public Law 101-542, Crime Awareness and Campus Security Act of 1990 and in compliance with the Michael Minger Act.

- **During the period August 1, 2008- July 31, 2009** there were no on-campus occurrences of any of the following offenses reported to campus authorities or local agencies: murder, rape, robbery, aggravated assault. There were six incidents of burglary on campus. All six occurred in residence halls. There were eight incidents of theft on campus. Six of the thefts occurred in the residence halls. Two thefts occurred in campus parking lots. There were two incidents of criminal damage/vandalism. One occurred in a residence hall and one occurred in a faculty hallway.

- There were no arrests for liquor law violations on campus. There were no arrests for drug abuse violations, or illegal weapons possession.

Voter Registration and Election Information

All students can obtain the voter registration forms from the Registrar’s Office in order to meet with deadlines for the year 2010 elections. Further, students are encouraged to use the Internet address available on the site: [http://www.state.ky.us/agencies/sbe/sbehome.htm](http://www.state.ky.us/agencies/sbe/sbehome.htm) if you prefer this medium to the voter registration form.
SERVICES OFFERED TO ADVANTAGE STUDENTS

ADVANTAGE program students are subject to many of the same student services offered to the more traditional on-campus students, or in other cases, are subject to comparable services. The following chart explains student services available to ADVANTAGE Program students at Mid-Continent University:

**ADVANTAGE Student Services**

<table>
<thead>
<tr>
<th>Service Offered</th>
<th>Where Offered</th>
<th>Nature of the Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Counseling</td>
<td>On-site and on-campus</td>
<td>Students can receive counseling through the campus counseling service at no charge.</td>
</tr>
<tr>
<td>2. Career Services</td>
<td>On-site and on-campus</td>
<td>Some career counseling is available on-site through instructors, ADVANTAGE personnel, and local businesses. In addition, an Academic Advisor is assigned to every student.</td>
</tr>
<tr>
<td>3. Student Government</td>
<td>On-site</td>
<td>While not integrated into the on-campus student government system (participation in this is inconvenient for most ADVANTAGE students), ADVANTAGE students have access to class representatives, who give input and advice to ADVANTAGE personnel in areas of academic, social, and spiritual concerns. This governance system is designed to enhance the quality of the educational experience.</td>
</tr>
<tr>
<td>4. Student Activities</td>
<td>On-site and on-campus</td>
<td>As detailed in the Cohort Chronicle, ADVANTAGE students are given communications regarding relevant events. Special events are planned for graduates; they and their families are encouraged to participate to celebrate their accomplishments and to expand their experiences beyond their individual cohort groups.</td>
</tr>
<tr>
<td>5. Publications</td>
<td>On-site</td>
<td>While ADVANTAGE students do not typically opt to participate in campus publications, the university provides the Cohort Chronicle to every ADVANTAGE student. This university publication highlights social, career, and</td>
</tr>
<tr>
<td>Chapter</td>
<td>Description</td>
<td>Location</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>6. Student Organizations</td>
<td>On-site and on-campus</td>
<td>Each <em>ADVANTAGE</em> group, in effect, becomes its own organization with its own academic and social agenda. Furthermore, graduate-level students who are in the top 20% (based on CGPA) will be invited to join the national honor society, Sigma Beta Delta. This includes an initiation ceremony / reception and honorary academic regalia for graduation.</td>
</tr>
<tr>
<td>7. Student Handbook Detailing Behavior</td>
<td>On-site</td>
<td>The <em>Adult Learner’s Program Handbook</em> functions as the standard for academic and social behaviors expected for <em>ADVANTAGE</em> students. Adult learners are expected to be mature and to model good citizenship before their peers and instructors. If applicable, a facility agreement is included with the handbook to familiarize students with guidelines posted as expressed by the site hosting the class.</td>
</tr>
<tr>
<td>8. Student Financial Aid</td>
<td>Largely on-site, but can take place on-campus</td>
<td>Financial aid counselors visit <em>ADVANTAGE</em> students on-site. This convenient service eliminates students having to drive to campus. Nevertheless, students can also receive financial aid counseling and services on-campus.</td>
</tr>
<tr>
<td>9. Health services and health education</td>
<td>Largely on-site, but can take place on-campus</td>
<td>Adult learners do receive limited health education in their orientation and are welcome to receive treatment from the nurse on-campus.</td>
</tr>
<tr>
<td>10. Bookstore</td>
<td>Largely on-site, but can take place on-campus</td>
<td><em>ADVANTAGE</em> staff visit students on-site to deliver books and curriculum materials. This service is provided so <em>ADVANTAGE</em> students do not have to drive to campus. However, students can pick up books and/or curriculum materials.</td>
</tr>
</tbody>
</table>
11. The Chaplaincy Program  On-site, but could have on-campus materials at the ADVANTAGE Bookstore.

Each ADVANTAGE group has a student chaplain who offers spiritual support. ADVANTAGE students are not required to attend chapel at Mid-Continent University because work schedules and distance could be insurmountable barriers. Chaplains begin each class session with a prayer/devotional opportunity.
Mid-Continent University Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Mid-Continent University.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 20 calendar days after the alleged violation to:

Debra McCuiston - ADA Coordinator, Biology Instructor  
99 Powell Road East, Mayfield, KY 42066  
270-247-8521 ext 354

Within 15 calendar days after receipt of the complaint, Debra McCuiston or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Debra McCuiston or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Mid-Continent University and offer options for substantive resolution of the complaint.

If the response by Debra McCuiston or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Vice-President for Finance and Administration for employee complaints or the Vice-President of Academic Affairs for student complaints or his/her designee.

Within 15 calendar days after receipt of the appeal, the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Debra McCuiston or her designee, appeals to the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee, and responses from these two offices will be retained by the Mid-Continent University for at least three years.
The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504/ADA complaint with the responsible federal department or agency, such as:

The OCR office for Kentucky is located at:
Philadelphia Office
Office for Civil Rights
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
FAX: 215-656-8605; TDD: 877-521-2172
Email: OCR_Philadelphia@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone:1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Notice under the Americans with Disabilities Act

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Mid-Continent University will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Mid-Continent University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Mid-Continent University will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Mid-Continent University programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Mid-Continent University will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Mid-Continent University offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Mid-Continent University, should contact the office of Debra McCuiston, ADA Coordinator, 270-247-8521 ext 354 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Mid-Continent University to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.
Complaints that a program, service, or activity of **Mid-Continent University** is not accessible to persons with disabilities should be directed to **Debra McCuiston, ADA Coordinator, 270-247-8521 ext 354**.

**Mid-Continent University** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**Mid-Continent University ADA Accommodation Process**

1. **Provide information for the accommodation process**
2. Student/Employee provides documentation to the ADA office and eligibility is determined.
3. Until appropriate documentation is provided the university cannot support requests for service.
4. ADA Office determines the appropriate accommodations.
5. If this is a student, their instructor is informed of the accommodation.
6. Instructors and ADA Office provide accommodations.
7. Instructors or Student contact ADA office if changes in accommodations need to be made.
8. ADA appeals for employees go to the Vice-President for Finance and Administration.
9. ADA appeals for students go to the Vice-President of Academic Affairs.
STUDENT DISCIPLINARY CODE

MID-CONTINENT UNIVERSITY STUDENT EXPECTATIONS

Philosophy of Discipline

The university attempts to provide an atmosphere conducive to reverent study and development of strong Christian character. Since the welfare of both the group and the individual is best promoted by self-regulation, there must be an earnest desire upon the part of the student to comply with the policies of the university. Students are expected to live within this framework when they enroll at Mid-Continent University. Our community attempts to possess the highest standards of ethical, educational and social integrity, combined with recognition and mutual respect for differences, which will enrich and form our intellectual, social, and spiritual lives.

Our Christian standards of behavior are intended to enhance and protect the general educational process of the university, as well as promote personal academic advancement and spiritual maturation. We respect the diversity of cultural backgrounds and opinions. We value the worth and dignity of individuals. We do not tolerate indecent and lewd behavior or foul and abusive language. Therefore, any student using foul or abusive language or behavior toward any Mid-Continent University faculty or staff member, student, or others supporting the university in any manner or form, shall be subject to dismissal from the university without hearing or review. In addition, the university reserves the right to deny future enrollment of said student.

For any Christian community to demonstrate success, the rules under which it operates must be promulgated and understood by the members of the community. The Student Disciplinary Code is intended to codify and explain the guidelines for standards of behavior and responsibility, as well as the rights and remedies accorded to all members of Mid-Continent University.

Students and student organizations are expected to obey federal, state, and local laws, and in addition, must abide by the rules and regulations of the university. The Mid-Continent University Student Disciplinary Code sets forth those acts, which constitute unacceptable conduct for students while participating in official university classes and functions. The expectations set forth extend to student behavior during class time at off campus sites as well, due to the fact that Mid-Continent University views all its students as ambassadors of the institution. All alleged violations of the Student Disciplinary Code or Residential Student Guidelines may result in referral to the Vice President of Adult Programs.

The university does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding students and student organizations. We reserve the right to impose further sanctions after law enforcement agencies have disposed of the case, and we reserve the right to introduce counseling and/or disciplinary action up to and including dismissal, for the students to exercise educational objectives or responsibilities. Disciplinary action taken shall conform to the terms of the Mid-Continent University Expectations, including appeal.

Mid-Continent University practices educational discipline. When a student is not a danger to the university community, or when a repetition of misconduct is unlikely, the university will make an effort to educate the student through a sanction or through the process of informal discipline. Should the student demonstrate unwillingness to obey the rules governing conduct, he or she will be treated the same as one who has failed academically and may be separated from the university.
### Student Bill of Rights

**Discrimination:** The university affirms the right of each student to be free from discrimination on the basis of sex, race, color, national origin, ancestry, marital status, or disability.

**Classroom:** The university affirms the right of every student to receive a quality Christian education. Every student has the freedom to develop to the fullest of his or her capabilities.

**Association:** The university recognizes the right of students to form a voluntary organization for any purpose, which enhances the Mid-Continent University mission and goals. Such an organization must comply with the guidelines of the Student Services Office. The facilities and services of the university may be available for the use by registered organizations, upon timely request, for their meetings and programs based upon policies governing such use related to staffing, maintenance, financial resources, and hours of operation.

**Records:** The university shall comply with the provision of the Family Educational Rights and Privacy Act of 1974, as well as its regulations as amended. A student's name, and other identifying information, including address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees awarded, and honors received may be considered public information, unless the student informs the university that he or she does not want the information released.

### Acts of Misconduct in Our Educational Environment

An action that disrupts or impairs the purposes of the university is subject to sanction under the Student Disciplinary Code. This is the general principle for determining whether a violation has occurred even if the action does not violate criminal law. Behaviors that violate the Student Disciplinary Code may also violate criminal or civil law and as such be subject to proceedings under the civil system.

All students are subject to the provisions of the Student Disciplinary Code while enrolled as a Mid-Continent University. A student who is found guilty of misconduct or is found guilty of being an accessory to misconduct shall be subject to the penalties authorized by this Code.

Students alleged to have committed the following acts are eligible to disciplinary procedures of this Code. The following acts are defined by Mid-Continent University as unacceptable. A student or student organization that commits several offenses at one time will have one hearing.

1. **Academic Misconduct.** (See page 26 of the Student Handbook.)

2. **Disruption of Classes or Activities of the University.** Adult students must be respectful of the needs of fellow cohort members for an environment conducive to learning. Such behaviors as bringing a child to class, conducting oneself in an aggressive or combative manner, using inappropriate language, and other disruptive behaviors that interfere with others’ learning may lead to dismissal.

3. **Actual or Threatened Physical Assault or Injury to Persons.**

4. **Actual or Threatened Sexual Harassment or Assault.** This includes, but is not limited to, unwanted sexual touching even between acquaintances.

5. **Harassment, Hazing, and/or Intimidation.** This includes engaging in conduct that threatens to cause physical harm to persons or damage to their property, making unwelcome sexual advances or requests for sexual favors. This also covers harassment, intimidation, or use of inappropriate language with persons involved in a university disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.
6. **Disorderly Conduct.** This includes conduct causing inconvenience and/or annoyance or any action that can reasonably be expected to disturb the academic pursuit or to interfere with or infringe upon the privacy, rights, privileges, health, or safety of members of the university community.

7. **Manufacture, Distribution, Sale, Use, Offer for Sale, or Possession of Alcohol, Drugs, Narcotics, or Drug Paraphernalia.** The manufacture, distribution, sale, use, offer for sale, or possession of drug paraphernalia, or of any illegal possession of alcohol, drug, or narcotic is not permitted, except as authorized by medical prescription. Possession is defined as being in the same vicinity, room, car, house, immediate area, or in or on the body.

8. **Behaviors or Activity that Endangers the Safety of Oneself or Others.**

9. **Possessions and/or Use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals.** The University is unwilling to allow the presence of dangerous weapons during class or at school functions.

10. **Damage of Property.** This includes damage, destruction, or defacement of university property, including library materials, or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

11. **Theft of Property.** This involves theft of university property, including library materials, or possession of stolen university property of any person. This also includes possession of stolen property known to be stolen that may be identified as property of the university or any other person or organization.

12. **Misuse of University Documents.** This includes forging, transferring, altering or otherwise misusing any student identification card, course registration material, schedule card, or other university document or record.

13. **Unauthorized Use of the Name or Insignia of the University by Individuals or Groups.**

14. **Unauthorized Presence in or Forcible Entry into a University Facility or Related Premises.**

15. **Violation of any of the Restrictions, Conditions or Terms of any Penalties Resulting from a previously held Disciplinary Hearing.**

16. **Misappropriations or Misuse of Student Organization Funds or Property.**

17. **Providing False Information.** Accurate information must be supplied in the application for admission, petitions, requests, disciplinary hearing or other matter of record, and transaction with officials of the university.

18. **Unauthorized Use of or Possession of Keys and Entry Without Permission.**

Additional information regarding the Student Disciplinary Code is found in the Mid-Continent University Catalog available online at [www.midcontinent.edu](http://www.midcontinent.edu).

**Counseling Resources**

Professional counseling services are available to every student and employee by the Director of the Counseling Center located in the administration building for whatever counseling needs are present. This includes academic, vocational, personal, psychological, spiritual, or social issues. Persons may be assured of confidentiality in every area of counseling. If needed, students should contact the University Receptionist for an appointment.

Additional Source of Information: The National Institute on Drug Abuse Hotline, an information and referral line that directs callers to treatment centers in the local community. (1-800-662-HELP)
Drugs and Alcohol, the Truth

Drugs are natural and synthetic chemical substances, which can affect your body and your behavior. Some drugs have medical purposes and can be used legally but many drugs are illegal and extremely dangerous. Legal drugs (such as alcohol and prescription medications) can also be dangerous if misused.

Taking drugs lessen your chance of succeeding at whatever career you choose to pursue. Drugs close the doors of opportunity.

Alcoholism is the physical and mental addiction to alcohol. The process may take from 5 to 10 years to develop in an adult, but in teens alcoholism can develop in a year or two - sometimes less.

Even in small amounts drugs can create big problems. It's not always possible to predict how a drug will affect the user - or the user's life. Drug use can cause damage to health, trouble with the law, financial hardship, and social difficulties.

Health Risks

Mid-Continent University provides the following information to you to make you aware of the physical and mental dangers from the abuse of alcohol and drugs.

The scope and impact of health risks from alcohol and drug abuse range from mood-altering to life threatening, with consequences that extend beyond the individual to family, organizations and society. Mid-Continent University, therefore, educates its students, faculty, and staff with this information in the Adult Learner Handbook which is distributed at orientation to each student, and annually to faculty, and staff members. This information is to inform students, faculty, and staff that consumption and use of drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions, including but not limited to fatigue, nausea, personal injury, insomnia, pathological organ damage, some forms of cancer, pancreatitis, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to various conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis. The legal risks for violations of federal, state, and local civil, or criminal law are also included in this handbook.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spousal and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses of alcohol cause respiratory depression and death. If combined with other depressants of the central nervous system, lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Legal Risks**

The University can not protect students or employees from judicial processes involving violations of federal, state, and local civil or criminal law. These authorities will deal with all offenses, which come under the jurisdiction of such agencies. This could involve arrest, trial, conviction, and penalties.

**Federal Laws and Penalties**

Chapter 13 of Title 21, U.S. Code 21 U.S.C. 8441 legal possession of a controlled substance

**PENALTY:** First offense is a misdemeanor carrying a one-year prison term and a fine of $1,000. The second and third offenses are a felony. The second offense carries a 15-day to two-year prison term and a $2,500 fine. The third offense carries a 90-day to three-year prison term and a $5,000 fine. There is a minimum jail term for second and third offenses and a fine for any offense. Possession of "crack" has enhanced sentencing of a prison term of 5-20 years, and a fine.

21 U.S.C. 844a proves a civil penalty for the possession of small amounts of certain controlled substances. The U.S. may sue persons for possessing a controlled substance and face a civil penalty of up to $10,000.

21 U.S.C. 841(a)(1 ) Prohibits the manufacture, distribution, and dispensing of controlled substances or possession of controlled substances with intent to do these acts.

**PENALTY:** This is a felony and sentencing is based on the amount of the drug involved. Sentencing can include minimum mandatory jail sentences. NOTE: You may be convicted under this section for selling the substance, possessing it with intent to sell, "sharing" the substance with another person, growing marijuana, mixing or "cooking" any controlled substance or assisting another in any of the activities. You need not have any financial interest in the transaction to be convicted.

The first offense carries a prison term of ten years. The second offense carries a twenty-year prison third offense carries life imprisonment without release. You may be fined for any offense.

21 U.S.C. 843(b) Makes it unlawful for any person to use a "communication facility" in violating Statute 21 U. S.C. 841. In other words, it is a separate offense for anyone to use the mail, telephone, telegraph, radio or any other means of communication in doing any of the acts listed in 841.

**PENALTY:** Up to four years in prison, a fine of up to $30,000 or both. There is an eight year prison term, or fine of up to 60,000 or both for a felony conviction.

21 U.S.C. 845a This statute provides enhanced penalties for anyone distributing a controlled substance within 1,000 feet of an elementary, vocational, or secondary school, or a public or private college or university.

**PENALTY:** Imprisonment, or fine, or both up to twice the penalties listed in 841 (b), which are imprisonment of not less than five and not more than forty years and a fine for the first offense. The second offense carries a penalty often years to life. The court may not place on probation or suspend the sentence, and the person would not be eligible for parole.

21 U.S.C. 846 Provides criminal penalties for conspiring to commit any of the offenses described above or attempting to commit any of the offenses described above.
PENALTY: The penalty for conspiracy and attempt are the same penalty, which would apply if the attempt or conspiracy were successfully completed.

21 U.S.C. 881 & 853 Provides for the forfeiture of properties used in the drug trade or paid with drug income. For example, a student or employee who uses his or her car to drive to a place where they may obtain drugs will lose that car. A person who stores drugs in his or her house will lose that house. A person growing marijuana on a farm will lose the farm. Additionally, any cash, negotiable instruments or property received as payment for a drug transaction will be seized by the United States.

**Kentucky Laws Regarding Controlled Substances**

KRS 218A.140 prohibits the possession, manufacture, distribution, and dispensing of controlled substances or possession of controlled substances to do these acts.

MAXIMUM PENALTY: First offense is one to five years in the penitentiary or fined $3,000-5,000 or both.

Subsequent offenses carry five to ten years in the penitentiary or fined $5,000-10,000 or both.

KRS 218A.500 prohibits the possession and use of drug paraphernalia.

PENALTY: First offense is a Class A misdemeanor and subsequent offenses are a Class D felony.

KRS 218A.270 Substances and property subject to forfeiture.

PENALTY: Any substances, property used in conjunction with the illicit drugs, and monies obtained by the sale of illicit drugs are subject to forfeiture and become property of the State.

**Kentucky Law Regarding the Misuse of Alcoholic Beverages**

KRS 244.085 Minors are not to possess or purchase liquor or to misrepresent age; use of fraudulent identification.

(A person under 21 years of age is considered a minor.)

Penalty: The penalty for possession by a minor is $10-100 per offense. The penalty for use of fraudulent identification is for the first offense a fine of $50-500 and for each subsequent offense shall be fined $200-2,000.
CHRISTIAN WORLDVIEW

Mid-Continent University is dedicated to:

- Persevering as a community of committed lifelong learners where adult learners do not graduate from college but just commence or begin a continuous process of learning to live, love, lead, and serve God and others;

- The family of faith that seeks to keep Christ pre-eminent in bringing the whole spectrum of learning, leadership, and service under the integrating principles of the Lordship of Jesus Christ and the good of becoming Christ-centered in thoughts, word and deed;

- Teaching the Word of God as the authoritative source upon which to build a life, calling and career that is an integrated whole, and has purpose and meaning;

- Maintaining the church connection that founded, preserved, sustained, supported and nurtured the university through educating and serving its leaders and members, and supporting its causes and programs;

- World evangelism and global discipleship that seeks to save the whole person – saving the heart (soul), saving the head (mind), and saving the hands (body);

- Missions that promote first a Christian worldview; second applies knowledge that is needs-based; third is people, community, and church-driven; fourth, that constitutes a rapid response system- Just in Time (JIT), and finally, that utilizes cooperative partnering and team building to reach and serve people, and;

- The total development of the adult learner (soul, mind, and body) resulting in an integrated whole and wholesome personality and character.

Because of its Christian heritage, the university strives to develop the complete person – spiritually, emotionally, culturally, and academically. Keeping this goal in mind, the Christian Worldview program was started. This program provides a Barnabas ministry chaplain so adult learners can have someone who comes alongside them with a praying ministry, which points toward Christ. Barnabas ministry chaplains can provide:

- Someone to share Scripture and to pray with,

- Someone to listen,

- Confidential and caring support, and

- Support during serious illness or stressful times.