

2016-2017

Missouri Valley College
Graduate Catalog



MISSOURI VALLEY
COLLEGE

ACCREDITATION

MISSOURI VALLEY COLLEGE IS ACCREDITED BY
THE HIGHER LEARNING COMMISSION
230 SOUTH LASALLE STREET, SUITE 7-500
CHICAGO, ILLINOIS 60604
TELEPHONE: 800-621-7440
<https://www.hlcommission.org/>

The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at: <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

As updates to this catalog are made, they will be posted on the Missouri Valley College website catalog.

MISSOURI VALLEY COLLEGE MISSION

Guiding students to succeed through personal instruction and intellectual inquiry

VISION

Known for its dynamic, richly diverse, and friendly educational environment, Missouri Valley College offers many opportunities to grow in mind, body, and spirit. Faculty are personally and professionally engaged in preparing thoughtful citizens for meaningful lives and careers. Grounded in the liberal arts, undergraduate and graduate studies empower students to master interdisciplinary skills needed to succeed in a knowledge-based global society. Stewardship of resources will sustain innovative teaching to stimulate critical thinking, creativity, aesthetic appreciation, and the joys of lifelong learning.

VALUES

- Compassion
- Diversity
- Social responsibility
- Integrity
- Accountability

GOALS

- Nurture a campus culture to embrace all individuals with compassion, civility, and respect
- Gather a demographically diverse student body embracing differences in ethnicity, gender, culture, economic status, and regional and national origin
- Extend access to higher education to students from all educational backgrounds with support to achieve success
- Ensure high academic standards in all baccalaureate, graduate, and professional programs
- Recruit and retain a dedicated, diverse staff and faculty well-educated and current in their fields
- Focus curricula on developing interdisciplinary analytical and communicative skills, historical and cultural awareness, and critical and creative thinking
- Maintain a safe, healthy campus environment conducive to learning and research based on academic freedom, innovative teaching, and intellectual inquiry
- Expand opportunities for applying academic learning in real-world settings and study abroad
- Support extracurricular activities to develop teamwork and leadership in arts, academics, and athletics
- Promote civic engagement through service to the community, special programming for the common good, continuing education for career development, and facilities for public gatherings

GRADUATE STUDIES MISSION & GOALS

The mission of Graduate Studies at Missouri Valley College is to provide educational opportunities for advanced study at the master's degree level to prepare students for professional careers

and lifelong learning. Graduate Studies promotes excellence in instruction, research, and public service to enhance the intellectual, professional, and personal growth of students, faculty, and the community.

GOALS

- Recruit and retain a strong and diverse graduate faculty
- Recruit and retain a strong and diverse graduate student population
- Provide adequate library resources
- Foster an interactive and collaborative relationship with the community
- Broaden weekend and evening offerings for the convenience of working and nontraditional students
- Review on a continuous basis learning outcomes, instructional quality, and administrative processes
- Develop new graduate programs according to need

NON-DISCRIMINATION POLICY

Missouri Valley College is an Equal Opportunity Employer. The College complies with the Civil Rights Act of 1964, as amended, and other legislation that prohibits discrimination in employment and access to educational programs because of race, sex, age, or physical handicap.

Missouri Valley College is committed to a policy of non-discrimination. The College is dedicated to providing a positive, discrimination-free educational and work environment. Any kind of discrimination, harassment or intimidation (i.e., race, age, sex, creed, ethnic origin, or disability) is unacceptable conduct and will not be tolerated. For the purpose of this policy, discrimination, harassment, and intimidation are defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny any individual or group those rights, freedoms, or opportunities available to all members of the College community.

Inquiries concerning the application of Missouri Valley College's policy of non-discrimination should be directed to the President.

GRIEVANCE PROCEDURE

Most instances of perceived harassment or discrimination at Missouri Valley College are resolved through the "open door" method, with the employee or student discussing concerns with a responsible administrative officer or faculty member. On occasion, however, the College's more formal procedure is preferable, either because of the severity of the complaint, or simply to insure a fair hearing by a neutral party in such situations.

The grievance should be brought to the attention of the Dean of Graduate Studies, (by phone 660-831-4046, in person at 207 Baity Hall, in writing at 500 E. College, Marshall, MO 65340). Because of the potential penalties involved in these areas, up to and including dismissal, all grievances must be in writing prior to the commencement of an investigation.

The Dean of Graduate Studies (or the Chief Academic Officer, if the complaint involves the Dean of Graduate Studies) will investigate the allegations in a discreet manner, protecting confidentiality as far as possible, and recommending appropriate corrective and remedial measures to the President if the complaint is validated. The Dean of Graduate Studies will take responsibility for a complete and objective investigation resulting in a prompt and equitable resolution within thirty days.

Upon conclusion of the investigation, the Chief Academic Officer will inform the grievant in writing of the investigation's conclusion(s). If the grievant is displeased with the decision, the case may be appealed to the President of the College for final resolution within thirty days.

ADMISSION

Additional requirements and higher standards may be stipulated for specific graduate programs. (See the handbook of the specific graduate program for details). The minimum requirements for graduate admission are:

- Bachelor's Degree from a regionally accredited institution of higher learning.
- Minimum cumulative grade point average of 2.5.
- GRE scores: For students completing the GRE after August 2011, a combined (Verbal and Quantitative) GRE Revised General Test score of 290 is expected. On the previous GRE format (GRE tests taken before August 2011), a combined Verbal and Quantitative of 900 or higher is expected. For both GRE formats, an Analytical score of at least 4 is expected. For those with a GPA of 3.0 or higher, no GRE is required.

Students seeking admission to a Graduate Program must:

- Complete an application for admission and submit it with a \$30 application fee to the Admissions Office a minimum of three weeks prior to the first semester they plan to attend.
- Submit official transcripts of all college work to the Admissions Office. Acceptance into the program will not be determined until all transcripts are received.
- Refer to the program's handbook for other admissions requirements.

STUDENTS WITH DISABILITIES

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Disability Services Coordinator works with the programs to assist the faculty in understanding and implementing accommodations.

Students with disabilities should have documentation of their disability sent to the campus 504 coordinator, Debbie Coleman Disability Services Coordinator, Ferguson Center, 831-4170, and set up an appointment prior to the first day of class. Failure to do so could delay accommodations.

COLLEGE EXPENSES

TUITION AND RESIDENCY

As a private institution committed to personalized instruction, Missouri Valley College has worked to hold down student costs without compromising standards of academic excellence. Through grants, work, and loan programs, all qualified students are able to afford an education at Missouri Valley College. For details on financial aid to attend Missouri Valley College, contact the Admissions Office.

The costs of attending Missouri Valley College graduate courses are \$400 per credit hour.

Graduate students are expected to pay a \$250, non-refundable down payment by June 15th. For students beginning in the spring or summer semesters, the non-refundable down payment is due prior to the first week of classes. This down payment will be applied to the first semester's cost.

Account balances are due in full by the first day of class

each semester. Accounts not paid by this date will be considered delinquent and will be subject to the rules of delinquent accounts.

When graduate students have been accepted for admission, students, parents, and guardians accept all conditions of payment as well as all regulations of the College.

Charges to graduate students are based on attendance for an entire academic year. Adjustments to these charges are made for commuter students, married students, and for those entering or graduating mid-year, enrolling for additional study, or registering for only a summer semester.

In making the initial non-refundable down payment, the student and parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the College unless it has been signed by the Vice President of Business and Finance of Missouri Valley College. Missouri Valley College reserves the right to increase or reduce fees for each year according to changes in fiscal conditions.

If needed, details of an installment payment plan may be requested from the Business Office.

DELINQUENT ACCOUNTS

Students must meet all financial obligations to the College in order to qualify for continued enrollment or graduation. Each semester students must pay all money due to the College, including tuition, fees, library fines, and any other financial obligations.

Students with delinquent accounts can expect the following:

1. Late fees will be assessed on all past due balances each month.
2. Registration for an ensuing semester will be denied.
3. An official transcript and/or diploma will not be issued.
4. Students with delinquent balances will be dropped from class, meal plans, and housing.

WITHDRAWAL AND REFUND

Any student wishing to withdraw from Missouri Valley College must contact the Graduate Studies Office to obtain a "Withdrawal/Departure Form" and follow instructions for proper procedure for withdrawal. Offices to be visited include the Office of Student Affairs, Registrar's Office, Financial Aid Office, and Business Office. Calculation of refunds or tuition adjustments may be based on the student's last date of attendance.

If a student withdraws prior to the beginning of classes, all payments will be refunded, except the initial \$250 down payment.

FINANCIAL AID

Financial aid is available to qualified students. Financial need may be met through a combination of state, federal, and institutional aid. Institutional awards and grants are offered in several areas. To be eligible for financial aid, a student must be admitted to the College and the graduate program. All students receiving federal or state-based aid must file the Free Application for Federal Student Aid (FAFSA). New students need to submit the financial aid application by the date of enrollment. Returning students should forward their renewal applications by February 1st of the preceding year to ensure qualifying for all programs. The student will receive a Student Aid Report (SAR) outlining the extent of financial aid available. In all cases financial assistance received by students will be limited to the student's educational cost of attendance. International students are required to

complete and submit a standard "Affidavit of Support," in addition to their application for admission to document their ability to finance their education. A copy of all relevant bank statements, financial statements, and sponsor affidavits should be attached to the "Certificate of Finances."

UNSUBSIDIZED DIRECT LOAN

Graduate students who meet the eligibility requirements for the federal student aid Direct Loan program may borrow under the Unsubsidized Direct Loan program. Unsubsidized Direct Loans are available to all eligible students. Unsubsidized Direct Loans are not need based and interest accruing on the loan is not subsidized or paid by the Federal Government while the student is enrolled.

Students may receive up to a total of \$20,500 per academic year through the Unsubsidized Direct Loan program. The aggregate (including loans received as an undergraduate) Direct Loan limit for graduate students through a combination of Subsidized and Unsubsidized Direct Loans is \$138,500.

FEDERAL GRADUATE PLUS LOANS

Graduate students may borrow through the Graduate PLUS program. The Graduate PLUS Loan is a credit based loan available to graduate students enrolled at least half time. The maximum amount a student may borrow is limited to the cost of education, less financial assistance. These loan limits do not include amounts borrowed under other Direct Loan programs.

Pursuant to P.L. 101-508, Missouri Valley College reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student. In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

Missouri Valley College complies with the Drug-Free Workplace Act of 1988 as amended, the Drug-Free Schools and Communities Act of 1989 as amended, the Civil Rights Act of 1964 as amended, the Crime Awareness and Campus Security Act of 1990, the Student Right to Know Act of 1990, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The College seeks to provide a healthy, safe, and secure environment for students and employees.

TITLE IV REFUND POLICY

As a result of the Higher Education Amendment of 1998, effective for the current award year, federal financial aid recipients who completely withdraw from all their classes (prior to attending classes up to the 60% point in time of the semester) will be subjected to new federal requirements for the return of Title IV federal grants and Title IV loans. The law now defines the amount of Federal Title IV grants and loans that the student has earned the right to use to pay for tuition or to retain as a refund. Federal funds must be returned to the Federal Programs if a student withdraws from all classes prior to completing 60% of the semester.

To determine how much Financial Aid a student has earned, the Financial Aid Office calculates the percentage of the period completed, based on calendar days. Scheduled breaks of 5 days or longer will be excluded. This percentage is then multiplied by the total amount of Title IV aid disbursed. MVC and/or the student must return the unearned amount of aid.

Resident students who meet the Title IV refund criteria and stop attending classes but do not officially withdraw will also be

charged a room and board charge of \$25.00 per day for each day after their actual last date of attendance.

Order of Return of Title IV Funds

Funds determined to be unearned by the student by the above refund calculation must be returned to the Title IV programs in the following order:

- 1st Unsubsidized Stafford Loan
- 2nd Subsidized Stafford Loan
- 3rd Perkins Loan
- 4th PLUS Loan

MVC REFUND POLICY

All students who withdraw completely from MVC are subject to the MVC refund policy. If a student withdraws prior to the beginning of the term, all payments except the \$250.00 down payment will be refunded. When withdrawals occur during a term, there is a \$100 administrative fee, and the refund for tuition, room and board are as follows:

During 1st week – 100% refund for tuition - room and board pro-rated on a daily basis

During 2nd week – refund 60% of tuition, room and board (40% charge of semester cost for tuition, room & board)

During 3rd week – refund 40% of tuition, room and board (60% charge of semester cost for tuition, room & board)

During 4th week – refund 20% of tuition, room and board (80% charge of semester cost for tuition, room & board)

No refund after 4th week - charged for entire semester for tuition, room and board)

For summer sessions, the refund is 25% during the first week, but no refund after that point.

REFUND CALCULATION APPEALS

Appeals on withdrawal and refund calculations for students and parents who feel their individual circumstances warrant exception from published policy must be addressed to the Director of Financial Aid. In order to appeal a calculation, the student must submit a written request to the Director of Financial Aid including any evidence which would substantiate the appeal.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires that a graduate student must earn at least 67% of the total credit hours attempted and maintain a minimum cumulative grade point average of 2.00. ***The policies of the Financial Aid Office and the policies of the Office of Academic Affairs may differ. The Office of Academic Affairs will determine your academic eligibility.***

FINANCIAL AID WARNING / SUSPENSION

If a student fails to meet the minimum requirements as stated, the student will be placed on financial aid warning for the next succeeding academic term of enrollment. If, at the end of the warning term of enrollment, the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained.

For a student to be eligible for Title IV Aid at Missouri Valley College, the student must have academic standing at the point in the program that is consistent with Missouri Valley College requirements for graduation. Before each academic term, the student's academic record will be checked for satisfactory academic progress. In general, satisfactory progress requires that for each term of enrollment a student must complete 2/3 of their attempted classes within the academic term for which they are enrolled in the class and maintain a cumulative GPA of at least 2.00. Failure to maintain minimum academic progress will result in being ineligible to receive Title IV financial assistance, following a financial aid warning period, except as follows: If a student fails to complete their program within 150% of the published program length the student will be placed on financial aid suspension.

APPEAL AND REINSTATEMENT

A student has the right to appeal if the student feels that he/she has complied with the requirements of the satisfactory academic progress policy, or that there are factors such as undue hardship because of the death of a relative, the student's injury or illness or similar special circumstances that could affect the decision, or that the decision was not correctly made. If the student's appeal is granted, the student will be placed on financial aid probation and will have the next succeeding term of enrollment to meet the minimum requirements stated above.

In order to appeal a decision, the student must submit a written application to the Director of Financial Aid, including any evidence which would substantiate the appeal.

The case will be evaluated by an appeals committee.

STUDENT AFFAIRS

In accordance with the College's philosophy and mission, students are urged to conduct themselves in a manner that demonstrates their acceptance of these goals and purposes in their daily lives on campus. Students' behavior should exemplify the value of self-discovery and self-respect.

Responsible members of the Missouri Valley College community demonstrate respect for self, others, and the institution by

- exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- developing interpersonal relationships that enhance the quality of life on the campus and treating other persons with respect and dignity;
- relating to others in a manner that assures their physical safety, emotional health, and psychological well-being;
- abstaining from any form of intimidation or harassment that causes fear, threat or discomfort on the part of others;
- respecting the rights of students and staff to reasonable quiet in the residence halls, classrooms, library and laboratories;
- respecting the physical property of the College and other students;
- striving to enhance the physical and mental health of all persons by not using, possessing, or providing others with alcohol or illegal drugs and chemicals or other substances;
- abiding by all policies of the College and fulfilling all contractual agreements with the College; and,
- abiding by the laws of the city, county, state, and nation.

Students whose behavior does not conform to these standards may be referred to a College staff member for a

personal inventory, self-evaluation, counseling, and advice. Disciplinary action will be taken, if warranted. Complete Student Affairs policies are contained in the Student Handbook of the respective graduate program.

STUDENT CODE OF CONDUCT

It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the right of other students, staff and instructors to a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior in any setting where Missouri Valley College is officially represented risk suspension or expulsion from the institution.

Additional standards for professional conduct may be contained in programs' handbooks.

ACADEMICS

Graduate Studies at Missouri Valley College have been formulated to promote the development of the student within the mission and goals of the College. Educational policy is intended to ensure the academic growth of the student within a framework of social, physical, and spiritual growth. Because of the need for consistency and uniformity of application, all exceptions must be approved by the Dean of Graduate Studies.

CATALOG

Students are responsible for meeting the requirements for graduation as set forth in their program's handbook. Students are responsible for reviewing their program handbook and ensuring they comply with the program's requirements. If a subsequent decision is made to follow a later Catalog, the requirements of the new catalog shall be met. Any student who returns after a year or more of absence will be required to follow the current Catalog.

ACADEMIC DISHONESTY POLICY

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Academic dishonesty will not be tolerated, and students found to have engaged in academic dishonesty will be disciplined according to this policy.

Types of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- Copying from another student in a test or examination situation.
- Using unauthorized material or aids in the preparation of an assignment or project.
- Possessing unauthorized material or aids in a test or examination situation.
- Allowing another person to take a test or examination in one's place; taking a test or examination in another person's

place.

- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the College.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
- Aiding, assisting, or encouraging another to engage in an act of academic dishonesty.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.*
- Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc. as one's own.*
- Claiming to have completed assigned tasks that were, in fact, completed by another person.*
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.*
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

*Students are required to take the Plagiarism Tutorial at the Moodle site.

Procedure

- For purposes of these procedures, "instructor" refers to a student's instructor or any other faculty member or administrator who has reason to believe a student has engaged in academic dishonesty.
- When multiple students are involved in a single situation involving academic dishonesty, the situation may be addressed collectively.
- While these procedures are being carried out, the student will be allowed to continue in his/her academic program without penalty until the procedures have been completed. Notwithstanding, the College reserves the right to take any action allowed by College policy against a student for conduct unrelated to this process.

When an instructor has reason to believe a student has engaged in academic dishonesty, the instructor will:

1. Confer with the student, explain why the instructor believes that academic dishonesty has occurred, and provide support for this assertion.
2. Allow the student to provide an explanation, including supporting evidence (if any).
3. Evaluate the student's explanation and supporting evidence (if any).
4. Make a determination as to whether a violation of the Academic Dishonesty Policy has occurred.
 - a. If the instructor determines that a policy violation has occurred, the instructor will ascertain from the Vice President of Academic Affairs' assistant whether the student has previously been found to have violated the Academic Dishonesty Policy while enrolled at the College.
 - b. If the student has no other substantiated violations of the policy, the instructor will apply an appropriate penalty (see the "Penalties" section below for a list of possible penalties that may be applied when there is a finding of academic dishonesty). The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education.
 - c. If the student has one previous violation of the policy,

the instructor should consult with the Program Director. The Program Director will determine the appropriate penalty and ensure it is more severe than the previous penalty imposed.

d. If the student has two previous violations of the policy, the automatic penalty is expulsion from the College.

5. Notify the student in writing of the decision as to whether a policy violation has occurred, including any penalties imposed (if applicable).
 - a. If there is no finding of a policy violation, the matter will be deemed resolved upon written notification of the student.
 - b. If there is a finding of a policy violation, the instructor (and Program Director, if applicable) should complete the Academic Dishonesty Documentation Form. Copies should be provided to the student, Program Director (if necessary), and the Vice President of Academic Affairs.
 - i. If the student's violation of the policy involved plagiarism, the Academic Dishonesty Documentation Form should specifically notify the student that he/she has one week from the date of receipt of the form to complete the Plagiarism Tutorial.
 - ii. If it is the student's second violation of the policy, the Academic Dishonesty Documentation Form should specifically state that a third violation of the policy will result in automatic expulsion from the College.

ACADEMIC GRIEVANCE PROCESS

Grounds for Filing an Academic Grievance: This process is designed to address an academic situation the student perceives as unfair or unjust. It is not a process to be used when there is dissatisfaction with a grade or to obtain a grade change. For that type of grievance, see the Grade Appeal Process. For non-academic grievances, refer to the other relevant sections of the Student Handbook.

Initial Attempts at Resolution: The student should try to resolve the situation by discussing it with the following people in the order listed below. The procedure would halt at any point that satisfaction has been reached. If the administrative path for the appeal is unclear, the student should consult with the Vice President of Academic Affairs for clarification.

1. Course Faculty
2. Program Director
3. Vice President of Academic Affairs

The employees listed above are responsible for documenting their meetings with an aggrieved student, including any resolutions that have been reached.

Formal Academic Grievance: If, after discussion with the people listed above, the issue has not been resolved, the student may file a formal written academic grievance with the Vice President of Academic Affairs. The formal grievance must be filed by the student within thirty days of the end of the semester in which the incident occurred. This timeframe may be extended by a showing of good faith attempts to resolve the situation pursuant to the "Initial Attempts at Resolution" section above. The written grievance should clearly describe the subject matter of the grievance and include any available supporting materials. Within three working days of receiving the written grievance, the Vice President of Academic Affairs will review it to determine if it has been timely filed and if it is covered by this policy and therefore warrants review by the Community Standards Board (CSB). If the Vice President of Academic Affairs determines that the grievance should go forward, the grievance will be reviewed by the CSB in

accordance with the procedures outlined below.

Procedures:

- If the Vice President of Academic Affairs determines that the written grievance will be reviewed by the CSB, the student and the faculty member(s) who are the subject of the grievance will be notified in writing. The faculty member(s) will also be given a copy of the grievance and supporting materials provided by the student and given the opportunity to provide a written response and any supporting materials. Such response should be provided within three working days.
- The Vice President of Academic Affairs will then notify the CSB of the grievance and arrange for a meeting of the CSB. The meeting should occur as soon as is reasonably possible, and it will typically occur within five working days of receipt of the faculty member's response absent extenuating circumstances. The student's grievance (and supporting materials) and the faculty member(s)' response (and supporting materials) will be provided to the CSB members in advance of the meeting.
- Though the parties will be notified of the time and place of the CSB meeting, they will not typically be invited to address the CSB. However, the Vice President of Academic Affairs may, in his/her sole discretion, determine it is necessary for the parties to meet with the CSB in certain situations. If one party is given the opportunity to address the CSB, the other party will be given a similar opportunity. The Vice President of Academic Affairs may also determine that witnesses with relevant information will be called to speak with the CSB as it considers its decision.
- At the meeting, the CSB will review and discuss the grievance, response, and supporting materials provided by the parties. The CSB will then vote to determine the appropriate resolution of the grievance. The Vice President of Academic Affairs, serving as chair of the CSB, will only vote in the case of a tie.
- The decision of the CSB is final and not subject to appeal. The decision will be communicated to the parties in writing within three working days of the CSB's decision.

ACADEMIC PROCEDURE REGISTRATION

Students registering for each semester should consult with their academic advisers with regard to the specific courses and the total credit load they are planning to take. A student is properly registered when the adviser approves the course enrollment and when the comprehensive payment schedule has been met.

Course Load - Students enrolled in 9 credit hours per semester are considered full-time students.

Drop - A student may drop a course within the first week of classes. Drop forms require the signature of the professor of the dropped course.

Withdrawal - A student may withdraw from courses until the date published in the Academic Calendar. Students who withdraw from the College are required to complete an extensive check-out process in order for student records to be documented properly. For further information, see "Withdrawal" under "Grading" in this Catalog.

ATTENDANCE

It is the responsibility of the Dean of Graduate Studies to determine the guidelines for all class attendance policies.

All students at Missouri Valley College are expected to attend all classes and class activities for which they have been enrolled. If classes are missed, a student is expected to make up the work to the satisfaction of the instructors concerned.

At times, absence from class may be unavoidable, as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student should submit a doctor's verification to the Dean of Graduate Studies, who will notify instructors. The sponsor of an approved College activity for which students will miss classes will provide instructors with a list of participating students. Students should take both their education and participation in activities seriously. Rules regarding any missed work will be dealt with according to the course syllabus.

Visiting Graduate Students

Policies for Visiting Graduate Students are contained in each program's handbook.

SPECIAL COURSES

Practicum - A course that provides the student with preliminary practical experience in a specific field. Normally a practicum is completed in the student's degree program.

Internship - A course that offers the student advanced practical experience in his or her degree program. Students must have the Program Director's approval before registration.

Transfer Credit - Students presently enrolled at Missouri Valley College may transfer up to 9 credits from other colleges, but only courses with a grade of "B" or better will be accepted. Online courses will not be accepted for transfer credit for the MACC program.

GRADING

The following grades and their grade point value per credit hour are used to indicate the quality of a student's course work:

A	4.0	Exceeds Expectations
B	3.0	Appropriate Performance
C	2.0	Less than Acceptable Performance
F	0.0	Failed Minimum Requirements

Academic work may also be given the following rating:

Incomplete (IN) - In rare instances, the Dean of Graduate Studies can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstances and only with the prior approval of the instructor the student may receive a grade of "incomplete" for one semester. An incomplete grade must be removed by the close of the next semester of enrollment or the grade becomes an "F." An "IN" is not used to compute the GPA.

Withdrawal (W) - The last date for withdrawal from a course will be noted on the academic calendar. A grade of "W" is given through the sixth week of the term. After six weeks a grade of "WP" will be recorded if the student had a grade of "B" or higher at the time of withdrawal, or "WF" if the student is making below a grade of "B." Grades of "WF" are computed as an "F" in the computation of grade point averages. Withdrawal after the twelfth week of the semester will result in an "F" unless the withdrawal is by administrative approval. Withdrawal from school is also withdrawal from classes. Non-attendance does not qualify as

withdrawal notification.

Repeat – Students are allowed to repeat a maximum of two different courses in order to raise grades of “C” and one course in order to raise a grade of “F.” In no case will a student be allowed to repeat a course twice. Transcripts will reflect assignment of both grades; however, the grade for the first attempt will have the letter “R” next to it. Only the second attempt grade is used when computing the grade point average.

GRADE REPORTING

All students receive a complete grade report electronically at the end of each semester.

GRADE APPEAL PROCESS

Grade Appeals - Students are responsible for meeting the standards for academic performance established for a course in which they are enrolled. The establishment of the criteria for grades and the evaluation of students' academic performance are the responsibilities of the instructor. The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course.

Grade Appeal Process

Step One - The student must discuss the course grade fully with the instructor of the course. This must be done no later than ten (10) business* days after the final grades for the class are posted.

Step Two - If the student desires to appeal the grade further, he or she must submit a letter of appeal, along with relevant documents to the the Program Director no later than ten calendar days after the aforementioned ten day deadline. Examples of relevant documents include, but are not limited to: 1) course syllabus, 2) the graded work of the appellant, 3) rubrics when applicable, and 4) course and assignment descriptions and expectations that indicate capricious grading occurred. Without documentation from the student the appeal will not be considered. The course instructor is expected to comply with all requests for relevant documentation from the program director and to be available for consultation. The Program Director shall notify the student and the course instructor, in writing, of the decision no more than one week from receiving the letter and documentation.

Step Three - If the appeal is not resolved at the program level, the student may appeal to the Dean of Graduate Studies. This appeal must be made in writing no later than ten business days after receipt of the Program Director's decision. The student must submit his or her written appeal to the Program Director and request that the appeal and any relevant documents be sent to the Dean of Graduate Studies.

The Program Director will forward immediately the documentation supplied by the student and instructor to the Dean of Graduate Studies. Upon review of the evidence, the Dean of Graduate Studies may request any additional information deemed necessary from the appellant and the course instructor. The appellant and the program director must provide the additional materials within five (5) business days of the Dean of Graduate Studies' request.

If deemed necessary, the Dean of Graduate Studies may convene a committee to review the materials. The Dean of

Graduate Studies will notify the student of the committee's decision in writing within ten business days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by email to the student's MVC email address. The Dean of Graduate Studies will also notify the course instructor, the Program Director, and Registrar of the decision. This notification will be transmitted to these individuals by campus e-mail. If it is determined that the student's grade ought to be changed, the Dean of Graduate Studies must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten business days after receipt of the form from the Dean of Graduate Studies.. The decision of the Dean of Graduate Studies is final.

*A business day is defined as one in which the campus is open for business

LEARNING CENTER

The Learning Center is a center for academic support located on the third floor of Baity Hall. The Director of the Learning Center will oversee the program and make every effort to meet students' needs. The Learning Center is open during the fall and spring semesters are services are free to Missouri Valley College students.

CAMPUS ASSESSMENTS

The College maintains a comprehensive cyclical plan of assessment: identifying goals, developing programs to achieve those goals, evaluating their effectiveness, and then redefining the goals to improve the programs. Ongoing assessment is conducted by the administration and faculty in annual reviews, and also by professors in courses each semester. The College requires that students take part in the assessment activities. Information obtained from standardized tests and questionnaires, faculty interviews, and performances is used to develop both quantitative and qualitative data needed for program reviews.

TRANSCRIPTS

The Registrar maintains a transcript service for students so that official student transcripts may be forwarded to other colleges and universities, state departments of education, certifying boards, or employers. Students will be charged \$5.00 for each transcript. The student must submit a written request to the Registrar. Transcripts will not be released at the request of any other person or authority. All transcripts must be prepaid, and transcripts will not be released if a student has an outstanding account with the College. Students may obtain unofficial copies of their transcript via web services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) Missouri Valley College has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Registrar's Office.

DIRECTORY INFORMATION

At its discretion, Missouri Valley College may disclose,

publish, or provide directory information concerning a student. Directory information may include: a student's name, address, telephone number, photo, dates of attendance, class standing, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Office of the Registrar in writing the first week of each semester. All written requests for non-disclosure will be honored by the College for only one semester; therefore, authorization to withhold directory information may be filed during each semester of attendance.

ACADEMIC DISCIPLINE

Good Standing - In order to be in good standing students must have a final grade no lower than a "B" in all their classes.

Academic Probation - Any student receiving a final course grade below a 'B' will be placed on academic probation. Students who fail to maintain a 3.0 GPA will be placed on academic probation until a cumulative 3.0 GPA is obtained. Students obtaining more than one 'F' or more than two 'C' grades will be subject to dismissal from the program. Courses in which a student obtained less than a 'B' may only be retaken once.

When a student is placed on academic probation, the student will be required to create a remediation plan in conjunction with his or her adviser. The remediation plan must be completed before the start of the next semester. Once the remediation plan has been developed, it must be approved by the Program Director and signed by all parties. After approval, a copy of the remediation plan will be given to the student, his or her advisor, and the Dean of Graduate Studies.

Remediation Plan Guidelines

Remediation plans are to be developed collaboratively with the student and his or her adviser, but the adviser must approve of all aspects of the proposed remediation plan. Remediation plans shall include the following: the student's name, date, reason(s) for remediation, how these circumstances will affect the student's advancement in the program, specific remediation steps with a timeframe for their completion, possible consequences for failing to complete the remediation plan within the agreed upon timeframe, and a place to sign and date the document for the student, his or her adviser, and the Program Director. Once the student and his or her adviser have completed the remediation plan, it must be approved by the Program Director and signed by all parties. Copies of the signed remediation plan will be given to the signees as well as the Dean of Graduate Studies. A student's refusal to sign his or her remediation plan may result in suspension or dismissal.

Academic Dismissal – Students on Academic Probation for two consecutive semesters are subject to Academic Dismissal.

LEAVE OF ABSENCE

A temporary leave of absence may be granted to a student for reasons such as health, military service, work, or study abroad. A leave of absence will permit a student to re-enter Missouri Valley College without having to re-apply or to pay the application fee. A leave of absence is good for one year. A student who is involuntarily called to active duty in the military reserve or National Guard will be granted a leave for the duration of the call. It is expected that most students will take leave at the

end of the semester; however, in extreme cases, when students must take a leave of absence in mid-semester, they will need to consult with Student Affairs, Financial Aid, and the Registrar to determine their status for the remainder of that semester. A leave of absence must be requested in writing.

CREDIT HOUR POLICY

The College has adopted the following United States Department of Education definition of a credit hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

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

Every course meeting specific academic learning objectives determines proof of fulfillment of academic credit. These objectives are developed to reflect course content and the number of academic credits awarded. Assignments are developed based on academic learning objectives for the course and are assessed according to assessment methods used at Missouri Valley College. The intended learning outcomes and assessments showing evidence of achievement are annotated and explained for each course on a standardized syllabus. All courses, whether face-to-face, online, intersession or blended formats must adhere to the learning objectives spelled out on the course syllabus. In order to earn the credit for the course, students are required to meet the learning objectives.

MASTER OF ARTS IN COMMUNITY COUNSELING

Details pertaining to individual graduate programs including the requirements for graduation are found in the respective program's student handbooks.

PROGRAM MISSION STATEMENT

The mission of the Master of Arts in Community Counseling (MACC) program is to prepare students with the theory and skills to counsel individuals, couples and families of diverse cultural backgrounds. The program seeks to produce future professional counselors who are exemplary members of society with a lifelong love of learning.

Program Student Learning Outcomes:

- Possess foundational knowledge, skills, and attitudes appropriate for a successful professional in the counseling field
- Demonstrate reflective thinking and decision-making rooted in self-awareness and self-understanding for establishing and creating healthy therapeutic relationships
- Demonstrate an integration of knowledge, theory, and clinical application

In addition, the program has educational training goals for students based on the educational objectives of the National Board for Certified Counselors:

- Possess an understanding of developmental aspects of human growth and appreciation for the nature of human development and its integration within the counseling process
- Possess an awareness of, and an appreciation for, social and cultural influences on human behavior and to recognize the impact of individual differences on the counseling process
- Demonstrate effective individual and group counseling skills which facilitate client growth and demonstrate the ability to evaluate progress toward treatment goals
- Possess both theoretical and experiential understandings of group purpose, development, dynamics, counseling theories, group counseling methods and skills, and other group approaches
- Understand career development and related life factors and the effects on an individual's mental health and lifestyle and its application within counseling
- Possess knowledge and skills in assessment techniques and apply basic concepts to individual and group appraisal
- Demonstrate the ability to read, critique, evaluate, and contribute to professional research literature
- Understand the counseling profession, develop an identity as a counselor, and demonstrate a willingness to provide counseling services within the ethical guidelines of the counseling profession
- Integrate the knowledge and skills needed to be successful as practicing counselors

COURSES AND COURSE DESCRIPTIONS

CN 501. Counseling Theory (Foundation Course). 3 credit hours. This course will cover major theories and techniques of counseling. Students will come to understand essential counseling skills, therapist variables that affect the therapeutic process, and the selection of appropriate interventions.

CN 502. Ethics and Professional Orientation (Foundation Course). 3 credit-hours. This course examines professional ethics and legal issues, including professional roles and responsibilities in various counseling settings and areas of professional specialization. The course emphasizes the application of the American Counseling Association's ethical standards to clinical situations.

CN 503. Relationship Dynamics (Foundation Course). 3 credit-hours. This course will focus on building therapeutic relationships as students learn the theory and skills necessary to forming and maintaining relationships in a clinical setting from the interview to the counseling session. Primary attention will be paid to attaining professional knowledge to foster effective interpersonal skills in multiple professional contexts.

CN 504. Human Lifespan Development (Foundation Course). 3 credit-hours. The course explores theories that describe human growth as a developmental process from infancy through maturity. Special focus will be provided on understanding important developmental stages in order to inform sound counseling practice.

CN 505. Appraisal of the Individual (Foundation Course). 3 credit-hours. The focus of this course is on the analysis of concepts, methods, and procedures utilized to provide a better understanding and evaluation of individuals. This will include the theory and practice of assessing problems through various interviewing techniques and psychological testing methodology.

CN 506. Career Development. 3 credit-hours. The course examines vocational choice theory and the relationship between lifestyle and occupational choice. The course is intended to enhance a student's ability to help others in the process of making career choices.

CN 507. Group Therapy. 3 credit-hours. Students will consider a variety of theories on the dynamics of group therapy. Students will come to understand the powerful change afforded by this approach and the different models associated with conducting group psychotherapy.

CN 508. Social and Cultural Diversity. 3 credit-hours. This course prepares students to work professionally with individuals from populations diverse in age, disability, religion, gender roles, socio-economic status, urban and rural cultures, and ethnic origins. A primary focus of this course will be exploring cultural differences and understanding personal biases toward individuals from diverse cultures.

CN 509. Research Methods. 3 credit-hours. This course trains a counselor to be an educated consumer of research. It is designed to help the student understand how research can direct best clinical practice and inform theory and interventions for services.

CN 510. Psychopathology I. 3 credit-hours. This course focuses on factors involved in normal and abnormal human behavior. Students explore the etiology and diagnosis of disorders as described in the Diagnostic and Statistical Manual of Mental Disorders—Fourth Edition (DSM-IV-TR). Historical context, current research, principles of lifespan development and cultural diversity, and appropriate treatment for particular diagnoses will be explored. This course is the first of two diagnostic courses. The primary focus is on the introduction and use of DSM-IV-TR as well as the following sections: DSM-IV-TR Classification System; Multiaxial Assessment; Disorders Usually Diagnosed in Infancy, Childhood, or Adolescence; Substance-Related Disorders; Mood Disorders; Anxiety Disorders; and Additional Codes.

CN 511. Psychopathology II. 3 credit-hours. This course focuses on factors involved in normal and abnormal development. Students will explore the etiology and diagnosis of disorders as described in the current edition of the DSM. Historical context, current research, principles of lifespan development and cultural diversity, and appropriate treatment for particular diagnoses will be explored. This is the second of two diagnostic courses covering the major DSM disorders not examined in CN 510

Psychopathology I.

CN 512. Marriage & Family Therapy. 3 credit hours. This course will study the numerous conceptual theories utilized in working with family systems with special attention to the theoretical and practical aspects of working with couples and families, the primary focus falling on systemic interventions. Multiple perspectives will be utilized as students learn to choose techniques that fit specific family situations.

CN 513. Social Psychology. 3 credit-hours. This course explores the etiology and current theories of social psychology. Students will explore the dynamics of group and cultural behavior across many contexts. Special emphasis will be given to research relevant to social psychology that can influence counseling practices and interventions.

CN 514. Children and Adolescent Therapy. 3 credit-hours. This course investigates disorders of this age group and various approaches to treatment. It will entail interviewing techniques, methods of evaluation, and treatment for this age population including an introduction to specialized treatment modalities for children. Ethical standards and legal requirements will also be integrated.

CN 515. Health Psychology. 3 credit-hours. This course teaches students theoretical concepts that will enable them to aid their recipients of counseling services in choosing healthier lifestyles. Models for health behavior change will be explored as well as common medical conditions that benefit from psychosocial interventions.

CN 516. Addictions Counseling. 3 credit-hours. This course focuses on the nature and development of addiction as both an individual and societal problem, with special attention to the properties of addiction, the physical consequences of misuse and treatment issues and skills. This class provides the necessary foundational skills to work with individual who misuse and abuse substances along with understanding the addiction cycle process.

CN 517. Human Sexuality. 3 credit-hours. This course focuses on the sociological, physiological, psychological origins of human sexual behavior with an emphasis on the etiology of abnormal sexual behaviors displayed in the clinical populations. Special focus will be on educating students on assessing and treating topics related to sexual disorders and dysfunction.

CN 521. Practicum. 3 credit-hours. The practicum is designed to give students a limited experience in a specialized area of counseling supervised by both a designated on-site supervisor and a faculty member. Prerequisite: CN 501, CN 502, CN 503, CN 504, CN 505 and 15 additional hours of CN coursework.

CN 522 & CN 523. Internship. 3 credit-hours each. This supervised clinical experience will provide an intensive exposure to the training in the knowledge, skills and attitudes embodied in the role and functions of the professional counselor and will contribute substantially to the continuing personal and professional growth of the student. The Practicum Coordinator will assist students in identifying suitable placements for internships. Prerequisites: CN 521

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Eric Sappington, Vice President of Institutional Advancement
Danielle Durham, Director of Marketing
Jen Hiller, Director of Alumni Relations
Chad Jaecques, Director of Development

Brandy Schulte, Executive Assistant to the President

University

ACADEMIC AFFAIRS

Dr. Diane Bartholomew, Vice President of Academic Affairs

Dr. Katherine M. Adams, Chair, Math/Science Division
John Bartholomew, Interim Chair, Division of Health Sciences
Tiffany Bergman, Co-Chair, Social Science Division
Sharon Hoeflicker, Administrative Assistant to the Vice President of Academic Affairs
Marsha Lashley, Registrar
Dr. Tiffany Nolan, Director of Institutional Effectiveness and Planning
Pamela K. Reeder, Library Director
Dr. David Reinheimer, Chair, Communications, Humanities, Human Services Division
Jay Rozema, Chair, Fine Arts Division
Rhonda Ryther, Learning Center Director
Alecia Schmidt, Co-Chair, Social Science Division
Larry W. Stockman, Chair, Business Division
Dr. Peggy VanDyke, Dean, School of Nursing
Dr. Earl Wellborn, Dean, Education Division

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Tom D. Fifer, Executive Vice President / Athletic Director
Heath Morgan, Vice President of Student Affairs
Tim Schulte, Vice President of Operations
Greg Silvey, Vice President of Business and Finance
Tonia Bartel, Director of Student Accounts
Teresa Ceselski, Campus Counselor
Paul Gordon, Director of Financial Aid
Tennille Langdon, Director of Admissions
Dr. Mindy Maddux, Assistant Vice President of Enrollment Management
Jason Rinne, IT Systems Administrator
Rev. Pam Sebastian, Campus Chaplain
Susan Vogelsmeier, Campus Nurse

GRADUATE STUDIES COMMITTEE

Dr. Diane Bartholomew, Vice President of Academic Affairs

Interim Dean of Graduate Studies

Melody Smith, L.P.C., Director, Master of Arts in Community Counseling
Allison Lucas, Associate Registrar
Dr. Tiffany Nolan, Director of Institutional Effectiveness and Planning
Dr. Larry Godsey, Faculty Representative
Dr. Chris Libby, Faculty Representative
_____, Faculty Representative
Sabrina Moussier, Student Representative

GRADUATE STUDIES FACULTY

Melody Smith, L.P.C., 2014

Director, Master of Arts in Community Counseling
B.S.W., University of Missouri-Columbia
M.S. in Counseling, University of Central Missouri
Ed. Specialist in School Administration, William Woods

Lisa Brown, Psy.D., 2012

Graduate Adjunct Instructor, Community Counseling
B.S. in Psychology, Southwest Baptist University
M.A., Psy.D. Forest Institute of Professional Psychology

Joanie Defibaugh, L.C.S.W., 2015

Graduate Adjunct Instructor, Community Counseling
B.S.W., University of Missouri-Columbia
M.S.W., University of Missouri-Columbia

Jennifer L. Livengood, 2010

Assistant Professor, Psychology
B.S. in Psychology, Missouri Western State University
M.S. in Psychology, Kansas State University
Ph.D. in Psychology, Kansas State University (In Progress)

Elizabeth Page, Ed.D., L.P.C., 2014

Graduate Adjunct Instructor, Community Counseling
B.A. in Social Science Winona State University
M.Ed. in Guidance and Counseling, Lincoln University
Ed.D. in Adult Education, Programs for Higher Education, Nova Southeastern University

Kimberly Ream, 2013

Graduate Adjunct Instructor, Community Counseling
B.S. in Sociology, University of Central Missouri
M.Ed. in Professional Counseling and Marriage and Family Therapy, Stephens College

Johanna Womack, L.P.C., 2013

Graduate Adjunct Instructor, Community Counseling
B.S. in Psychology, Missouri Valley College
M.A. in Mental Health Counseling, Webster University