



CU Online Student Handbook

2015-2016



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Introduction to Campbellsville University

Welcome from the Dean

Welcome to the Campbellsville University (CU) Distance Education program. We are excited you have chosen to learn with us, and we look forward to helping you achieve your educational goals.

Distance education is a convenient way to access the learning environment, and if you are new to distance learning at our university, we understand that you may have many questions. This handbook is designed to provide distance education learners with specific information about Campbellsville University student services, technical support, tutoring, and policies.

Please use this handbook as a resource, but also remember that there are many dedicated employees at Campbellsville University that are willing to assist you. Don't hesitate to use the contact information in this handbook and in your course information materials to find assistance with other questions you may have.

We want to provide you with the knowledge and skills you need to find your calling.

Sincerely,

Dr. Shane Garrison

Dean of Online Education

Assoc. Professor of Educational Ministries



Campbellsville University Mission & Core Values

About the University

Campbellsville University's main campus is situated in the heartland region of Kentucky offering 63 programs of study at the undergraduate level, 17 masters degrees, five postgraduate areas and eight pre-professional programs. Our 95-acre main campus is one-half mile from downtown Campbellsville, the county seat of Taylor County, population 23,000.

Another portion of our campus, Clay Hill Memorial Forest, is located just seven miles from campus. It is a 262-acre educational and research woodland that is being developed by our Division of Natural Science as a regional center for environmental education and research.

Our campus is ideally located amid peaceful Kentucky countryside, yet is just one and one-half hours from Louisville and Lexington, and two and one-half hours from Nashville.

Beautiful Green River Lake, a 10,000-acre recreational state park, is just five miles from the main campus.

University Mission Statement

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

University Core Values

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems.
- To provide an environment conducive for student success.
- To value diverse perspectives within a Christ-centered community.
- To model servant leadership and effective stewardship.

Online Education Mission

Campbellsville University, in support of its mission, strives to meet the needs of all students including those who may be unable to participate in the traditional university environment. Greater flexibility in scheduling provided by distance education courses allows CU to draw from a pool of students from all areas of society.

These courses provide students with the education and tools that they need to reach their goals, whether these goals are professional or personal. Online education provides an understanding level of education to everyone by removing the traditional barriers of time and place.

Accreditation

Campbellsville University is accredited by the [Southern Association of Colleges and Schools Commission](#) on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097.

The schools of Business & Economics, Music, Education, and Carver School of Social Work are additionally accredited through discipline-specific professional accreditation.

Overview of Online Learning

Is Online Learning for You?

The [online learning environment](#) requires the same level of commitment as the face-to-face courses. The benefit in choosing online over on campus is the level of flexibility and conveniences of being able to go to school from anywhere and at any time that best fits your schedule.

At the same time, it will be your responsibility to ensure that you are keeping up with reading the textbook and other assigned materials, log into class on a regular basis, participate in discussion groups throughout the weeks, and submit all assignments on time.

The following criteria are the recommended guidelines for a successful online student. Take a minute to consider if the following describes you:

1. High level of motivation as well as able to successfully manage your time.
2. Ability to devote 12-15 hours per week to school (time required will vary depending on your course load).
3. Comfortable communicating through written word.
4. Comfortable with the Internet and basic computer skills.
5. Have access to a reliable Internet source.
6. Can meet the technical requirements listed below.

Responsibilities of the Online Student

The following items apply to the student in an online program or an online course.

1. The student is responsible to have consistent and easy access to a personal computer (Windows or Mac) with a reliable high-speed Internet connection.
2. The student is responsible for access to online courses in the learning management system (LMS).
3. The student is responsible to acquire all course materials (textbooks, software, etc.) in a timely manner.
4. The student is responsible to know and abide by all applicable policies and procedures as prescribed in the Bulletin-Catalog, CU Online Student Handbook and individual course syllabi.

5. The student is responsible for acquiring and maintaining the knowledge base needed to operate successfully in an online course/program as set forth in the CU Online Student Handbook.
6. The student is responsible for communication to and from the instructor via the LMS and the CU student e-mail address.
7. The student is responsible to access the online course regularly and complete course activities on time regardless of equipment/technology problems.

Technology Requirements

Please click on the following link to access CU's technical requirements for all online students:
[CU Technical Requirements](#)

Student Orientation

All online students at CU can choose to enroll in [CU 99 - CU Online Orientation](#). The online student orientation is meant to ensure that all students understand how to navigate the online classroom, and to explore best practices for success as an online student. CU 99 is a free, non-credit bearing, self-paced course.



General Information

Moodle Mobile

Moodle Mobile is a free application for smart phones and tablets that provides you with access to your online courses when you are away from your computer. You can check course announcements and grades, submit assignments, take quizzes, contact your instructor and more.

Registration

Students can register for courses directly through TigerNet. Students may also contact their [CU Student Success Coach](#) for guidance on selecting courses for which to register.

Business Office

Through the Campbellsville University business office, you will make payments arrangements for your tuition along with any other fees for which you may be responsible.

Visit the My Student Account under Finances in [TigerNet](#). You can also receive help at (270) 789-5000 or by emailing finances@campbellsville.edu.

Financial Aid

There are a variety of resources available, such as federal and state grants, loans, and academic, minority, and need-based scholarships. A combination of these resources makes college affordable. To take a look at your options and find contact information for a financial aid representative, go through CU's website by [here](#). You can receive information and help by calling (270) 789-5013 or emailing finaid@campbellsville.edu.

Advising and Student Success Coaching

CU Academic Advisers and Student Success Coaches provide assistance with student program information and CU resources. Student Success Coaches maintain continuous contact via phone and email throughout students' academic careers to ensure they are doing well in classes and are aware of upcoming deadlines. They guide students in degree planning and registration by helping them understand their degree plans and help register them for courses.

Whenever a question needs to be addressed by another office such as Financial Aid, the Student Records Office, the Academic Affairs Office, these individuals connect students with the appropriate office or offices, and follow-up to ensure issues have been resolved.

Online students must be proactive in preparing for future semesters and academic terms. Students should seek to keep track of their academic process, knowing the degree program requirements and prerequisites.

Individual academic progress can be tracked by using the TigerNet degree completion functions. These can be found by going to:

TigerNet > Academics > Student – Degree Progress > View all details

Within this academic portal, students can find their degree audit, degree worksheet, and their unofficial transcript.

Student Information

Key pieces of student information can be located through the Student Information system, which is also known as [TigerNet](#). Through this site, students can access the following:

- Course schedule
- Final course grades
- Degree audit
- Unofficial transcript
- Financial account information

Moodle | <http://cu.learninghouse.com>

All online courses are accessed through [Moodle](#).

TigerNet | <https://tigernet.campbellsville.edu/ics>

The CU TigerNet website is a one-stop shop to meet all of your Campbellsville University information needs. You can access [TigerNet](#) through CU's [homepage](#).

Academic Calendar

Click the following link to view Campbellsville University's current academic calendar: [2015-2016 academic calendar](#)

Satisfactory Academic Progress (SAP)

What is Satisfactory Academic Progress (SAP)?

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is monitored at the conclusion of each term.

Undergraduate Policy

Enrollment

A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half-time) at the undergraduate level is 6 credit hours per semester.

Quantitative

The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. All undergraduate majors at Campbellsville require a minimum of 120 hours to complete the degree. Campbellsville undergraduate students can therefore attempt up to 180 hours and still be eligible for aid. Once 180 hours are exceeded, eligibility for aid would be suspended.

All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed courses, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

In order to complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two-thirds ($\frac{2}{3}$) of all hours attempted. All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours are counted as attempted hours, however grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

How to Regain Eligibility

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading Quantitative. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

GPA

To regain eligibility, complete courses at your own expenses at Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete a clearance form.

Right to Appeal

If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals.

In this appeal you must explain the following items:

- 1.) The reason why you did not meet Satisfactory Academic Progress and
- 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation?

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress or successfully following an academic plan that has been developed for you. You will be notified via mail or email the results of your appeal.

Graduate Policy

Enrollment

A minimum standard for full-time enrollment at the graduate level is 6 credit hours per term. Part-time enrollment (at least half-time) at the graduate level requires a student to be taking at least half of the course load of a full-time student. The definition of full-time used for student financial aid purposes can differ from the definition used for other purposes at the institution, such as the definition used by the Office of Student Records.

Quantitative

The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. Graduate majors at Campbellsville vary in length so an average of the program length for Master degrees is used. Please refer to the information below for the correct calculation for your program. All terms and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed course, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

The Master's level programs at Campbellsville require an average of 33 hours to complete the degree. Campbellsville Master's level program students can therefore attempt up to 50 hours and still be eligible for aid. Once 50 hours are exceeded, aid would be suspended. In order to complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two-thirds (2/3) of all hours attempted.

All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours are counted as attempted hours, however grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

Qualitative

The minimum acceptable grade point average for graduate students is 3.0.

Notification of Results

Students that do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the semester.

How to Regain Eligibility

Same procedures as undergraduate policy.



Student Responsibilities

Attendance Policy

Students must actively participate in their online class each week. Depending on the instructor's attendance policy, this may be defined as

- Logging into (accessing) the course a specified number of times each week
- Completing a specified number of assignments each week
- Both

Bi-term and 8 week terms: Online students must participate weekly as defined by the professor in the syllabus. After 1 week (12.5%, 1/8th of the scheduled classes) without contact the student will be issued an official warning. After the second week (25%, 1/4th of the scheduled class) without contact the student would fail the course and a WA would be recorded.

16 week terms: Online students must participate weekly as defined by the professor in the syllabus. After the second week (12.5%, 1/8th of the scheduled classes) without contact the student will be issued an official warning. After the fourth week (25%, 1/4th of the scheduled class) without contact the student would fail the course and a WA would be recorded.

If an online student does not participate in the first week of course, they will be administratively withdrawn from the course. In the case of exceptional circumstances that prevent a student from classroom activity during this time frame, the student may appeal to the instructor. The instructor must then submit approval to Office of Student Records in order for the student to be readmitted to the course.

Academic Honesty

Definitions

Plagiarism – Copying from another source or individual without attribution; copying large sections or large percentages of a paper from another source or individual.

Cheating – Utilizing source materials or notes, including electronic sources, for closed-book tests or assignments; working with other students on individual tests or assignments.

Plagiarism

Plagiarism is considered a serious academic offense at Campbellsville University. It undermines the educational process and, when done intentionally, violates the integrity of the learning community.

Plagiarism occurs when a writer uses someone else's language, ideas, or other original material without acknowledging its source. Plagiarism includes unattributed use of any source, in any medium, published or unpublished. Some examples of plagiarism include:

- Quoting or paraphrasing material without attributing it to its source
- Copying segments from the work of others without giving proper credit
- Submitting as original work written entirely by someone else

Additional points to consider...

- Widely known facts do not require citation and do not count as plagiarism so long as they are communicated in the writer's own words.
- Ideas and observations original to the writer also do not require citation.
- Work already submitted for a grade in another course may not be resubmitted unless the professor specifically states otherwise.

Consequences

The consequences for plagiarism or other acts of academic dishonesty include...

- A grade of F on the assignment
- A grade of F for the course
- The student is withdrawn from the course by the instructor (with a W grade)

In each case a record of the offense and resulting action will be placed in the student's permanent record. Repeated acts of academic dishonesty can result in suspension or expulsion from the University.

Students in online courses should not collaborate on assignments (including quizzes) unless instructed to do so by the instructor. If you are approached/contacted by another student with a request or offer to collaborate or "help," inform him or her to stop. If the contacts persist, contact your instructor.

Schedule Changes (Drop/Add)

Course Drops or Additions

For any course changes or additions please contact your CU Student Success Coach or Academic Adviser. Changes to your schedule can impact financial aid and delay completion of your program. Always **check before you change** your schedule.

For 8-week terms, students have until the Monday of Week 2 to drop courses without financial penalty or alteration to the students' transcripts.

Course Withdrawals

Students may drop a course from their schedule if circumstances makes it necessary to do so. When you drop a course it determines...

- Your financial obligations to the University, if any
- How the action affects your transcript

Dropping a course before the close of term registration results in no charges to your account or notations on your transcript.

Dropping a course after registration closes may result in a prorated tuition charge on your account and a W grade for the course will appear on your transcript.

Dropping a course after the "last day to drop with W" will result in full charges for the course and a grade of WA will appear on your transcript. Dates impacting schedule changes appear on the [academic calendar](#).

To withdrawal from a course you must complete the Schedule Change form available from Academic Adviser.

Term Withdrawals

If you wish to withdrawal from all courses in a term and/or fully withdrawal from CU, you must complete a Withdrawal Form for each semester and summer term for which you have scheduled courses.

For example, if in the fall you scheduled both spring and summer courses and later wish to withdrawal from CU fully, you must submit two Withdrawal Forms, one for spring courses and one for summer courses.

Note: If you do not enroll in courses for more than two 8-week terms, you must reapply to CU to be readmitted as a student. Withdrawal forms are available from your Academic Adviser.

Course Grades

Grades for all assignments are posted in Moodle throughout the duration of the course. The final transcript grades are posted in Moodle and TigerNet.

Transfer Courses

Transfer work must be submitted on an original official transcript received by the Transcript Office in a sealed envelope. The address for mailing transcripts is:

Campbellsville University
Attn: Distance Education
1 University Drive UPO 937
Campbellsville, KY 42718

Graduation

You should apply to graduate when you have completed one-half of the hours necessary to earn your degree. An application is necessary before your degree can be conferred upon completion of all [graduation requirements](#).

Note: If you transferred to CU with several credit hours earned, you may be eligible to apply to graduate during your first term at CU. Contact your Academic Adviser or Success Coach for additional information about applying to graduate.

Graduation applications are located on [TigerNet](#):
Academics > Forms & Documents – Students.

Graduation Notes:

- A \$100 graduation fee is charged to all graduates regardless of your participation in commencement activities.
- Order cap and gown through the CU Bookstore.
- Student balance must be zero, including graduation fee, to graduate.

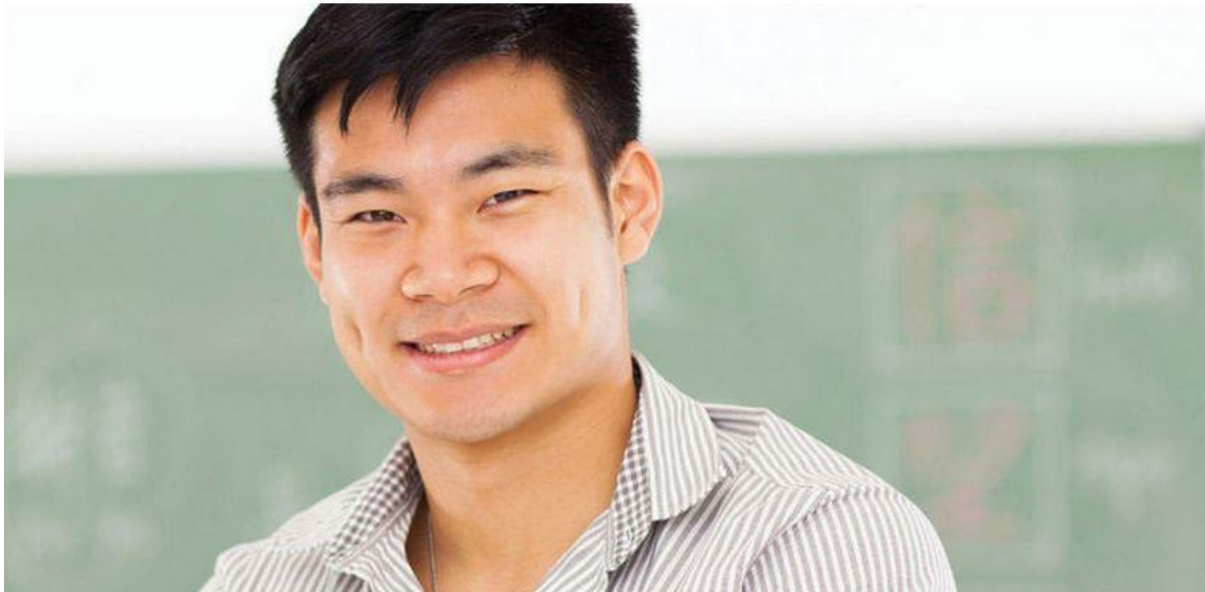
Transcripts

CU transcripts are ordered through the Office of Student Records. You may order a transcript in person or by submitting the Transcript Request Form located in [TigerNet](#):

Academics > Forms & Documents – Students

- Your first official transcript is free.
- Transcript orders are fulfilled within 48 hours of receipt.
- An unofficial transcript can be printed from TigerNet.
- An unpaid balance on your account will prohibit release of your transcript.

To receive transcripts from other institutions, please contact your enrollment counselor.



Student Resources

Moodle Training

Online students are encouraged to familiarize themselves with Moodle by completing CU 99 – CU Online Orientation course. The course is on-demand, self-paced, and non-credit bearing. It can be found on the Moodle home page.

Technical Support

Campbellsville University is committed to providing a reliable online course system to all users. Students should report any classroom problems to their instructor and also contact our [Help Center](#) by selecting the link in Moodle.

Bookstore

Through the online bookstore, you can purchase, rent, and sell back your used books as well as purchase CU merchandise.

To order books through the CU – Barnes & Noble Bookstore, use the [Textbook Order](#) form. Contact your Enrollment Counselor for the password.

Note: If you plan to use financial aid funds to pay for your textbooks, contact the Office of Financial Aid by calling 270-789-5013 or emailing finaid@campbellsville.edu.

Online Library

The CU online [library](#) site offers a wide variety of resources for the online student such as books, databases, and journal articles. You will also have access to a librarian to aid you in your search for sources using LibChat – available in every online class.

Disability Services

Campbellsville University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses that qualify them for accommodations must contact Disability Services in the Badgett Academic Support Center.

Services provided by this office are:

- Disability services
- Academic accommodations
- Testing services

Career Services

The Office of Career Services strives to provide quality programs designed to educate Campbellsville students and alumni in the career development process in order for them to gain a competitive advantage in a global society.

This process includes gaining self-knowledge, exploring career options, and developing career planning skills and a plan of action to realize individual career goals. Their core services include career counseling, employment assistance, and graduate and professional school admission advisement.

Student Life

The Online Chapel Experience

As a Christ-centered university, our most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all students are encouraged to lead an active devotional life and attend church and chapel services regularly as part of their collegiate career at Campbellsville.

We value the chapel experience as an essential part of a student's college life. As a staff and faculty, we are committed to creating a healthy environment that promotes spiritual growth in the areas of worship, prayer, and the Word of God.

Our Online Chapel is available to all students. It provides several ways for online students to engage in the life of faith at CU. Bible studies, archived chapel services, prayer request submissions and more are available.

The Online Chapel is available in Moodle as a course you can add to your account at any time.

Chapel Services – Live Streaming

For those students who do not have the opportunity to attend chapel on campus, you can [watch chapel streaming live](#) Wednesdays at 10:00 a.m. EST or select services from the [chapel archive](#).

WLCU – FM 88.7 The Tiger

Campbellsville University offers family-friendly contemporary Christian music via its own regional broadcast radio station. [Listen live](#) from our website.

Online Netiquette

Effective written communications are an important part of learning. In a face-to-face situation, body language along with verbal responses and questions help communicate with one another.

In an online environment, however, misunderstandings can easily occur when basic rules of netiquette (online etiquette) are not followed, such as using texting abbreviations or using capital letters in written communication.

Therefore, please use the following guidelines when communicating in online courses:

1. Using ALL capital letters in online communication indicates you are yelling. Limited use of capitalized words is acceptable when emphasis is needed.
2. Emoticons should be avoided. They can easily be misunderstood or the email might not display them properly. Examples include: :) = happy, :(= sad, ;) = wink
3. No derogatory comments, ranting or vulgar language is acceptable in any form of communication in the course.
4. When communicating with your professor using email, please include your name and course number. Instructors cannot tell who you are or what class you are enrolled in based on your email address alone.

Privacy Information/FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by Campbellsville University. CU is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Eligible students have the right to request that CU correct records which they believe to be inaccurate or misleading. The student in this case, may appeal in writing to Office of the Registrar concerning the issue.

Generally, CU must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. CU notifies students annually of their rights under FERPA.