Mid-Continent University

1949

CHRISTUS PRAECPIUUS

Advantage
Student Handbook

2013 - 2014
## Contents

*Advantage Student Handbook*

**Contents** .......................................................................................................................................................................... 2

**From the VP of Adult Programs** ........................................................................................................................................ 4

**Preface** ............................................................................................................................................................................ 5

- Advantage Offices / Contact Information ................................................................. 6
- Document Version Disclaimer ......................................................................................... 6
- About MCU ........................................................................................................................................................................ 7

**MCU Student Information** ................................................................................................................................. 9

- Student Bill of Rights ........................................................................................................ 9
- General Education Competencies ..................................................................................... 9
- Quality Enhancement Plan ............................................................................................... 9
- Residency Requirements ................................................................................................ 10
- Advantage Academic Calendar ....................................................................................... 10
- Computer Accessibility .................................................................................................. 11
- Christian Worldview ....................................................................................................... 11
- Privacy of Student Records ............................................................................................ 11
- Philosophy of Discipline ............................................................................................... 13
- Drug Free Schools and Campuses ................................................................................ 16
- Anti-Harassment Policy .................................................................................................. 16
- Formal Complaint Process ............................................................................................. 27
- Americans with Disabilities Act Amendments (ADAAA) ........................................... 28
- Campus Safety Statement .............................................................................................. 28
- The Anne P. Markham Library ....................................................................................... 29
- MCU Alumni Association ............................................................................................... 29

**Advantage Academic Programs** ........................................................................................................................... 30

- Advantage Associate Programs ..................................................................................... 30
- Advantage Bachelor Programs ....................................................................................... 32
- Advantage Graduate Program ......................................................................................... 35

**Advantage Admissions** ................................................................................................................................. 37

- Admissions Requirements ............................................................................................. 37
- Undergraduate Admissions Appeal Process .................................................................. 38

---

Mid-Continent University 2
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Admissions Appeal Process</td>
<td>38</td>
</tr>
<tr>
<td>Additional Advantage Admissions Information</td>
<td>39</td>
</tr>
<tr>
<td>Advantage Academic Policies</td>
<td>41</td>
</tr>
<tr>
<td>Attendance: Face-to-Face Classes</td>
<td>41</td>
</tr>
<tr>
<td>Attendance: Online Classes</td>
<td>42</td>
</tr>
<tr>
<td>Grade Policy</td>
<td>42</td>
</tr>
<tr>
<td>Academic Warning, Probation, Suspension</td>
<td>45</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>46</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>47</td>
</tr>
<tr>
<td>Academic Forgiveness</td>
<td>47</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>47</td>
</tr>
<tr>
<td>Graduation Policies</td>
<td>48</td>
</tr>
<tr>
<td>Advantage Financial Planning</td>
<td>50</td>
</tr>
<tr>
<td>Face-to-Face Financial Information</td>
<td>50</td>
</tr>
<tr>
<td>Online Learning Financial Information</td>
<td>50</td>
</tr>
<tr>
<td>Other Direct Costs</td>
<td>51</td>
</tr>
<tr>
<td>Payment Plans</td>
<td>51</td>
</tr>
<tr>
<td>Student Account Policies and Procedures</td>
<td>51</td>
</tr>
<tr>
<td>Advantage Student Services</td>
<td>53</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>53</td>
</tr>
<tr>
<td>Student Complaint Policy</td>
<td>53</td>
</tr>
<tr>
<td>Class Leadership Service Opportunities</td>
<td>53</td>
</tr>
<tr>
<td>Appendix A: The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policies</td>
<td>54</td>
</tr>
</tbody>
</table>
Advantage Student Handbook

From the VP of Adult Programs

Advantage Student,

The Board of Trustees, President, Administration, Faculty, and Staff of Mid-Continent University welcome you to Advantage. Advantage is designed to challenge and reward you as a student. We recognize that your needs are different from traditional students, and we commit ourselves to meeting your needs. We view you as an independent, mature individual; 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 student is accountable for abiding by the policies contained herein. To obtain further information, please contact the Advantage office.

Mid-Continent University reserves the right to modify or make changes in rules, regulations, fees, and policies stated herein. This reservation includes but is not limited to the right to modify or change any academic program, subject to any limitations imposed by state law. Any such changes affecting the student in Advantage will be made available in subsequent issues of this handbook and/or the Mid-Continent University catalog. This handbook is also available on the web at http://www.midcontinent.edu/advantage/handbooks-forms-documents.

Jackie Imhoff
Vice President of Adult Programs
Mid-Continent University Advantage
Preface

The purpose of this handbook is to provide students with general information regarding policies and procedures at Mid-Continent University (hereafter may be referred to as Mid-Continent, MCU, or the university). While this handbook does not purport to supply definitive answers to every possible question, it does give general guidance regarding key policies and procedures for admissions, financial planning, academic programs, degrees, courses, and Mid-Continent faculty.

This handbook is provided for students as a means of understanding what is available and what is expected in order to successfully complete a program of study at Mid-Continent University. This handbook is an essential tool for planning the student’s academic experience and can be most useful when supplemented with advising and guidance.

As circumstances dictate, changes in the curriculum will be necessary; however, every reasonable effort will be made to work out a satisfactory program for all students for whom the changes cause conflict. It is the responsibility of the student to be aware of the requirements set forth in the current handbook. Also, the student should regularly review his/her progress toward a degree.

It is the hope of Mid-Continent that students will find this handbook to be helpful and informative in accordance with their needs and objectives. Mid-Continent University always welcomes suggestions for improving this publication.
Advantage Offices / Contact Information

Primary Address

**Advantage Building**
Mid-Continent University
99 East Powell Road
Mayfield, KY 42066

Office Hours
Monday – Friday: 8:30 AM – 5:00 PM (CST)

Phone Numbers
Primary
270-251-9400

Toll Free
1-888-MCU-GRAD (628-4723)

Advantage Fax Line
270-251-9475

*NOTE: Voicemail is available if calls are made outside of regular office hours.*

On the Web
University Website
http://www.midcontinent.edu

Online Learning Center (OLC)
http://online.midcontinent.edu

MCU Student Email
http://www.midcontinent.edu/student-email

MCU Athletics
http://www.midcontinentcougars.com

*NOTE: A list of staff, faculty, and adjunct professors will be distributed at orientation. This information can also be found online at* http://www.midcontinent.edu/advantage/handbooks-forms-documents.

Document Version Disclaimer
This document was last edited on: 11/13/2013

*NOTE: Information within this version of the handbook could be out of date or misleading compared to current policies and procedures. As such, Mid-Continent University recommends that students regularly check for updates to this document, which can be found online at* http://www.midcontinent.edu/advantage/handbooks-forms-documents.
About MCU
The university is comprised of two academic colleges. The colleges are the James W. Cecil Baptist College of the Bible and the Baptist College of Arts and Sciences. Advantage is uniquely designed for adult learners and offers degree programs from both of our colleges. Enrollment now exceeds 2,000 students.

Our campus is located in Western Kentucky’s Four Rivers area and the Land-Between-the-Lakes region. We are ideally located to service the five state areas of Indiana, Illinois, Missouri, Tennessee, and Kentucky. Visitors are enthusiastically welcomed at MCU and encouraged to tour the campus, visit the various departments, and talk with faculty, staff, and students. Special tours or specific appointments with faculty or administrators may be arranged by calling the Office of Admissions or contacting us through our website at www.midcontinent.edu.

Mid-Continent University is home of the MCU Cougars. The university provides intercollegiate athletic opportunities in soccer, basketball, volleyball, baseball softball, and spirit squad. Schedules for each season are posted on our website at www.midcontinentcougars.com.

Mission Statement
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, Mid-Continent University seeks to:

- Enable students to carry out the Great Commission of Our Lord. (Matthew 28:18-20).
- Imbue students with a knowledge and understanding of diverse cultures.
- Provide a quality education in both the arts and sciences and Biblical studies form a Christian worldview.
- Facilitate student development by promoting the synthesis of academic knowledge and Christian values for spiritual, intellectual, social, and physical maturation.
- Encourage lifelong learning for people of diverse ages and educational levels in our communities.
- Cultivate student leadership and service.
- 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.

Historical Sketch
Mid-Continent University began operation on January 10, 1949, in Clinton, Kentucky, where it remained in full-time operation until August 30, 1957. At that time, Mid-Continent was relocated to North 15th Street in Mayfield, Kentucky. In September of 1977, the college moved to its present location at 99 East Powell Road Mayfield. In recent years, Mid-Continent has reinforced the emphasis on leadership and service, expanded its majors and minors, and has fielded athletic teams for intercollegiate competition. The increasing visibility of the institution testifies to its growing importance as an education entity in western Kentucky.

Accreditation
Mid-Continent University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Arts (AA), Associate of Science (AS), Bachelor of Science (BS), Bachelor of Arts (BA), and Master of Science (MS) degrees.
**Southern Association of Colleges and Schools (SACS)**

**Commission on Colleges**
Belle S. Wheelan, President
1866 Southern Lane
Decatur, GA 30033

Phone: 404-679-4500
Fax: 404-679-4528
E-mail: bwheelan@sacscoc.org
Web: www.sacscoc.org

*Recognized by the Council for Higher Education Accreditation, January 2003*

**CHEA Recognized Scope of Accreditation**

*Regional accrediting body for degree-granting institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and in Latin America.* (2003)

NOTE: The three-fold purpose for publishing the Commission’s address and contact numbers is to enable interested constituents to: (1) learn about the accreditation status of the institution; (2) file a third-party comment at the time of the institution’s decennial review; and/or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Mid-Continent University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the university and not to the Commission’s office.

**Affiliations**

- Chartered with the Commonwealth of Kentucky.
- Licensed by the Kentucky Council of Post-secondary Education to grant associate, baccalaureate, and master degrees.
- Authorized by the Illinois Board of Higher Education to grant the Bachelor of Science in Business Management (non-traditional) in the southern region of Illinois.
- The Kentucky Approving Agency for Veterans Education approves programs offered by Mid-Continent University for the enrollment of veterans, National Guard, select Reserves, and other eligible persons.
MCU Student Information

Student Bill of Rights

Freedom from 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.

A Functional 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.

Student Associations
The University recognizes the right of students to form a voluntary organization for any purpose, which enhances the Mid-Continent 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.

Student 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.

General Education Competencies
To achieve its mission, Mid-Continent University has established the following General Education Competencies. Graduates of Mid-Continent University will be able to:

• Use critical thinking skills as a guide for belief and action in their lives.
• Articulate a Christian worldview as it relates to their faith, learning and living.
• Demonstrate competency in information literacy.
• Demonstrate competency in written communication.

Writing across the Curriculum
Writing across the curriculum is an important initiative at Mid-Continent. Since writing facilitates learning, every course includes some form of writing assignment and feedback from the instructor.

Quality Enhancement Plan
The Quality Enhancement Plan (QEP) is a required element of Mid-Continent University’s self-study process for reaffirmation of accreditation through the Southern Association of Colleges and Schools (SACS). The SACS Commission on Colleges (SACSCOC) defines the Quality Enhancement Plan as a “carefully designed course of action that addresses a well-defined and focused topic or issue related to enhance student learning” and is an opportunity for MCU “to enhance overall institutional quality and effectiveness” and “improve student learning” (SACSCOC QEP Handbook).
Advantage Student Handbook

The focus of Mid-Continent’s QEP is “to enhance student’s critical thinking skills as a guide for belief and action in their lives.” The title of our QEP is **IMPACT: Improving Mid-Continent’s Practical Application of Critical Thinking.**

Mid-Continent University defines critical thinking as “…the process of analyzing, assimilating, appraising, and applying information.” There are four vital components: (A) Analyzing, (B) Assimilating, (C) Appraising, and (D) Applying.

Regular assessment of our QEP using the CAAP test (Collegiate Academic Achievement Proficiency) and critical reflection papers will enable us to make appropriate adjustments along the way and better ensure the enhancement of our students’ critical thinking skills.

At Mid-Continent University, the development of critical thinking skills is central to our mission, so we are encouraging our students to “think critically about critical thinking.” We believe students’ enhanced critical thinking skills will also help students develop spiritually, mentally, and emotionally.

**Residency Requirements**

Residency credit is academic credit from coursework completed through Mid-Continent University (MCU). Credit accepted in transfer from another accredited college or university, Advanced Placement (AP), American Council on Education (ACE), non-credit to credit articulations, military and CLEP/DSST credits earned do not apply toward MCU’s residency requirements. To receive a Mid-Continent University degree, the following must be earned through MCU coursework:

- **Associate of Arts/Science Degree**
  - A minimum of 24 semester credits*

- **Bachelor Degrees**
  - A minimum of 36 semester credits*
  - Within a major:
    - At least 50% of the course requirements in the major field
    - At least 50% of the major coursework must be upper division (3000-4000 level)
  - Within a minor:
    - At least 50% of the course requirements in the minor field

- **Graduate Degrees**
  - **MSHR**
    - A minimum of 30 semester credits (maximum of six (6) transfer credits allowed).

**Advantage Academic Calendar**

Advantage operates on a semester hour basis, with groups of students beginning when a cohort group is formed for a particular location. Each cohort group participates in approximately 18-24 months of year-round instruction, depending on the degree program. Each cohort group is given a schedule that indicates the dates the group will meet to complete the curriculum.

*In compliance with the Servicemembers Opportunity Colleges (SOC), active duty military personnel are required to take no more than 25% (32 credit hours) of the undergraduate degree requirements from MCU.*
Computer Accessibility
Mid-Continent believes that every student who graduates should be computer literate. With access to the internet across our Mayfield campus, all students are encouraged to purchase or lease computers prior to starting their first class at Mid-Continent. All students are also given access to computers in the classroom building as well as the Computer Lab located in the campus library. Advantage and off-campus students must have similar access to a computer. As such, MCU recommends that those students without computers look into potential computer access options, such as those found through a local library, family/friends, or an internet café.

Christian Worldview
The faculty members of Mid-Continent University are committed to integrating a Christian Worldview into every class. Therefore, students are taught certain Biblical truths in each class and are required to participate in activities and to complete assignments that will help them develop a Christian worldview relative to the content of each course they take.

Privacy of Student Records
The Family Educational Rights and Privacy Act (FERPA), as amended, affords students certain rights with respect to their education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. The student should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mid-Continent University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

The university may release information without the student’s consent where the information is classified as Directory Information. The following categories of information have been designated by the university as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, field of study including major, minor and certification area, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrollment status, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Office of the Registrar in writing. A student may request that certain public information be withheld by signing a form indicating the items to be withheld. This form must be completed during the first two weeks of the semester during which an enrolled student wishes that information to be withheld.

Mid-Continent University will disclose information to parents as accorded by the law. Questions concerning this law and the university’s policy concerning the release of academic information should be directed to the registrar’s office.

**Change in Student Information**  
A student who has a name and/or address change is expected to notify his/her advisor. The student will be held responsible for any communication from Mid-Continent offices sent to the address last given and may not claim indulgence on the plea of having changed lodgings or name and, therefore, of not having received the communication. The Name/Address Change Form can be found at [www.midcontinent.edu](http://www.midcontinent.edu).

**Transcripts**  
A graduate of Mid-Continent University may receive two transcripts without charge. Students may purchase an official copy of transcripts in the registrar’s office. Requests must be in writing and must bear the legal signature of the student. The cost for an official copy of a transcript is $5.00 each. The cost for a transcript faxed to another institution or an on-demand official transcript cost is $8.00. Transcripts are not released until the transcript fee is paid and any outstanding obligations are met. Official copies of transcripts are not issued to students. Unofficial copies of transcripts may be purchased at a cost of $1.00 each. Requests should be sent to:

**Office of the Advantage Registrar**  
Mid-Continent University  
99 East Powell Road  
Mayfield, KY 42066
Advantage Student Handbook

The Transcript Request Form can be found at www.midcontinent.edu. Mid-Continent transcripts will be released at the signed written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. There is a fee for this service. Copies of records from any other institution will not be issued.

The official academic record is the property of the university. Consequently, the university reserves the right to withhold the release of an official transcript of that record if the student has an obligation to the university. The university reserves the right to maintain the information contained in the permanent record according to established practice and in compliance with state and federal laws.

Classification
Students having fewer than 30 semester hours of earned credit are classified as freshmen; students having 30 to 59.9 semester hours of earned credit are classified as sophomores; students having 60 to 89.9 semester hours of earned credit are classified as juniors; and students who have a minimum of 90 semester hours of earned credit are classified as seniors.

Other classifications used are post baccalaureate for students who are doing work after receiving a baccalaureate or higher level degree; high school, for students taking classes while enrolled in high school; visiting, for students seeking a degree at another institution who enroll at Mid-Continent for the transfer of credit; and non-degree, for students who are not seeking a degree. All students must comply with Mid-Continent’s policies, regardless of classification.

Course and Policy Changes
Mid-Continent reserves the right to cancel any course for which there is insufficient enrollment and to make any other policy change or adjustment in the catalog that is deemed necessary.

Philosophy of Discipline
The university attempts to provide an atmosphere conducive to reverent study and the development of a 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 university policies. 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.

For any Christian community to demonstrate success, the rules under which it operates must be disseminated 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 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 off campus 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 Director of Total Quality Management.
Advantage Student Handbook

In addition, for purposes pertaining to educational value, MCU reserves the right to review any action taken by civil authorities regarding students and student organizations. Although ordinarily the university will not impose further sanctions after law enforcement agencies have disposed of the case, it does reserve the right to introduce counseling and/or disciplinary action 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 College 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 dismissed from the university.

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.

- **Academic Misconduct**
  - See Appendix A: Digital Millennium Copyright Act for information regarding use of computers and file sharing.
- **Disruption of Classes, Seminars, Research Projects, or Activities of the College**
  - Please note: Students/parents are to refrain from bringing children to class and other study areas, as doing so may disrupt the learning environment. Students/parents are encouraged to provide alternate childcare arrangements that will not interfere with university classes or study times.
- **Actual or Threatened Physical Assault or Injury to Persons**
  - See Domestic Violence Information following
- **Actual or Threatened Sexual Harassment or Assault**
  - This includes, but is not limited to, unwanted sexual touching even between acquaintances.
- **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 or intimidation of persons involved in a university disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Further information can be seen in the Anti-Harassment Policy section of this chapter.
- **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.

- **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 (see Drug/Alcohol information following).

- **Behaviors or Activity that Endangers the Safety of Oneself or Others**
- **Possessions and/or Use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals**
  - In the interest of safety and security, it is the University’s policy that no student or employee may possess, use, sell, or store any dangerous weapon, firearm, explosive, or other potentially harmful material and/or device on Mid-Continent University grounds or off campus sites without the expressed written permission of the President of the University. This policy also applies to students who possess a permit to carry a concealed weapon. Violation of the policy may result in serious disciplinary action -up to and including dismissal from the university. If it appears a student is “at risk” of being a danger to themselves or others it must be reported immediately to the instructor or a member of the MCU administration. The issue will then be investigated and addressed as quickly as possible.

- **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.

- **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.

- **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.

- **Unauthorized Use of the Name or Insignia of the University by Individuals or Groups**
- **Unauthorized Presence in or Forcible Entry into a University Facility or related Premises**
- **Violation of any of the Restrictions, Conditions or Terms of any Penalties Resulting from a previously held Disciplinary Hearing**
- **Misappropriations or Misuse of Student Organization Funds or Property**
- **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.

- **Unauthorized Use of, or Possession of Keys, and/or Entry without Permission**

Any student(s) committing one or any combination of the above offenses will be subject to a disciplinary hearing before the Vice-President of Adult Programs and/or his/her designee.
Drug Free Schools and Campuses
In order to comply with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Mid-Continent University has developed the following information:

Health Risks
The use of certain products is known to be detrimental to one’s physical and psychological well-being. Their use is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.

Mid-Continent University Standards of Conduct
Students are to refrain from the use of alcoholic beverages and illegal drugs including marijuana and other hallucinogenic drugs and substances, and narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus. Students are also expected not to abuse legal substances. Students violating this policy will be subject to disciplinary procedures up to and including the possibility of dismissal and referral for prosecution.

State and Federal Legal Sanctions
In addition to the MCU sanctions, Kentucky and Federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fine(s) and the length of imprisonment vary; according to the type and amount of the substance involved, the offender’s past record for such offenses, and a variety of other factors. Penalties can include loss of eligibility for financial aid.

Available Resources
Any student or employee who believes they have a substance abuse or alcohol abuse problem may seek counseling and assistance by contacting the Dean of Students or other University official. They also may contact local assistance agencies that are available in telephone directories and through the local county health department.

Anti-Harassment Policy
Statement of Intent
Mid-Continent University is committed to providing a working and learning environment that is free from sexual misconduct, which includes sexual harassment, sexual assault and non-consensual sexual contact, and according to recent additions this also includes domestic violence, dating violence, and stalking. Sexual assault is a criminal offense. Mid-Continent University realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system. Mid-Continent University is committed to the highest standards of Biblical conduct, intentional covenant and Christian Community.

With that commitment in mind, it is the policy of the University that sexual misconduct in any form will not be tolerated. Mid-Continent University prohibits harassment and intimidation on the basis of one’s gender, race, color, religion, or national origin. Any employee or student of Mid-Continent University found in violation of this policy will be subject to disciplinary action by the university. This policy applies to all college-related activities both on and off campus.
The purpose of this policy is to reaffirm the college’s commitment to respect the individual and to enhance the University community’s level of consciousness regarding what constitutes harassment, sexual or otherwise. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University’s educational mission. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in a class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics. Furthermore, it is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to prohibit such actions, to identify a complaint procedure whereby students and employees have the right to raise harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy.

This policy applies to visitors, management and non-management employees, vendors, and others with whom the university has a relationship.

In compliance to the procedural requirements pertaining to Sexual Harassment and Sexual Violence as required by the Office of Civil Rights, there must be 1) a dissemination of a notice of nondiscrimination, 2) a designated employee as Coordinator of Title IX, and 3) adoption of a grievance procedure providing for prompt and equitable resolution of student and employee sex discrimination complaints. In accordance, this information will be available to students through the Student Handbook, The Advantage Student Handbook, and the Employee Handbook in both hard copy and digital form. Any inquiries about the application of Title IX should be directed to the Title IX Coordinator, Dr. D. Keith Roach whose campus extension is 222 and email address is kroach@midcontinent.edu. The grievance procedures for sexual harassment, discrimination and violence are described in the following pages. This policy meets and exceeds the requirements as designated by the Office of Civil Rights.

**General Information**

Mid-Continent University employees, at all levels, are responsible for taking reasonable and necessary action to prevent, address and report sexual misconduct as permissible by their professional guidelines (which are based on the capacity in which they were hired by the University). For example, counselors in the Mid-Continent Counseling Center are exempt from reporting, but an employee who has a degree in counseling, and is hired by the College in a different capacity, is still required to report. Incidences of sexual harassment and sexual assault involving students must be reported to the Title IX Coordinator.

All members of the University community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the College’s policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University will:

1. Respond to every complaint of harassment reported within a timely manner.
2. Take immediate action to provide remedies when harassment is discovered.
Advantage Student Handbook

3. Impose appropriate sanctions on offenders in a case-by-case manner.
4. Protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Definition of Terms and Examples

Sexual Misconduct
Sexual misconduct includes any non-consensual behavior of a sexual nature. Such behaviors could be committed by force, intimidation or use of victim’s incapacity (physical, mental or through use of drugs or alcohol). Sexual misconduct includes behaviors such as:

- Sexual Harassment
- Sexual Assault
  - Non-Consensual Sexual Activity or Contact
  - Forced Sexual Activity or Contact
- Sexual Exploitation

Sexual Harassment
Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Types of sexual harassment include:

1. Quid Pro Quo: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational experience.
2. Retaliatory: Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the accused or by the accused friends or others who are sympathetic to the accused. In addition, retaliation directed toward a 3rd party due to their participation in a grievance process or for supporting a grievant may be retaliatory harassment.
3. Hostile Environment: Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual’s educational opportunity by creating an intimidating, hostile, or offensive environment.

Sexual Assault
Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting.

Domestic violence
Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating violence
Violence committed by a person:
1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. the length of the relationship
   b. the type of the relationship
   c. the frequency of interaction between the persons involved in the relationship

**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress

**Force**
Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Coercion**
Coercion is unreasonable pressure for sexual activity.

**Sexual Exploitation**
Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Invasion of sexual privacy
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting friends view you having consensual sex without the other party knowing)
- Sexually-based stalking and/or bullying
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another student

**Consent**
Consent is an active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to influence of alcohol and/or drugs. In order to give consent one must be of legal age and not incapacitated mentally or physically.

1. Lack of consent occurs when:
2. A person is forced to submit.
3. The person does not expressly or implicitly agree with the accused person’s conduct under circumstances other than forcible compulsion or incapacity to consent.
4. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.

5. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent.

6. A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate unwillingness to act.

Incapacitation

Incapacitation is a state where an individual cannot make a rational or reasonable decision because he/she lacks the ability or information to understand the sexual interaction to the fullest extent. Incapacitation can result from mental or physical disabilities, drug or alcohol use, physical restraints, “date-rape” drugs, or anything that affects the individual’s ability to make a clear and informed decision. Incapacitation occurs anytime sexual activity takes place where the alleged victim does not understand the “who, what, when, where, why and how.”

Examples of Sexual Misconduct

Examples of conduct prohibited by this policy include, but are not limited to:

1. direct or implied threats that submission to sexual advances or rejection of sexual advances will be a condition of employment, work status or assignments, promotion, grades, letters of recommendation, salary, academic standing, or receipt of financial aid;

2. persistent unwelcome flirtation, advances and/or propositions of a sexual nature, intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that they are not interested) without threat of punishment for noncompliance and without promise of reward for compliance;

3. repeated insults, humor, jokes, and/or stories that belittle or demean an individual’s or group’s gender, race, color, religion, or national origin, and physical conduct or verbal innuendo which, because of one’s gender, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment.

4. repeated unwelcome comments of a sexual nature about an individual’s body or clothing

5. A pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere; that is, an atmosphere that demeans or oppresses people simply by virtue of their gender. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs which depict women/men in a derogatory manner, yelling sexist remarks from windows as women/men walk by);

6. behavior that would cause discomfort or humiliate a reasonable person through one or more of the following:
   a. inappropriate touching, patting, pinching, unwanted hugging, or brushing against a person’s body,
   b. remarks of a sexual nature about a person’s clothing or body,
   c. remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or other sexually suggestive remarks or insults
Confidentiality and Reporting
If you are the victim of sexual misconduct or aware of such an instance, we highly encourage you to report that instance so that we may help and offer resources. There are several policies surrounding confidentiality of which you should be aware when choosing a reporting avenue.

Certain staff members are not required to share your personally identifiable details with anyone unless there is a concern for your safety or the safety of others. Other staff members may be required to share your information with a limited group of campus officials. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy. If you are unsure of a staff or faculty member’s reporting requirement, please ask.

Confidential Reporting
If you would like the details of the report to be kept confidential, you may report the incident to any counselors or health care providers at the Mid-Continent University Counseling Center. These staff members will not and cannot report any information about the assault without your consent unless the information relates to clear and imminent danger to an individual. They can be reached at 270-247-8521 ext. 622. To reach them after-hours please contact Campus Safety at 270-705-4578.

You may also contact the Rape Crisis Center 270-247-2023.

Private Reporting
Other resources are available to offer support for sexual misconduct issues as well. Faculty and staff can help direct you to these resources and offer helpful information. If you report to a faculty member, staff member, Campus Safety Officer, student staff member (RA or RD), they are required to share that information with those individuals who are trained in sexual misconduct issues. Your information will be shared with as few people as possible and every effort will be made to keep the details private to the fullest extent possible.

Local Law Enforcement
You may also report to the Kentucky State Police Department. They can be reached via 911 or by calling 270-856-3721. They can assist in filing civil charges. Sexual assault is a criminal offense. Mid-Continent University realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.

Federal Statistical Reporting Obligations
Campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

Federal Timely Warning Reporting Obligations
Victims of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.
Parental Notification
Mid-Continent University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

The Investigation and Resolution Process
Mid-Continent University has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Mid-Continent University encourages the reporting of sexual assaults as it may be necessary to give the University opportunity to take action. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other University complaint or grievance policy or procedure, the University may, in its discretion, suspend the procedures to other complaints or grievance policies pending completion of the sexual harassment complaint process. The complaint process is not to exceed 60 days from the time of the complaint.

The standard of proof as recommended by the Office of Civil Rights used in sexual misconduct hearings will be Preponderance of Evidence or “more likely than not” that the violation did/did not occur.

Mid-Continent University encourages the reporting of sexual assaults to the appropriate College officials, as reporting is the only way the College can take action against the accused assailant.

Investigation of Complaints
Responsibility for the investigation and adjudication of alleged student harassment by another student may be handled using an Investigator Model. In this model an investigator(s) serves as a neutral fact-finder who will interview the complainant, the accused, and witnesses, and gather any other evidence as necessary. The interviews will then be compiled into a report which will be passed on to the Dean of Students who will make a determination of charges and schedule a hearing. The Dean will then pass the report on to the Disciplinary Committee (designated by the President of the University) who will decide responsibility. The investigator, complainant and accused will be present at the hearing to present evidence and give testimony.

Sanctions
Any student found responsible for violating any element of the Sexual Misconduct Policy will likely receive a sanction ranging from warning to expulsion. Sanctions will be determined based on the severity of the incident and taking into account any previous campus conduct code violations.

Appeals Process
All decisions of an accountability hearing, except administrative settlements, may be appealed.

Requests for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. The student may or may not be granted a hearing during the appeal process.

All appeals will be heard by the Dean of Students or his/her designee.
Student Rights

Complainant and Accused Rights:

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity;
- The right to be treated with respect by college officials;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the Disciplinary Committee be removed on the basis of demonstrated bias;
- The right to an accountability board comprised of representatives of both genders;
- The right to have complaints heard by accountability officers who have received annual sexual misconduct adjudication training;
- The right to be fully informed of Student Code of Conduct and Disciplinary Committee policies and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to bring an advocate or advisor to all phases of the investigation and campus accountability proceeding. The advisor may not take part directly in the hearing itself, though they may communicate with the student as necessary;
- The right to present relevant witnesses to the campus Disciplinary Committee;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the accused), and the right to challenge documentary evidence.
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the Disciplinary Committee proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus accountability outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to appeal the finding and sanction of the Disciplinary Committee, in accordance with the standards for appeal;
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to have college policies and procedures followed without material deviation;

Complainant Rights

- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying...
such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;

• The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
• The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  o Change of an on-campus student’s housing to a different on-campus location;
  o Assistance from college support staff in completing the relocation;
  o Arranging to dissolve a housing contract and pro-rating a refund;
  o Exam (paper, assignment) rescheduling;
  o Taking an incomplete in a class;
  o Transferring class sections;
  o Temporary withdrawal;
  o Alternative course completion options.
  o The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
• The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
• The right to give testimony in a campus hearing by means other than being in the same room with the accused student (closed circuit live audio/video)
• The right to be present for all testimony given and evidence presented before the Disciplinary Committee;
• The right to be informed of the outcome and sanction (if the accused is found responsible)

Accused Rights

• The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
• The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
• The right to an accountability hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
• The right to written notice of the outcome and sanction of the hearing;

Jurisdiction
These policies apply to any student, staff and employee of Mid-Continent University and are not affected by the location in which the sexual misconduct incident occurs.

Statute of limitations
There is no statute of limitations on reporting sexual misconduct. However, please be aware that services may be the most effective when incidents are reported immediately.
Advantage Student Handbook

Criteria for Policy Assessment
Amendments to Policy and/or Procedures
The University reserves the right to modify and/or amend any or all of this policy outlined herein at any time, in its sole discretion. In the event the University determines that circumstances warrant modification/amendment of any part of this policy, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

Dissemination of Policy
This policy will be available to all employees and students.

Copies of the complete Harassment / Sexual Harassment Policies are available at the following locations:

- The Student Handbook
- The Employee Handbook
- The Advantage Student Handbook

What to do if you are Victim of Sexual Misconduct
If you or someone you know sexual assault, the following procedures are encouraged:

1. Go to a safe place.
2. Call someone whom you trust
3. Please consider seeing a medical professional. There are many benefits from doing so. Seek medical care at an emergency room or hospital of your choice. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. If you are planning on filing a criminal complaint, the medical exam must be done within 72 hours of the assault. You may have the exam and then decide not to prosecute. Jackson Purchase Medical Center is an area hospital that you may contact.
4. If you want to prosecute there are steps you can take to help preserve evidence. You should avoid changing clothes, bathing, douching, urinating or defecating before arriving at the ER. Urine samples will be necessary to test for any date rape drugs. Do bring extra clothes with you, as clothing may be held as evidence. Get in contact with:
   a. a good friend or family member
   b. Student Life Staff (Resident Assistant, Resident Director). The Resident Director on call phone # is 270-331-1219
   c. Campus Safety: 270-705-4578
   d. The Student Wellness Center Counseling Services 270-247-8521 x622
   e. Rape Crisis Center 270-247-2023

It may be helpful to ask for someone you trust or a staff member from Mid-Continent University to go with you. We encourage you to report assault to campus authorities so we may provide you with support, assistance and resources.

What to Expect
1. If you contact a member of residence life (your RA or RD):
   a. The RD or RA will notify the Director of Residence Life and/or the Title IX Coordinator of the incident.
b. You may be contacted by the Director of Residence Life and/or the Title IX Coordinator regarding the incident.

c. An investigation conducted by the Title IX Coordinator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.

d. If the accused is a member of the campus community, the Dean of Students can order the accused to cease and desist from any intentional contact, direct or indirect, with you.

e. You will also be given the opportunity to contact the Mid-Continent University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.

2. If you contact campus safety:

a. If you are on campus and feel unsafe, the officer can escort you to a secure, on-campus location.

b. The officer will notify the Title IX Coordinator, Dean of Students and/or Director of Residence Life that the incident has occurred.

c. You may be contacted by the Title IX Coordinator, Director of Residence Life and/or the Dean of Students regarding the incident.

d. An investigation conducted by the Title IX Coordinator may begin if the survivor so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.

e. You will also be given the opportunity to contact the Mid-Continent University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.

3. If you contact the Mid-Continent University Counseling Center:

a. A counselor will meet with you on-campus and provide mental and emotional support.

b. The counselor will not share any information of the incident with law enforcement or a member of the Mid-Continent University community without the consent of the individual unless there is a clear threat to other members of the Mid-Continent University community or the individual makes statements of a suicidal/homicidal nature.

c. The counselor will explain reporting options and support you in whatever decision you make regarding reporting or not reporting.

d. If you choose to file a report with the Title IX Coordinator, Dean of Students or law enforcement, the counselor may accompany you and support you through the process if you so desire.

4. If you contact a member of the Mid-Continent University faculty:

a. The faculty member will contact the Title IX Coordinator and Dean of Students.

b. You may be contacted by the Title IX Coordinator, the Director of Residence Life and/or the Dean of Students regarding the incident.

c. An investigation conducted by the Title IX Coordinator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.

d. If the accused is a member of the campus community, the Dean of Students can order the accused to cease and desist from any intentional contact, direct or indirect, with you.

e. You will also be given the opportunity to contact the Mid-Continent University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.
5. If you contact Kentucky State Police:
   a. An officer from KSP will meet you on campus to discuss the incident and create a report.
   b. The police will contact the Dean of Students to let him/her know that they are on campus.
   c. You may be contacted by the Title IX Coordinator, Director of Residence Life and/or the Dean of Students regarding the incident.
   d. An investigation conducted by the Title IX Coordinator or Dean of Students may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.
   e. You will also be given the opportunity to contact the Mid-Continent University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.

6. If you go to the hospital for an exam:
   a. You may make a request for a sexual assault exam to be completed.
   b. A police officer may be contacted and you may be asked to make a report. The officer is there to collect any evidence obtained during the exam.
   c. If you consent to make a police report, the Commonwealth of Kentucky will pay for the exam and the exam will not be billed to your insurance.
   d. If you are 18, your parents will not be notified without your consent.
   e. Making a report and completing an exam preserves the option to prosecute, but does NOT commit an individual to pressing charges.
   f. You may request for a member of Mid-Continent University Residence Life, the Counseling Center, or an advocate from the Mayfield Rape Crisis Center to accompany you to the exam.

Formal Complaint Process

If a student discovers that they have an issue or complaint that is not addressed by policies detailed within this handbook; or, if a student has already issued an informal complaint through unofficial channels but feels unsatisfied with the university’s response, a Formal Complaint Process may be initiated by the student to solicit an elevated level of administrative attention to their issue.

Formal complaints must be submitted with the Student Complaint Form, which can be found on the Mid-Continent University website. The student must fill out and sign the form, then submit it directly to their assigned Advisor. The complaint will be forwarded to either the Director of Total Quality Management or the Director of Online Operations, according to whether the student belongs to a Face-to-Face cohort or an online cohort respectively. The Director will log the issue, seek an avenue for resolution, and if necessary, forward the complaint to an appropriate department within the university.

Complaints should be filed during the semester of the referenced event, but no later than 30 days from the date of the reported incident. If the complaint should detail a recurring issue or one which occurred over multiple days or weeks, submission of the complaint should occur no later than 30 days from the first reportable offense. Once the formal complaint has been received, the student can expect a formal response from the university within 21 days.

In the event that a student has received their formal response, yet still feels that their issue has not been properly addressed or resolved, there is a final option which allows the student to escalate the complaint to the Vice President of Adult Programs. The student must communicate their intent to pursue this option to their
assigned Advisor within 7 days of receiving the university’s initial formal response. The student can expect to receive an ultimate, final response to their complaint within 21 days from the date it is received by the VP of Adult Programs.

**Americans with Disabilities Act Amendments (ADAAA)**

It is the policy of MCU to comply with the Americans with Disabilities Act as Amended (2009) Section 504 of the Rehabilitation Act, and state and local regulations regarding students with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities at the university.

In carrying out this policy, MCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and the university will attempt to provide reasonable accommodations to qualified individuals to the extent that it is readily achievable to do so. MCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service, or activity.

Students with disabilities who are seeking accommodations should consult with the Coordinator of Student Disabilities after enrollment and prior to beginning classes at MCU. It is the responsibility of the student to make his or her needs known in a timely manner and to provide the Coordinator of Student Disabilities with required documentation.

**Office of Student Disabilities**
Administration Building/Registrar’s Office #126
270-247-8521 ext. 228

**Campus Safety Statement**

Emergency response information will be discussed in class, and students will be provided with an Emergency Procedure Guide. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. Students should also notify instructors at the beginning of the term if they have special needs that will require assistance during an emergency evacuation.

All accidents/incidents/crimes should be reported to the Director Campus Safety and Security. Students are free to report a concern of any kind. Mid-Continent University strives to maintain a safe learning environment. Mid-Continent University complies with Kentucky State law in regard to reporting crimes.

**Office of Campus Safety and Security**
270-247-8521 ext. 626

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, the MCU Annual Safety Report is available for review on the University’s website [www.midcontinent.edu](http://www.midcontinent.edu).

Disclosure of Personal Information: If Mid-Continent University determines there is a significant health or safety threat, we may disclose personal information to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.
The Anne P. Markham Library

The Anne P. Markham Library supports the academic study and scholarship of the University’s students, faculty, and staff through its collection and services. The library houses the print collection of reference, nonfiction, fiction and biographical materials, along with current subscriptions to various periodicals and scholarly journals. The library also has copies of eBooks that are available for use. The library’s collection is listed in the Follett Destiny online public access catalog (OPAC). This system provides faculty, staff, students, and the general public access to information regarding library holdings and resources. Interlibrary loan service is available to faculty and students for the borrowing of research materials from other libraries.

The Anne P. Markham Library also maintains a large electronic resources collection for academic research and scholarship. The library subscribes to the Kentucky Virtual Library (KYVL), which offers numerous electronic databases that contain full text articles from scholarly journals, newspapers, and magazines. The library also subscribes to the ProQuest aggregate, which provides further access to full-text articles through its databases including ABI/INFORM Global, Alt-PressWatch, and ProQuest Religion.

To help students during research, the library staff provides information literacy instruction for classes along with individual reference services and consultations. These can be provided in-person, over the telephone, and via email.

The library offers a variety of spaces designed to promote individual study as well as collaborative work through individual carrels and larger, open tables. The library also offers 14 computer workstations where students can access the web, use various Microsoft Office modules, and print materials to the networked printer.

MCU Alumni Association

The purpose of the Mid-Continent University Alumni Association is to advance the interest in and the welfare of Mid-Continent University in providing a quality education in a Christian environment and to maintain and strengthen the ties developed during student years. The membership of the Alumni Association consists of all alumni and former students; however, only graduates have voting privileges.

The Alumni Association offers varied programs and events to help the alumni stay connected with their alma mater and with one another. The Alumni Association hosts a Homecoming event and an Evangelism Conference during each school year. The Homecoming event is planned to coincide with one or more athletic events and is co-sponsored with Mid-Continent’s Office of Student Life. Alumni have the opportunity to meet for a cookout, cheer on Cougar athletes and meet current students during this weekend event. The Evangelism Conference is a one-day event held during the week and features noted speakers during the day session followed by an evening alumni banquet, business meeting, and election of officers for the coming year.

The Alumni Association provides periodic mailings to all members and provides an avenue through which its members may make contributions to support various university programs by annual giving, capital contributions, and/or planned giving.
Advantage Academic Programs

Advantage Associate Programs

Advantage offers two associate degrees: Associate of Science and Associate of Arts. The course requirements are similar but students pursuing an Associate of Arts degree are required to take six hours of foreign language in place of six credits in electives. Mid-Continent Advantage does not offer foreign language courses; however, students may transfer in six hours of foreign or ancient language or submit a satisfactory CLEP score for foreign language.

The Advantage Associate of Science degree is a non-traditional program that serves students with little or no college education. Students typically are employed full-time during the day; thus the program is offered face-to-face in the evening or online. The face-to-face format is designed for adults age 20 and older. Five-week classes meet one night per week with 23 months of year-round instruction (there are added breaks throughout the program), providing the student the opportunity to earn 60 credit hours. The courses are taught in a seminar format that is conducive to learning for adults. The online format has no age minimum. It requires weekly interaction and assignment completion with 23 months of instruction (there are added breaks throughout the program), providing the student the opportunity to earn 60 credit hours. Either format brings groups of students together who are making similar sacrifices to achieve a common goal. Advantage cohort groups quickly develop a spirit of camaraderie and support. Successful completion of the associate program allows the student to transition into the Bachelor of Science degree completion program.

Advantage associate degree programs enable students to develop:

- Interpersonal skills
- Communication skills
- Problem-solving and decision-making skills
- Information literacy
- Self-reliance and leadership skills
- Self-knowledge and self-image growth

Associate of Science Degree Requirements | 60 Credit Hours

- General Education: 36 Credit Hours
- Electives (Concentrations): 24 Credit Hours

All courses are three credit hours unless otherwise noted. To earn an Associate’s degree at Mid-Continent University, students must satisfy the following recommended core courses, or the equivalent in the discipline. For example, a student may satisfy three credit hours of History/Behavioral Studies with another history, psychology or sociology course. Elective credit hours may be satisfied from those listed, or transferred from another institution.

General Education Core | 36 Credit Hours

**COMMUNICATION: 9 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 1003</td>
<td>Intro to Human Communication (Online)</td>
</tr>
<tr>
<td>COM 1103</td>
<td>Principles of Speech (Face-to-Face)</td>
</tr>
<tr>
<td>ENG 1103</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 1203</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>
Advantage Student Handbook

MATHEMATICS: 3 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1403</td>
<td>College Mathematics</td>
</tr>
</tbody>
</table>

SCIENCE: 6 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 1003</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>SCI 1103</td>
<td>General Biology</td>
</tr>
</tbody>
</table>

HISTORY & BEHAVIORAL SCIENCES: 9 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2403</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>HIS 2103</td>
<td>United States History to 1877</td>
</tr>
<tr>
<td>PSY 1013</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>

HUMANITIES/CHRISTIAN STUDIES: 9 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 2133</td>
<td>Bible as Literature</td>
</tr>
<tr>
<td>BIB 3223</td>
<td>Life of Christ</td>
</tr>
<tr>
<td>CHM 1223</td>
<td>Foundational Issues of Life (Face-to-Face)</td>
</tr>
<tr>
<td>CHM 2123</td>
<td>Christianity in a Pluralistic World (Online)</td>
</tr>
<tr>
<td>MUS 2103</td>
<td>Music Appreciation</td>
</tr>
</tbody>
</table>

Elective Courses | 24 Credit Hours

Courses offered may vary depending on availability.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1013</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 2113</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUS 2513</td>
<td>Personnel Supervision</td>
</tr>
<tr>
<td>BUS 2523</td>
<td>Managing Cultural Diversity</td>
</tr>
<tr>
<td>CSC 1203</td>
<td>Computer Applications I</td>
</tr>
<tr>
<td>CSC 1303</td>
<td>Computer Applications II</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Applied English</td>
</tr>
<tr>
<td>HRM 2113</td>
<td>Employee High Performance</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>PSY 3803</td>
<td>Organizational Psychology</td>
</tr>
</tbody>
</table>

Concentrations

Concentrations provide a foundation in best practices in Human Resource Management and Business Administration. Both concentrations are a practical complement to the Associates degree as well as MCU Bachelor degrees in Business Management, Psychology and Counseling, and Christian Ministry.

To earn a concentration, the student must satisfactorily complete the following courses:

CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2513</td>
<td>Personnel Supervision</td>
</tr>
<tr>
<td>BUS 2523</td>
<td>Managing Cultural Diversity</td>
</tr>
<tr>
<td>HRM 2113</td>
<td>Employee High Performance</td>
</tr>
<tr>
<td>PSY 3803</td>
<td>Organizational Psychology</td>
</tr>
</tbody>
</table>

Mid-Continent University
CONCENTRATION IN BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1013</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 2113</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUS 2423</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>BUS 2513</td>
<td>Personnel Supervision</td>
</tr>
</tbody>
</table>

Graduation Requirements for the Associate Degree

- Complete the 60 credit hours of associate degree course requirements. Any substitute course fulfillments agreed upon with transfer students will be identified through the advising department and subject to approval by the Advantage Registrar’s Office.
- Complete a minimum of 24 credit hours at Mid-Continent University to meet residency requirement or minimum of 15 credit hours if active duty military (SOC Agreement).
- Earn a cumulative grade point average of 2.0 (4.0 scale) or above in the 60 credit hours.
- Submit a graduation application to your advisor for May graduation by March 1, or for December graduation by October 1.
- Receive recommendation of the administration and faculty and approval of the Board of Trustees.
- Payment of all tuition and fees.
- Ensure that all graduation requirements are met.

Graduating students are encouraged to participate in commencement exercises. Students indicate participation in graduation on their Graduation Application Form; if plans change, the advisor must be notified.

Advantage Bachelor Programs

Advantage operates on a semester hour basis with groups of students beginning when a cohort is enrolled for a particular location. Each cohort group participates in approximately 18 months of instruction to complete the Bachelor of Science programs, generally covering a 20 month time period due to vacations and holidays. Each group is given a schedule with the dates the group will meet to complete the program curriculum.

Bachelor of Science benefits include:

- Specifically designed for adult students who are busy with work and family commitments
- Students have two options for courses:
  - Face-to-face, taking one course at a time, with each concentrated course meeting one night a week for five weeks. Four courses are normally completed in 20 weeks.
  - Internet-based courses, taking two courses at a time. Four courses are completed in a 20 week semester. Internet-based courses require weekly interaction. Assignments may be completed around your schedule.
- The 48 credit hour majors are taught in modular format and can be completed in as little as 20 months (including holidays). Students have direct access to professors who are often also professionals in the field.

In addition to courses required for the majors, all students must complete a selection of General Education courses. For a list of General Education requirements please see the course list for the Associate Degrees.

Bachelor of Science Degree Requirements | 128 Credit Hours

- General Education: 40-49 Hours
Electives: 31-40 Hours

In the case of transfer students who have completed courses similar to those in the major core, the advisor will identify such courses and submit to the appropriate Dean for any decisions regarding course substitutions. The student must still meet the residency requirements.

Adding a Minor

Students can add a minor to any Advantage bachelor degree. Completing a minor requires the fulfillment of 18 credits and can contribute to meeting MCU’s residency requirement. When there is a question of dual usage of a course, an approved substitution course must be completed as outlined by the advisor under the direction of the Dean or Department Chair of the major.

Bachelor of Science in Business Management

In the highly competitive business world a business management degree can make a difference. Through an integrated curriculum that incorporates business fundamentals with an emphasis on ethical leadership and strong values, MCU’s Business Management degree has made a difference for hundreds of adult students who wanted to advance their careers. The Bachelor of Science in Business Management is an accelerated degree completion program for working adults offered online or in a classroom environment in the evenings.

Note: Each course listed below counts for 3 credit hours.

**TABLE 1: ADVANTAGE BUSINESS MANAGEMENT MAJOR REQUIREMENTS | 48 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3123</td>
<td>Managerial Accounting</td>
<td>FIN 3123</td>
<td>Business Finance</td>
</tr>
<tr>
<td>BUS 3233</td>
<td>Business Statistics</td>
<td>IDC 3113</td>
<td>Adult Development and Life Assessment</td>
</tr>
<tr>
<td>BUS 4133</td>
<td>Business Law</td>
<td>MGT 3113</td>
<td>Systems Approach to Organizational Change</td>
</tr>
<tr>
<td>CHM 3123</td>
<td>Christian Worldview</td>
<td>MGT 3223</td>
<td>Management Issues</td>
</tr>
<tr>
<td>CHM 4203</td>
<td>Strategies for a Values Aligned Climate</td>
<td>MGT 4323</td>
<td>International Business Management</td>
</tr>
<tr>
<td>COM 3113</td>
<td>Organizational Communication</td>
<td>MGT 4443</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>COM 3213</td>
<td>Group Processes*</td>
<td>MGT 4543</td>
<td>Policy and Strategy</td>
</tr>
<tr>
<td>ECO 3123</td>
<td>Macroeconomic Analysis</td>
<td>MKT 3143</td>
<td>Marketing Concepts</td>
</tr>
</tbody>
</table>

**TABLE 2: ADVANTAGE BUSINESS MANAGEMENT MINOR REQUIREMENTS | 18 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3123</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>COM 3113</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>ECO 3123</td>
<td>Macroeconomics Analysis</td>
</tr>
<tr>
<td>MGT 3113</td>
<td>Systems Approach to Organization Change</td>
</tr>
<tr>
<td>MGT 3223</td>
<td>Management Issues</td>
</tr>
<tr>
<td>PSY 3413</td>
<td>Group Dynamics</td>
</tr>
</tbody>
</table>

**TABLE 3: ADVANTAGE HUMAN RESOURCE MANAGEMENT MINOR REQUIREMENTS | 18 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2513</td>
<td>Personnel Supervision</td>
</tr>
<tr>
<td>BUS 2523</td>
<td>Management of Cultural Diversity</td>
</tr>
<tr>
<td>HRM 2113</td>
<td>Employee High Performance</td>
</tr>
<tr>
<td>HRM 3113</td>
<td>Employee and Labor Relations</td>
</tr>
<tr>
<td>HRM 3213</td>
<td>Introduction to Compensation and Benefits</td>
</tr>
<tr>
<td>PSY 3803</td>
<td>Organizational Psychology</td>
</tr>
</tbody>
</table>
Bachelor of Science in Psychology and Counseling

The Psychology and Counseling major integrates a broad knowledge and perspective from the field of psychology with the Christian faith. Major theories in psychology are evaluated from a biblical worldview and application of psychological principles is encouraged to help students grow personally and professionally. This will prepare students well for graduate school in many areas of psychology or other related fields and/or employment in a wide range of settings such as social work, management/personnel, Christian education, and ministry. At the culmination of the program students engage in a Counseling Practicum which will provide formal biblical perspectives through clinical exposure to the task of counseling. Students will develop the skills needed to aid clients in accomplishing goals allowing them to manage problem situations and their lives more effectively. The degree program is offered in a face-to-face environment and/or online.

Note: Each course listed below counts for 3 credit hours.

**TABLE 4: PSYCHOLOGY AND COUNSELING MAJOR REQUIREMENTS | 48 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 3123</td>
<td>Christian Worldview</td>
</tr>
<tr>
<td>PSY 2103</td>
<td>Introduction to Counseling</td>
</tr>
<tr>
<td>PSY 2703</td>
<td>Statistics of Behavior Studies</td>
</tr>
<tr>
<td>PSY 3003</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>PSY 3013</td>
<td>Human Sexuality*</td>
</tr>
<tr>
<td>PSY 3113</td>
<td>Abnormal Psychology*</td>
</tr>
<tr>
<td>PSY 3203</td>
<td>Psychology of Religion*</td>
</tr>
<tr>
<td>PSY 3213</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 3223</td>
<td>Child Psychology or</td>
</tr>
<tr>
<td>PSY 3303</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PSY 3313</td>
<td>Social Psychology*,**</td>
</tr>
<tr>
<td>PSY 3330</td>
<td>Statistics for Behavioral Studies OR MAT 2303 Introduction to Statistics</td>
</tr>
<tr>
<td>PSY 3513</td>
<td>Tests and Measurements*</td>
</tr>
<tr>
<td>PSY 4003</td>
<td>Psychology of Addiction*</td>
</tr>
<tr>
<td>PSY 4103</td>
<td>Physiological Psychology*</td>
</tr>
<tr>
<td>PSY 4203</td>
<td>Quantitative Methods of Research***</td>
</tr>
</tbody>
</table>

* Pre-requisite required: PSY 1013 General Psychology
** Cross-listed: SOC 3313
*** Pre-requisite required: PSY 2703 Statistic for Behavioral Studies OR MAT 2303 Introduction to Statistics

**TABLE 5: ADVANTAGE PSYCHOLOGY MINOR REQUIREMENTS | 18 CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1013</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 3113</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 3223</td>
<td>Child Psychology or</td>
</tr>
<tr>
<td>PSY 3213</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 3303</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PSY 3003</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>PSY 3113</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 3213</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 3223</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSY 3803</td>
<td>Organizational Psychology</td>
</tr>
<tr>
<td>PSY 4003</td>
<td>Psychology of Addiction</td>
</tr>
</tbody>
</table>

Bachelor of Science in Christian Ministries

The Bachelor of Science in Christian Ministries challenges students to develop skills relating to the health and growth of church or parachurch organizations. This major prepares students to assume leadership roles in ministry through a deeper understanding of biblical teachings and theology. Students will gain a better understanding of themselves, as biblical counselors, to develop an effective ministry-based counseling approach in the local church setting. Successful candidates for the Bachelor of Science in Christian Ministries will be armed with biblical truth and sound leadership tools to fulfill the Great Commission. This degree program is offered in a face-to-face classroom environment and/or online.

Note: Each course listed below counts for 3 credit hours.
TABLE 6: ADVANTAGE CHRISTIAN MINISTRY MAJOR REQUIREMENTS | 48 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 2113</td>
<td>Old Testament</td>
<td>EVG 3103</td>
<td>Church Evangelism</td>
</tr>
<tr>
<td>BIB 2123</td>
<td>New Testament</td>
<td>HIS 3103</td>
<td>History of Christianity</td>
</tr>
<tr>
<td>CHM 3013</td>
<td>Ministry Based Counseling</td>
<td>HOM 4203</td>
<td>Creative Biblical Preaching</td>
</tr>
<tr>
<td>CHM 3323</td>
<td>Educational Principles</td>
<td>IDC 3113</td>
<td>Adult Development &amp; Life Assessment</td>
</tr>
<tr>
<td>CHM 3413</td>
<td>Introduction to Christian Ministries</td>
<td>MIS 3303</td>
<td>Biblical Basis of Missions</td>
</tr>
<tr>
<td>CHM 4303</td>
<td>Church Administration</td>
<td>THE 2203</td>
<td>Theology &amp; Apologetics</td>
</tr>
<tr>
<td>CHM 4503</td>
<td>Church Planting and Growth</td>
<td>THE 3103</td>
<td>Christian Doctrine</td>
</tr>
<tr>
<td>CHM 4613</td>
<td>Christian Leadership</td>
<td>THE 3403</td>
<td>Biblical Interpretation</td>
</tr>
</tbody>
</table>

Graduation Requirements for a Bachelor of Science Degree

- Complete the 48-hour major course requirements.
- Complete 42 credit hours of required upper division courses.
- Earn 128 credit hours that are officially accepted by Mid-Continent University.
- Complete 36 credit hours at Mid-Continent University to meet residency requirement.
- Earn a cumulative grade point average of 2.0 (4.0 scale) or above in the 128 credits comprising the degree program.
- Submit a graduation application to the Advantage Registrar’s office for May graduation by March 1; or for December graduation, by October 1.
- Receive recommendation of the administration and faculty and approval of the Board of Trustees.
- Payment of all tuition and fees.
- Ensure that all graduation requirements are met.

Graduating students are encouraged to participate in commencement exercises. Students indicate participation in graduation on their Graduation Application Form; if plans change, the advisor must be notified.

Advantage Graduate Program

Advantage operates on a semester hour basis with groups of students 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 with the dates the group will meet to complete the MSHRM curriculum.

Master of Science in Human Resource Management

Mid-Continent’s accelerated Master of Science in Human Resource Management is a business-oriented degree integrating a Judeo-Christian worldview with the dual emphasis in management and human resources. It is designed for HR and Management practitioners. Adults who have completed an accredited bachelor’s degree and who satisfy other admissions criteria are eligible for admission to this graduate program.

The Master of Science in Human Resource Management is tailored for working adults desiring career advancement or career change. The program consists of 12 consecutive 8 week courses and is offered in the face-to-face, one night a week format, or through online distance learning. The program can be completed in 22 months. Mid-Continent faculty and staff provide educational support systems that assist students inside and outside the classroom.
Note: Each course listed below counts for 3 credit hours.

TABLE 7: ADVANTAGE MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT MAJOR REQUIREMENTS | 36 CREDIT HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 6003</td>
<td>Christian Leadership in a World of Business</td>
<td>MGT 6003</td>
<td>Leadership and Motivation</td>
</tr>
<tr>
<td>HRM 6003</td>
<td>Human Resource Management</td>
<td>MGT 6013</td>
<td>International Business</td>
</tr>
<tr>
<td>HRM 6013</td>
<td>Compensation and Benefits</td>
<td>MGT 6023</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>HRM 6023</td>
<td>Employee and Labor Relations</td>
<td>MGT 6033</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>HRM 6033</td>
<td>Human Resource Development</td>
<td>MGT 6043</td>
<td>Research Methods</td>
</tr>
<tr>
<td>HRM 6043</td>
<td>International Human Resource Management</td>
<td>MGT 6053</td>
<td>Organizational Development and Change</td>
</tr>
<tr>
<td>HRM 6053</td>
<td>Capstone Research Seminar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduation Requirements for the Master of Science Degree

- Complete the 36-hour major course requirements.
- Complete 30 credit hours at Mid-Continent University to meet residency requirement.
- Earn a minimum cumulative grade point average of 3.0 (4.0 scale) (minimum C or above in each course) in the 36 semester hours comprising the degree program.
- Submit a graduation application to assigned advisor for May graduation by March 1; or for December graduation, by October 1.
- Receive recommendation of the administration and faculty and approval of the Board of Trustees.
- Payment of all fees and tuition and fees.
- Ensure that all graduation requirements are met.
Advantage Admissions
Mid-Continent University Advantage is designed for adults. Classes are conveniently offered in local communities or online with small student-teacher ratios. Each cohort group is required to have a minimum number of students to commence classes. Students follow a given schedule with dates and courses leading to completion of the degree. Students may choose between online or evening face-to-face formats. Each group is given a schedule with the dates the group will meet to complete the program curriculum.

Admissions Requirements
The associate degree program is designed primarily for freshman and sophomore level students and the bachelor degree programs are designed primarily for junior and senior level students. The applicant’s admissions counselor and advisor will discuss the program that will best meet his/her educational goals.

Undergraduate Admissions Requirements
1. One of the following educational achievements is required for admission. Possession of a high school diploma from a state approved high school or its equivalent; a general educational development or GED certificate; a certification of completion of home school at the secondary level as defined by state law or a transcript or the equivalent, signed by the parent or guardian of a home schooled student, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting, or successful completion of a two year program acceptable for full credit toward a bachelor’s degree. Confirmation by the applicant of high school completion from a state approved high school or receipt of a GED on the admission application is adequate for admission.

   Note: A student who graduated from a non-accredited high school or home school that is not state approved is required to pass the GED and provide an official GED transcript.

2. Age 20 or older for the associate degree programs and age 22 or older for the bachelor degree programs (there is no age restriction for online students).

3. Work experience (this is not required for online students).

4. Interview with an admissions representative for counseling on the requirements for completion of the Associate of Science and/or Associate of Arts degrees, Bachelor of Science and/or Bachelor of Science degrees, completion of an admissions application, and payment of a non-refundable application fee.

5. A transcript request form for an official high school or GED transcript must be completed prior to enrollment. A student who is home schooled must provide a certification of completion of home school at the secondary level as defined by state law. Applicants who have attended a prior college(s) must complete a college transcript request form for any post-secondary school previously attended where he/she would like to have official college transcripts sent to MCU as part of the admission process.

Graduate Admissions Requirements
1. Completion of a bachelor’s degree from a regionally accredited college/university.

2. Cumulative grade point average (CGPA) of 2.75 (on a 4.0 scale) on previous academic degree(s).

3. Either two years documented human resource or management experience or prerequisite courses in human resources and in management.
Advantage Student Handbook

4. An appointment with an admissions representative for counseling concerning the requirements for completion of a Master of Science in Human Resource Management.

5. Completion of an application and payment a non-refundable application fee. Link to: [Graduate Admissions Application](#)

6. Official transcripts from the university (ies) that awarded the undergraduate degree(s) must be sent directly from the undergraduate institution to the Advantage office.

Upon meeting the above criteria, the Vice President of Adult Programs will accept the admissions application.

**Undergraduate Admissions Appeal Process**
Students not meeting the admissions criteria for the associate or bachelor degree programs may request consideration of acceptance via the appeal process, which consists of an interview with the Vice President of Adult Programs, the Director of Total Quality Management, the Director of Instruction and Assessment, or the Acting Vice President of Academic Affairs.

**Graduate Admissions Appeal Process**
Students not meeting the admission criteria may request consideration for acceptance via the appeal process, which consists of an interview with the Dean of Graduate Studies or a designated graduate faculty representative. If the student is denied admission via the appeal process, he/she may opt to take the GMAT. For those who take the GMAT, a minimum score of 320 is required for admission.

**Felony Applicants**
Applicants with a felony conviction will be required to petition the University to be considered for admission. Factors considered for admission include but are not limited to the number of felonies, the nature of the felonies, the time frame since the felonies occurred and the student’s articulation of a desire to make a change. For more specific information related to the above criteria for admission consideration, please contact the Vice President of Adult Programs. Mid-Continent University reserves the right to complete a background check on any student with a felony.

A petition for admission of any applicant with a felony conviction will be reviewed by the Director for Student Services or the Vice President of Adult Programs.

**Denial of Admission**
Admission to Mid-Continent University is based on the ability of applicants to meet the University’s stated requirements, and to those applicants whose academic record and qualifications indicate that they have the ability to benefit from the educational experience. The University, nonetheless, reserves the right to refuse admission to any applicant if the University, in its sole discretion, determines that the applicant does not have the ability to benefit from the University’s instruction or that it is in the best interest of the University or the applicant to do so. In making its determination, the University may consider not only the applicant’s academic record and qualifications, but also the applicant’s character and personality. As part of this process, the University may require an applicant to submit biographical and other information, including references. Applicants are considered for admission without regard to their race, color, religion, sex, age, disability, ethnicity, marital status, genetic information, sexual orientation, national origin or veteran’s status.
Additional Advantage Admissions Information

Orientation & Re-Registration

Orientation is normally held one to two weeks before a new cohort group begins classes. Curriculum materials, books (for those who choose to purchase through MCU), and assignments for the first semester are provided. Fees for books (if purchased through MCU) and materials, as well as the first semester's tuition, must be paid at this time (see also Financial Planning). Re-registration is held during the last course prior to the start of the next enrollment period.

Basis of Admission Policies Related to Federal Financial Aid Eligibility

A student’s self-certification of high school graduation or receipt of a GED serves to document such graduation or receipt for purposes of the Title IV eligibility requirements of the U.S. Department of Education.

If a student is selected for verification, the student may be required to provide additional proof of academic qualification, a high school transcript, GED certificate, home school credentials or college transcripts that indicate the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree. This documentation must be received by Mid-Continent prior to the disbursing of Federal financial aid. For students graduating from a non-accredited high school not approved by the state of Kentucky or the state in which the high school is located, a GED is required. Students who were home schooled are required to provide certification of completion of home school at the secondary level as defined by state law or a transcript or the equivalent, signed by the parent or guardian of a home schooled student, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting. The University reserves the right to expect payment from any student who does not provide the necessary proof of academic qualification required for verification by the end of the third module.

Transcript & Transfer Credit Policies Related to Federal Financial Aid Eligibility

Students who enroll prior to the receipt of official college transcripts by MCU will be processed at a freshmen, first year level (29 credits and under) for Federal financial aid classification purposes. Official college transcripts must be received prior to financial aid processing to qualify the student at a higher grade level, resulting in the possibility of increased Federal student loan eligibility. Students are eligible for additional Federal student loan funds once their status can be substantiated by evaluation of official college transcript(s). Students with 30-59 credits qualify at a sophomore, second year level, and students with 60 credits and above qualify at the junior, third year level. Transfer credits for grade level classification for new students will be reviewed either at the time of initial packaging or at week 10. A student with sophomore status or greater can opt to have transfer credits assessed at week 10 instead of at enrollment delaying initial disbursement if he/she prefers. All students are required to choose their preference of Federal student loan processing time frame for his/her first period of enrollment by completing the Delay of Transcript Assessment form.

Students who want to apply for Federal financial aid must submit a FAFSA online at www.fafsa.ed.gov prior to enrollment. Students who are eligible to receive Federal Direct Loans must complete. The Master Promissory Note and Entrance Counseling at www.studentloans.gov prior to or during Orientation If a student is in default on a student loan, he/she may not be eligible for financial aid and may be personally responsible for any charges incurred. Any default status must be resolved prior to enrollment. If a student does not receive financial aid, the student must make arrangements to pay at Orientation with cash or a credit card. (See section on Payment Plans).
Transcript & Credit Transfer Policies Related to Advising
Students can elect to have some or all of their previous transcripts evaluated for transferability to MCU. For consideration of the application of transfer credit to the student’s degree plan for academic purposes, an official college transcript must be received prior to the end of the first period of attendance. Official transcripts must be received directly from each prior college to be considered for credit. Receipt of official transcripts from one college that indicate transfer credits were received at another institution does not result in such credits being accepted by Mid-Continent. The original transcripts from each college attended must be received to be considered for transfer credit.

Students may transfer up to 36 semester hours toward an associate degree; 92 semester hours toward a bachelor’s degree; and six semester hours toward a master’s degree. Transfer credits will be accepted with a minimum grade of “D”, except for English Composition I & II, which require a grade of “C” or better, and graduate transfer courses which require a grade of “B” or better.

Academic Advising
Although the student advising program at Mid-Continent University is specifically designed to assist students as they progress through a degree program, it is the responsibility of all students to be thoroughly familiar with the Mid-Continent Catalog, appropriate student handbook, and all rules, regulations, and requirements that apply to their program of study. Students are responsible for their academic progress. A student should choose a program at the time of admission, including any emphasis he/she would like to include in a degree plan.

Readmission to the University
Students who have a wish to return to Mid-Continent University must notify the Advantage admissions office or the advising office of their desire to return (refer to Advantage Admissions). The student must provide evidence that:

- All work is up-to-date and incompletes have been removed (if applicable).
- The applicant does not have a balance or financial arrangements have been made to cover the balance.
- If the applicant has taken any courses after leaving Mid-Continent, he/she is responsible for requesting official transcripts from those colleges to be sent to MCU.
- Payment arrangements have been made for the current enrollment period.

Once all of the above criteria have been met, an application for readmission and non-refundable application fee must be submitted.

The University reserves the right to deny re-admission to applicants who violated academic integrity and/or failed to make academic progress as outlined in the University catalog or when it is deemed in the best interest of the University or the applicant to do so. Applicants for re-admission may be required to document improvement of circumstances prior to enrollment.

Requests to Change Degree Program
A student may apply for a change of major or degree by submitting a Change of Major or Degree form to his/her assigned advisor. Link to: Change of Major or Degree Form
Advantage Academic Policies

Attendance: Face-to-Face Classes

Students may withdraw from a face-to-face class during week one and week two. Attendance on the third week (60% point) commits the student to the course and he/she will be awarded whatever grade they earn for the work completed.

Class attendance is required to complete the course. Due to the brevity of the course, only one absence (20% of the class) is permitted. Absence due to illness or other emergency situations must be made up through the assignment or activities required by the instructor of that course. It is the responsibility of the student to request make-up assignment. The instructor 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 one of the following: A three to five page paper, an equivalent set of problems, or a selection of learning activities relating to the course.

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

Please note: Arriving late or leaving early may result in a partial absence. In addition, texting, making/accepting cell phone calls (unless an emergency), and inappropriate usage of laptops are not acceptable during class time as they interrupt the learning process and distract others. Attendance and/or participation may be negatively impacted.

If a student (who attends after the second night) misses more than one class session, he/she will not pass the course (“WF”, “U”, or “F”). To request an exception to this policy, the student must submit to the instructor, in writing, the unusual and extenuating circumstances1 of the absences. If there is no prior history of repetitive absences, the instructor has the option of assigning independent work to cover one additional absence. Any student granted the exception for a second absence will automatically receive a letter grade reduction in the course. A student (who attends after the second night of the course) with three absences will not receive a passing grade for the course. Three consecutive absences will result in an automatic administrative withdrawal from the course.

Advantage will monitor attendance records. Attendance records are essential to comply with government regulations for various federally funded programs.

1 Unusual and Extenuating Circumstances: This includes a death in the immediate family, serious illness of student or immediate family member, or military/work assignments beyond the student’s control (i.e. must be infrequent, unusual assignments or out of town travel). All extenuating circumstances require some type of documentation from the student’s work supervisor, medical professional or other form of documentation validating the student’s absence.
If long term medical, family, or employment concerns develop, the student is responsible to contact his/her academic advisor. The academic advisor will assist the student in addressing matters related to future degree completion options.

**Attendance: Online Classes**

Weekly attendance is defined as participation in activities, as indicated by the activities report log in the course shell. Students must participate within the week the activities are assigned. Examples include:

- Submitting an academic assignment
- Taking an exam
- Participating in an interactive tutorial
- Engaging in computer-assisted instruction
- Attending an online study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Online courses require a student to participate in no less than 80% of the class (i.e. eight weeks of a ten week course). Make-up assignments must be completed to cover any week(s) of absence. If a student fails to participate (see definition of participation above) in 80% of the class (need not be consecutive), the student must submit to the instructor, in writing, the unusual and extenuating circumstances for the additional absences. If there is no prior history of repetitive absences, the instructor has the option of assigning make up work to cover up to 20% of additional classes (two additional absences for a 10 week course). If a student fails to participate in at least 80% of the weekly sessions, the student will automatically receive a letter grade reduction in the course regardless of the circumstances for the absences.

It is the responsibility of the student to request make-up assignments. The instructor will assign make-up work addressing the material covered during the week of absence consisting of one of the following: a one to three page paper, an equivalent set of problems, or a selection of learning activities relating to the course.

Make-up work is required to offset any absence, and is completed in addition to the assignments for the week(s) missed. The instructor shall grade the assigned make-up work. An instructor may elect an alternative make-up opportunity in consultation with the Chair of the Department. Any make-up work must be completed and received by the instructor no later than the date the course is completed, unless other arrangements are made in writing between student and instructor.

Students may withdraw from an online course between weeks one and four, thus receiving a “W” for the course. Attendance after the 40% point (typically after the fourth week) commits a student to the course. A student who attends after the 40% point and who is absent for more than 40% of the classes without extenuating circumstances (four absences for a ten week course) will not receive a passing grade. Five consecutive absences will result in an automatic administrative withdrawal from the course and the program.

**Grade Policy**

Letter grades are given for all course work in Advantage. Each hour of academic work taken for credit is evaluated in terms of its relative quality, shown by the grade received in a course. 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>Grade</th>
<th>Range</th>
<th>GPA</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
<td>Exceptional: Superior performance for an assignment or course.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
<td>Good: Above average performance for an assignment or course.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
<td>Satisfactory: Average performance for an assignment or course.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
<td>Poor: The lowest passing score for an assignment or course.</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0</td>
<td>Failure: Course completed, but failed to achieve objectives.</td>
</tr>
<tr>
<td>U</td>
<td>&lt; 60</td>
<td>0</td>
<td>Unauthorized Incomplete: Not officially withdrawn, not enough work attempted.</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>0</td>
<td>Withdrawal: Hours attempted, but no quality points awarded.</td>
</tr>
<tr>
<td>WA</td>
<td>-</td>
<td>0</td>
<td>Withdrawal by Administration: Hours attempted, but no quality points awarded.</td>
</tr>
<tr>
<td>WF</td>
<td>-</td>
<td>0</td>
<td>Withdrawal Failing: Hours attempted, but no quality points awarded.</td>
</tr>
<tr>
<td>WP</td>
<td>-</td>
<td>0</td>
<td>Withdrawal Passing: Hours attempted, but no quality points awarded.</td>
</tr>
<tr>
<td>CR</td>
<td>-</td>
<td>0</td>
<td>Credit awarded for DSST, CLEP tests, and ACE credit; no points and no hours attempted.</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
<td>0</td>
<td>Pass: Only used for officially approved pass/fail courses as stipulated in catalog.</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>0</td>
<td>Incomplete: Hours attempted and no quality points awarded. (See below)</td>
</tr>
<tr>
<td>AU</td>
<td>-</td>
<td>0</td>
<td>Course Audit: No credit.</td>
</tr>
</tbody>
</table>

**NOTE:** A letter grade of “D” is not used for graduate level courses. A letter grade of “C” is the lowest possible passing grade and any grade less than passing will be designated by an “F”.

Grades of “F”, “U” or “I” affect a student's grade point average negatively. A student who receives an “I” grade has 30 days to satisfy the requirements for a grade. After 30 days, the student forfeits the privilege of making up the incomplete course work or examinations for those courses. This policy applies even when a student does not enroll the next semester.

Withdrawal grades (W, WA, WF, and WP) are only assigned to students in applicable situations. For more information, see the following section titled Withdrawal Policy.

**Incomplete Grades**

A grade of “I” is an incomplete. An “I” is computed as hours attempted with no quality points, and is a temporary grade recorded for any course not completed. (If during a given session a student experiences an emergency whereby work for the term cannot be completed before the end of the term, the instructor may give the student an incomplete.) If the student does not agree with the faculty member’s decision, the student may appeal (see – Grade Appeal Process.). An “I” grade may affect satisfactory progress and result in the delay of financial aid disbursement. The work required to remove an incomplete must be completed so that a new grade can be assigned before 30 days expires from the end of the course, or the grade automatically becomes an “F”.

In cases of extenuating circumstances, the instructor and/or Chair of the Department may grant an additional extension of time to satisfy the incomplete grade.

Candidates for degrees who have an “I” grade in any course required for graduation must complete all work and have the grade changed by the instructor prior to the end of the semester in which they are to graduate. If such grade is received for courses taken during the final semester and the work is not completed, the graduation will be delayed until the next date for degree conferral. A $25 degree reapplication fee will be assessed.
Grade Changes
Grades are recorded in the Office of the Advantage Registrar as submitted by faculty. No grade filed in the Advantage Registrar's office may be changed; except upon a written statement signed by the instructor and/or the Vice President of Academic Affairs certifying an error has been made. When an error is made in reporting a grade, the instructor and/or the Vice President of Academic Affairs may make the necessary change in the Advantage Registrar's office. A grade cannot be changed after a degree is conferred.

Grade Reports
The Advantage Registrar reports the grades of all students at the end of the term. Once adult learners have received a grade report, an official transcript (including those grades and all previous courses and grades) will be available and sent upon request. Transcript requests must be made in writing. Mid-Continent University students may receive two transcripts without charge. For additional transcripts, a fee of $5.00 each will be required. Official transcripts can be sent from the university to students, or mailed directly to schools, employers, agencies, etc. Transcript requests should contain: 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 that the transcript is not sent before the data is posted to the record. The Advantage Registrar will not issue a transcript unless the student’s record is clear with all offices of the college. The business office must show the adult student has a “0” balance.

Grade Appeal Process
Mid-Continent University recognizes that differences of opinion and/or interpretation may arise between students and faculty regarding the assignment of course grades. Mid-Continent urges a student to first seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal in the event that such differences cannot be resolved informally.

A student may raise questions concerning the validity of a final grade received in a course by following the procedures outlined below:

- A student should contact the instructor who administered the course within one week of receiving his/her grade to reach a mutual agreement.
- If the grade dispute is not resolved with the instructor, the student may submit a written statement about the dispute to the Chair of the Department within one week. Within two weeks of receipt of the written statement, the Chair will investigate the disagreement and render a decision.
- If a resolution is still not reached, the written statements should be submitted to the Vice President of Academic Affairs; who will request a written response from the faculty member and the Chair of the Department, in order to make a decision.
- The Vice President of Academic Affairs will then communicate their decision to the instructor as well as the student. The student may appeal the decision to the Student Academic Appeals and Grievance Committee; where the decision reached at this level is final.

Repeating a Course
When repeating a course, all attempts remain on the record; the best grade is computed in the GPA. Only one of the repeated attempts will be allowed to count toward the minimum number of hours required for graduation.
It is the responsibility of the participant to notify the advising office prior to repeating any courses. This should be done through scheduling. A student may not replace a failed course with a CLEP, DSST, or challenge test.

If a student does not receive a passing grade for a course, he/she must repeat the course and shall be responsible for tuition again. Students dropping back to a later group will be assessed tuition at the time of re-entry, only for those courses they need and/or enroll in at that time. Satisfactory academic progress can be affected by not receiving a passing grade for a course, and may also affect financial aid eligibility.

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

**Academic Warning, Probation, Suspension**

**Academic Warning**
A student with less than a 2.00 cumulative GPA, who is also not on probation, is under academic warning. A student on academic warning may enroll in no more than 13 hours a semester. This policy includes students classified as freshmen.

**Academic Probation: Undergraduate Programs**
Students must meet the following scholastic standards as listed below:

- Freshmen: CGPA of 1.80 upon 0-29 credit hours attempted
- Sophomores: CGPA of 1.90 upon 30-59 credit hours attempted
- Juniors: CGPA of 2.00 upon 60-89 credit hours attempted
- Seniors: CGPA of 2.00 upon 90+ credit hours attempted

A student is placed on academic probation when his/her cumulative GPA is less than the value listed for attempted number of hours. A student who fails to raise his/her cumulative grade point average in the next two semesters after placement on probation is subject to academic suspension.

Veterans Administration regulations specify that veterans, as well as other persons eligible to receive V.A. benefits, may not remain on probation beyond two semesters without improving academic standing. For more information, students should contact the Executive Director of Financial Aid.

**Academic Probation: Graduate Program**
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-Continental University course in which grades lower than a “B” have been received.

**Probationary Load**
A student who has been placed on academic probation will be limited to an academic load of 13 semester hours. Any student who needs to carry more than 13 semester hours must have the approval of his/her advisor and the Chair of the Department or Vice-President of Academic Affairs. Students should include in their course load the courses they need to repeat in order to increase their academic standing.
Removal from Probation
A student on probation who achieves a cumulative grade point average at or above the appropriate GPA will be removed from probation.

Academic Suspension: Undergraduate Programs
A student placed on academic suspension must be separated from Mid-Continent University for one full semester. After serving the period of suspension, the student may be reinstated or readmitted to the university. To be reinstated or readmitted, the student must meet with the appropriate school official(s).

A student readmitted after academic suspension must meet a 2.0 GPA by the end of the next term. After serving the period of suspension, the student may be reinstated or readmitted to the university. To be reinstated or readmitted, the student must meet with the appropriate school official(s). Students who fail to meet this standard may be asked to withdraw permanently from the university.

Academic Suspension: Graduate Program
A student with a CGPA below 3.0 for two consecutive semesters is subject to academic suspension. Only one “F” is allowed in the Master’s program and any student who receives a second “F” (unless the first “F” was successfully repeated) will be immediately suspended without warning. A student who has been suspended may reapply for admission after one semester of non-attendance. The readmit process must include a written request to the Vice President of Adult Programs, and may require a personal interview for admission. 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. As with any suspension, a student may appeal a suspension decision if there are unusual and extenuating circumstances that should be considered.

Withdrawal Policy
To withdraw from the program, the student must notify their advisor. A student will receive credit for courses completed. Withdrawal from the university may jeopardize any financial aid for the remainder of that academic year (these regulations have been set forth by the federal and state governments).

Refund Information
A student will be assessed tuition charges by the term. When a student withdraws during a term for any reason (or in the event the student does not notify Mid-Continent University of his/her intentions to withdraw), the tuition for the affected course(s) will be prorated for the first and/or second nights of the course attended. Attendance at or beyond 60% of the course will result in full tuition charges. Any prorated balance will be returned to the lending source or to the student. The date of withdrawal shall be the last date the student 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 must be returned. The government requires the return of funds for classes not attended.

Students withdrawing from Advantage who have attended one or more class sessions of a module are charged the full book fees for the module. For courses not attended, if the books are returned unused, the student’s account will be credited. By policy, book fees are not refundable: Once the student has attended one class meeting of a module, if the books have been marked in any way prior to that time, and/or if the student returns books after the edition has changed.
Academic Dismissal
Two full calendar years of separation from Mid-Continent are required of a student who was previously suspended, re-enrolled, and failed to be removed from probation or to be continued on probation. After the lapse of two years, a written request to be considered for readmission must be made to the Office of Admissions. A student on academic dismissal may not receive credit for any courses taken at another college/university during the period of dismissal. See the section on appeals.

Academic Forgiveness
Academic forgiveness is designed to give a student with a poor academic record an opportunity to start over. In applying for academic forgiveness the student agrees to the conditions that it entails; such as loss of credits earned. The student also accepts special restrictions, including strict standards for future academic performance. A student may apply for academic forgiveness for any previous semesters of academic work and begin his/her academic career anew at Mid-Continent University with the following provisions:

- Academic forgiveness may be declared only once in a student’s academic career.
- The student cannot use this policy to be removed from academic suspension.
- The student desiring to declare academic forgiveness will petition the Enrollment and Retention Committee at the time of his/her application for admission or readmission; where the letter of petition should include a brief narrative explaining any extenuating circumstances that may have caused the academic deficiency.
- If the application is approved, the Mid-Continent coursework declared forgiven will remain on the student’s academic record, with the notation of academic forgiveness indicated; subsequently, the work will not be considered in counting hours earned, or for calculating cumulative grade point averages.
- Failure to maintain a subsequent cumulative GPA of 2.0 will result in permanent dismissal from the university.
- A student who has been allowed to declare academic forgiveness for one semester must fulfill all requirements of the degree program; including retaking course work passed during the forgiven semester(s). When forgiveness is granted, all courses (including courses passed) in the forgiven semester are disregarded.
- Once declared, academic forgiveness cannot be revoked.
- The student who has declared academic forgiveness will not be eligible to graduate as an honor student except when approved by the Vice-President of Academic Affairs.
- Should the student transfer from Mid-Continent University after taking academic forgiveness, Mid-Continent will not guarantee that other institutions will honor the forgiveness agreement.

Academic Integrity
Mid-Continent University upholds the highest standards of honesty. Students are to avoid cheating and plagiarism of materials, to refrain from the use of unauthorized aids on tests and examinations, to refuse to give or receive information on tests and examinations, and to turn in only those assignments that are the results of their own efforts and research. On the other hand, faculty members are to be proactive and educate students regarding plagiarism policies. They are to make every effort to provide the physical conditions that would deter students from cheating.
Advantage Student Handbook

If students engage in academic dishonesty and/or plagiarism, instructors should assign a penalty or sanction and notify the Vice-President of Academic Affairs by reporting the incident. These officials will assess the penalty or sanction and notify the instructor if the penalty or sanction is unsatisfactory.

If a student disagrees with the penalty or sanction, they can first appeal to the instructor with a written complaint. If the student remains dissatisfied with the decision of the instructor, they can appeal to the Vice-President of Academic Affairs. The ruling of this officer is the final decision of an academic officer. A student can appeal to the President as a final appeal.

Graduation Policies
Graduation ceremonies are held in the spring (May) and the fall (December) of each year. Students are eligible for graduation upon satisfactory completion of all degree requirements. Students who will have courses that end after the official May or December conferral date will have a conferral date of June, August, or January. Diplomas for students can be expected 12-14 weeks after the conferral dates. Student accounts must be paid in full prior to the release of the diploma.

Graduation Fees
Students must submit a Graduation Application to their assigned advisor. Graduates are charged a non-refundable fee regardless of participation in commencement ceremonies. The deadline for submitting an application is March 1st or October 1st. Any applications received after March 1st or October 1st will be charged a late fee. Refer to Financial Planning for all fees related to graduation. The Graduation Application can be found online at [http://www.midcontinent.edu/sites/default/files/images/GraduationApplication.pdf](http://www.midcontinent.edu/sites/default/files/images/GraduationApplication.pdf)

Participation in Commencement
Although participation is not required, it is the desire of the administration, faculty, and staff that all students take part in the ceremony. Graduation ceremonies are held at the end of the fall and spring semesters or December and May. Students are permitted to participate in commencement exercises if they are within nine credit hours of completing their degree requirements:

- They should be enrolled in the remaining nine credit hours
- Have financial planning in place to pay for the courses
- If completing remaining course work at another institution, student must submit completion of the course work and official transcript to their assigned advisor
- All courses must be completed by the May, June, August, December, or January conferral

Academic Honors (Undergraduate Degrees Only)
President’s List
Students achieving a 4.0 grade point average during the term are honored by being placed on the President’s List for that semester. Students who received an incomplete grade at any point during the semester are not eligible for the President’s List.

Dean’s List
Students achieving a 3.50-3.99 grade point average during the semester are honored by being placed on the Dean’s List for that term. Students who received an incomplete grade at any point during the term are not eligible for the Dean’s List.
Graduation Honors
Students earning a 3.90 or above cumulative grade point average (CGPA) are graduated summa cum laude; those earning a CGPA of 3.75-3.89 are graduated magna cum laude; and those earning a CGPA of 3.50-3.74 are graduated cum laude. Honor students will be recognized at commencement. Students who march at commencement with six or less credit hours remaining for completion of the degree will have their current CGPA calculated in determining recognition at commencement; however, the diploma and transcripts will reflect the final CGPA.

The grade point average of a transfer student must meet the above criteria in two ways:

- The average of the student’s combined academic work at all institutions, including Mid-Continent University, must meet the criteria.
- The average of the student’s academic work at Mid-Continent University alone must meet the criteria, with no incomplete grades.

Double Majors
To earn a second major, the student must complete all non-duplicated course requirements of the major including any prerequisites, general education, foundational courses or departmental requirements for each major where applicable. Students interested in a double major should contact their academic advisor. After completion of both majors, a student receives one bachelor degree with two separate disciplines.

Earning a Second Degree
Students may be permitted to return to study for a second bachelor’s or master’s degree. Students should contact their academic advisor for specific requirements for completing a second degree. MCU residency hours must be satisfied for each degree earned.

Audit Policy
Advantage does not allow course audits.
## Advantage Financial Planning

### Face-to-Face Financial Information

#### Undergraduate Tuition and Fee Schedule

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Application Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Course Fee (Per Class)</td>
<td>$35</td>
</tr>
<tr>
<td>Books and Materials Fee</td>
<td>Varies Per Payment Period</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$80</td>
</tr>
<tr>
<td>Bachelor/Associate Program Tuition</td>
<td>$315 per Credit Hour</td>
</tr>
<tr>
<td>First Payment Period</td>
<td>$3780</td>
</tr>
<tr>
<td>Second Payment Period</td>
<td>$3780</td>
</tr>
<tr>
<td>Third Payment Period</td>
<td>$3780</td>
</tr>
<tr>
<td>Fourth Payment Period</td>
<td>$3780</td>
</tr>
</tbody>
</table>

#### Graduate Tuition and Fee Schedule

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Application Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Books, Material, and Course Fees</td>
<td>Varies Per Payment Period</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Master Program Tuition</td>
<td>$440 per Credit Hour</td>
</tr>
<tr>
<td>First Payment Period</td>
<td>$3960</td>
</tr>
<tr>
<td>Second Payment Period</td>
<td>$3960</td>
</tr>
<tr>
<td>Third Payment Period</td>
<td>$3960</td>
</tr>
<tr>
<td>Fourth Payment Period</td>
<td>$3960</td>
</tr>
</tbody>
</table>

#### Online Learning Financial Information

#### Undergraduate Tuition and Fee Schedule

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Application</td>
<td>$50</td>
</tr>
<tr>
<td>Books and Materials Fee</td>
<td>Varies Per Payment Period</td>
</tr>
<tr>
<td>Technical Fee (Per Class)</td>
<td>$40</td>
</tr>
<tr>
<td>Course Fee (Per Class)</td>
<td>$35</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$80</td>
</tr>
<tr>
<td>Bachelor/Associate Program Tuition</td>
<td>$325 per Credit Hour</td>
</tr>
<tr>
<td>First Payment Period</td>
<td>$3900</td>
</tr>
<tr>
<td>Second Payment Period</td>
<td>$3900</td>
</tr>
<tr>
<td>Third Payment Period</td>
<td>$3900</td>
</tr>
<tr>
<td>Fourth Payment Period</td>
<td>$3900</td>
</tr>
<tr>
<td>Fifth Payment Period (Associate Only)</td>
<td>$3900</td>
</tr>
</tbody>
</table>
Graduate Tuition and Fee Schedule

Non-Refundable Application Fee ...................................................................................................................... $50
Books and Materials Fee ............................................................................................................................... Varies Per Payment Period
Technical Fee (Per Class) ................................................................................................................................... $40
Course Fee (Per Class) ....................................................................................................................................... $40
Graduation Fee ............................................................................................................................................... $100
Master Program Tuition ............................................................................................................................... $440 per Credit Hour
  First Payment Period ...................................................................................................................................... $3960
  Second Payment Period ................................................................................................................................... $3960
  Third Payment Period ...................................................................................................................................... $3960
  Fourth Payment Period ................................................................................................................................... $3960

Other Direct Costs
Potential costs for education include computer and software (i.e. students need access to the internet and Microsoft Office software such as Word and Excel). Students are required to obtain these items on their own. Discounts for certain software are available as a student of the University.

Payment Plans
Employer Reimbursement Plan
If your employer will reimburse tuition costs upon successful completion of the course or semester, you are still responsible for the payment at registration. It may be possible to use reimbursement from completed courses to pay a subsequent payment period.

Employer Payment Plan
Some employers will cover the costs of tuition and fees at the beginning of the payment period (within the first month). A request for a statement must be submitted from the employer (a letter on a company letterhead or the appropriate form with required signatures). The University will provide a listing of all charges to the employer for the employer to pay directly to Mid-Continent University.

Other Sources
There are other sources of funding available such as military, vocational rehabilitation, or Workforce Investment Act (WIA). If funding for the payment period is not available at time of registration students must make alternative financial arrangements with the financial aid office for an educational loan or be prepared with another source of payment.

Mid-Continent University accepts VISA, MASTERCARD, money orders, cashier checks, cash, or personal checks.

Student Account Policies and Procedures
Tuition Refund Policy
Mid-Continent University abides by the refund policy established by federal regulations and must complete a form on each student who withdraws. Dropping courses or withdrawing after funds have been received can reduce a student’s eligibility for future financial aid. Limitations are placed on the number of semesters grant
assistance can be received. The student is personally responsible for any charges incurred that are not covered by loans, grants or other approved third party providers.

The Business Office will calculate refunds from the day the withdrawal form is submitted to the Office of the Advantage Registrar. Unofficial withdrawal will result in “F” grades in all courses, and any financial aid disbursed may be subject to repayment by the student. According to federal regulations, any student who owes a repayment on grants previously received or is in default on a loan is ineligible to receive additional financial aid. A student, however, is due a full refund for any course that is cancelled by Mid-Continent.

Non-Term Financial Aid Policy
The Mid-Continent University Advantage Programs are non-term. All federal regulations for a non-term program must be followed. All students are classified as full-time. An undergraduate student must successfully complete the academic year, defined as 24 credits in 40 weeks of instruction, in order to gain eligibility for the next year’s financial aid. Financial aid will be divided into two payment periods. One half of the funds will be paid during the first payment period. The second half will be paid during the second payment period, after the student has completed 12 credits in 20 weeks.

It is federal policy that Mid-Continent return Title IV funds when a student withdraws, or is administratively withdrawn, from the program. A return is also required for students not completing their scheduled payment period. A student will be charged on an earned and unearned percentage of financial aid, based on attendance. If a student completes less than 12 credits in any given payment period, the school must determine if funds must be returned to the U.S. Department of Education. State Grants will also be affected if a student does not successfully complete a payment period. A financial aid counselor should be contacted prior to dropping below full-time (12 credits) or upon withdrawal to discuss financial implications.
Advantage Student Services
Mid-Continent University is student-centered and offers a variety of programs to demonstrate its interest in student success. This interest encompasses retention, welfare, growth, and development in all dimensions of student life. Mid-Continent is committed to excellence in the integration of classroom and non-classroom activities to ensure a supportive living-learning environment for the whole student. The guiding concepts of Mid-Continent’s student affairs effort are those of human growth and development, personal discipline, an open and supportive environment, and the provision of programs, activities, and services for personal and spiritual growth.

Student services for Advantage are administered by the Director of Total Quality Management. This office works collaboratively with academic personnel to provide the best possible environment for learning as well as opportunities for personal growth and development. Mid-Continent publishes student handbook for students in the Advantage Programs that contain detailed information regarding policies and procedures applicable to the students. Students should read the handbook for more specific information. For further information on student services, refer to the Advantage handbook.

Inclement Weather
In cases of inclement weather the decision to cancel classes will be made by 3:00 p.m. (Central Time) that day. Class cancellations will be posted on the Mid-Continent University website at http://www.midcontinent.edu. A public announcement will be made on local radio and TV stations if possible.

Student Complaint Policy
A student who feels a decision by a University representative is unfair may communicate that to the Director of Total Quality Management, who will assist the student with the appropriate protocol. See the Advantage handbook for specific details.

Class Leadership Service Opportunities
During the first course, a class representative and chaplain are selected for each cohort. These positions provide student representation that enhances the quality of the educational experience.

Class Representative
The class representative carries out liaison responsibilities between the class and the Advantage Programs. These duties include welcoming and introducing new or drop-in cohort members, supervising and collecting instructor evaluations at the end of the course, 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 any group concerns to Advantage.

Class Chaplain
The chaplain will provide spiritual support and leadership to the cohort group. The chaplain will lead a brief devotion followed by prayer requests and prayer. These activities should take place prior to the class and allows an opportunity to lift one another spiritually through support and prayer. Candidates eligible for chaplaincy will be born-again Christians, active in their church, and be persons of prayer. Responsibilities include: being available, establishing trust, being a good listener, maintaining confidences, expressing God’s grace, mercy and love, and sharing appropriate scripture. 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.
Appendix A: The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policies

(Updated 5.22.2012)

Copying, distributing, and downloading copyrighted materials, including music, videos, and games, for which you do not have the owner’s (copyright holder’s) permission is a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff at Mid-Continent University. If you download and/or distribute unauthorized copies of copyrighted music recordings and movies, you are breaking the law and may be held legally liable for thousands of dollars in damages. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials. The FBI investigates allegations of criminal copyright infringement and violators are prosecuted. If the IP address leads to my computer, what happens next?

These notices come to the Director of Information Technology from organizations that represent the artists and copyright holders. When Mid-Continent University receives such a notice, staff in the Information Technology department, look up the network IP address and set filters to restrict access to and from the computer associated with the IP address where the infringing material allegedly resides. At this point, the computer loses access to any Internet resources. Once the identity of the individual is known, that person is notified that they must remove the infringing material from their computer and inform the Information Technology department of its removal before Internet access will be reinstated.

First-time Notifications
If this is the first notification that the University has received on an individual, Information Technology must be notified that the infringing material has been removed from the computer before Internet access will be reinstated. A report about the violation of copyright will be sent by the Information Technology department to the Dean of Student Life if you are a student; to your senior administrator and Human Resources. A warning letter will be generated and the individual will be asked not to repeat the behavior that resulted in the complaint. A copy of that letter will be kept in the individual’s file.

Second Notification Process for Students
If students or staff are notified of copyright infringement a second time, their privileges to access the Internet from their personal computers, either through a wired port or through wireless, will generally be denied for an undetermined amount of time until a meeting is scheduled with the Dean of Student Life and Human Resources to determine what sanctions are appropriate. The Dean of Student Life and Human Resources will be notified when second infringements have occurred and may take additional action appropriate to the university’s disciplinary process. If the student or staff member tries to connect his/her computer to the Internet from a university port that is assigned to someone else, through an open port on campus or through the wireless service, further disciplinary action may take place.

Second Notification Process for Faculty and Staff
Faculty, graduate students, and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The University is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the university if the university receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second
Advantage Student Handbook

notification of an individual’s infringing activities, the University’s is notified of the infringement and a meeting with relevant administrators will be held to determine the action(s) to be taken.

Subsequent Notification Process for Students, Faculty, and Staff
If students or staff are notified of copyright infringement a third time, their privileges to access the Internet from their personal computers may be denied for a semester after action is taken by the Dean of Student Life and Human Resources to determine the severity of the infringement. Additional sanctions may be applied within the university’s disciplinary process. If the student or staff member tries to connect to the Internet from a university port that is assigned to someone else, through an open port on campus, or through the wireless service, further disciplinary action may take place.

Action Taken in Response to Subpoenas
Upon receipt of a valid subpoena, Mid-Continent University is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks, in accordance with the standard procedures of our legal counsel.

How do you report a copyright infringement?
You can report alleged copyright infringements on Mid-Continent University systems or direct other copyright questions to hr@midcontinent.edu

Notice Concerning Copyright Infringement and Peer-to-Peer File Sharing Notice to all Students and Staff:
This is a reminder that unauthorized distribution of copyrighted material by any means including peer-to-peer file sharing is against Mid-Continent University policy. Downloading or sharing copyrighted materials such as music and movies without the owner’s permission is a violation of Federal copyright law and a violation of Mid-Continent University’s Computer and Network Policy. We are required by law to provide this notice to you each year.

Copyright violations may result in University disciplinary action and even criminal prosecution. Per the requirements of the Digital Millennium Copyright Act (DMCA), when copyright holders or industry groups like the Recording Industry Association of America contact the University about specific incidents of infringement, the University must respond by removing or disabling access to the infringing material. Per University policy, disciplinary action may include loss of network access privileges or even dismissal, and the University will cooperate fully with any criminal investigation.

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject you to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.