



Transfer Student Handbook

University of the Cumberland
2016-2017

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MISSION STATEMENT

University of the Cumberlands has historically served students primarily, but not exclusively, from the beautiful mountain regions of Kentucky, Tennessee, West Virginia, Virginia, Georgia, North Carolina, South Carolina, Ohio, and Alabama, which have traditionally been described as Appalachia. The University's impact can be seen in the achievements of its graduates who have assumed roles of leadership in this region and throughout the nation.

The University continues to offer promising students of all backgrounds a broad-based liberal arts program enriched with Christian values. The University strives for excellence in all of its endeavors and expects from its students a similar dedication to this pursuit. Its commitment to a strong academic program is joined with a commitment to a strong work ethic. UC encourages students to think critically and creatively so that they may better prepare themselves for lives of responsible service and leadership. This focus of its undergraduate programs is extended and extrapolated into its graduate programs. These programs prepare professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making in the pursuit of the life-more-abundant for both the individual and society. At UC, graduate study prepares professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making.

The University Community

University of the Cumberlands seeks to be a place of free inquiry and a community which searches for truth. As the University invites the infusion of student opinion, the University expects students to respect the opinions of others, including fellow students, faculty, and members of the administration. Students are expected to express their opinions and thoughts in ways which are appropriate in this Christian academic community.

The University offers no sanctuary to any individual who condones, advocates, or participates in behavior deemed inappropriate by the University. Any person who engages in such behavior will be disciplined promptly and sufficiently to the cause, which may

include suspension. "Participation in" means being present at gatherings which include activities not sanctioned by the University, whether one is an active participant or not. Failure to obey orders of University officials during any type of situation may result in immediate suspension from school.

The University admits students who come here voluntarily, with a full understanding of the rules and regulations, and presumably to continue their education. Students do not come here to demand or direct. Once having entered this University, students are expected to abide not only by the laws of the campus, but by the laws of this nation. Criticism and suggestions will continue to be welcomed, but threats, disruptions, or force of any kind will not be tolerated.

ACADEMIC POLICIES AND PROCEDURES

The information below highlights important academic policies and procedures that impact all students, including transfer students. Additional information on these and other situations may be obtained from such sources as the Office of Academic Affairs, the Registrar, departmental publications, and the University's Catalogs. A copy of the *Undergraduate Catalog* may be obtained from the Office of Academic Affairs. Online versions of all current catalogs, along with information on the academic calendar and class schedules, are available on the Academics page of the University's website at <http://www.ucumberlands.edu/academics/>.

Non-Discrimination Compliance

University of the Cumberlands does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law. As a non-profit Christian institute of higher learning, the University exercises its rights under state and federal law to use religion as a factor in making employment decisions. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, see the grievance procedures published below or contact the appropriate person:

The following person has been designated to handle inquiries or complaints regarding disability non-discrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

- Mr. Nate Clouse, Student Success Coordinator
Boswell Campus Center, (606) 539-3561,
nate.clouse@ucumberland.edu

The following person has been designated as the University's Title IX Coordinator to handle inquiries or complaints regarding the sex non-discrimination policy with Title IX of the Education Amendments of 1972:

- Ms. Pearl Baker, Human Resources Director and Title IX Coordinator
Gatliff Administration Office 116, (606) 539-4211,
pearl.baker@ucumberland.edu
- Dr. Emily Coleman, Vice President for Student Services and Deputy Title IX Coordinator, Boswell Campus Center, Student Services Office Suite (606) 539-4171,
emily.coleman@ucumberland.edu

The following person has been designated to handle inquiries or complaints regarding all other portions of the non-discrimination policy:

- Mr. Quentin Young, Director of Business Services, Gatliff Administration Office 001, (606) 539-4597,
quentin.young@ucumberland.edu

Privacy Rights of Students

The University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education

records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.

- 2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Students may ask the University to amend a record. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of their privacy rights. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding the request and will provide the student with additional information regarding the hearing procedures.
- 3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent) to perform a university function which would otherwise be accomplished by a university employee; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or

intends to enroll.

The University may also disclose, without the student's consent, "directory information", unless the student has advised the Registrar in writing at least five days following registration that the student does not wish part or all of the directory information to be made public. Once filed, this instruction becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed. The primary purpose of directory information is to allow the University to include this type of information in certain University publications, the media, and outside organizations. The University has designated the following as examples of directory information: the student's name, addresses including electronic mail address, telephone numbers, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, picture, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and denominational preference.

The University may disclose education records without the student's consent in certain other circumstances, but shall do so only upon the authorization of the Registrar.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements FERPA.** The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Disability Accommodations

University of the Cumberland accepts students with certified disabilities and provides reasonable accommodations for their certified needs in the classroom, in housing, in food services, or in other areas. Students with disabilities may incur additional costs for

services not provided by the University. The University's obligation to reasonably accommodate any student's disability ends where the accommodation would pose an undue hardship on the University or where the accommodation in question would alter fundamentally the academic program.

For accommodations to be awarded, a student must submit a completed Accommodations Application form and provide documentation of the disability to Mr. Nate Clouse, the Disability Services Coordinator (ext. 3561; office: Student Services suite in the Boswell Campus Center). Such documentation may include copies of accommodation records from a high school or previously attended educational institution, testing results and evaluation by a licensed psychometrician, and/or statements from a physician describing the disability and the necessary restrictions. The Accommodations Application is available online at <http://www.ucumberlands.edu/accommodations/>.

When all paperwork is on file, a meeting between the student and the Coordinator will be arranged to discuss possible accommodations before accommodations are formally approved by the Special Accommodations Committee. Students must then meet with the Coordinator at the beginning of each semester before any academic accommodations can be certified for that term.

Classification of Students

Full-time - A student who is registered for 12 or more hours of work in a semester.

Part-Time - A student who is registered for less than 12 hours in a semester.

Regular - Any student who has met admission requirements and enrolled for a degree credit and is taking 12 or more hours during a semester.

Special - Students who have received a bachelor's degree, or non-degree students.

Auditing of Courses - A student who wishes to audit, or take courses without credit, must obtain permission of the instructor of the class which he wishes to audit and from the Vice President for Academic Affairs. The same registration procedure is

followed and the same fees charged as for courses bearing credit. Such students will be required to participate in class activities. No examinations will be given or credit granted to the auditor. A student who is registered as an auditor may not change to credit status for that semester.

Class Standing - A student must have completed the following hours and credits to receive the specific classifications:

- Sophomore 30 semester hours
- Junior 62 semester hours
- Senior 96 semester hours

Degrees

University of the Cumberlands confers the following undergraduate degrees: the Associate of Science, the Associate of Arts/Sciences, the Bachelor of Science, the Bachelor of Arts, the Bachelor of General Studies, and the Bachelor of Music. In addition, at the graduate level the University confers the Master of Arts, the Master of Science, the Master of Arts in Teaching, the Master of Arts in Education, the Master of Business Administration, the Education Specialist, the Doctor of Education, and the Doctor of Philosophy.

Each student seeking the baccalaureate degree must have scores from an appropriate department examination on file in the Office of the Registrar prior to completion of the student's degree. Teacher education students will be required to take the appropriate PRAXIS specialty examination prior to doing student teaching. See the Office of the Registrar for more information about graduation procedures.

Degree Requirements

University of the Cumberlands seeks to provide those learning experiences through which the student will gain knowledge and develop skills requisite for abundant living.

The general requirements for graduation from the University of the Cumberlands are the completion of at least 128 semester hours including General Education. Each program presented for graduation must include:

- a. a major and 15 semester hours of Restricted Electives; or
- b. a major and a minor; or

- c. two majors; or
- d. three minors; or
- e. an area of concentration; or
- f. a major and professional education coursework for teacher certification program (less student teaching); or
- g. an approved Independent Directions program.

Other Degree Requirements

- 1. The student must have a 2.0 gpa on all courses taken.
- 2. All courses taken in the major or an area of concentration must have a grade of “C” or higher. A student earning a grade of “D” in a course in his/her major must repeat the course or the department head may select a substitute course.
- 3. Students selecting the three minor option must present grades of “C” or higher for all courses taken in the minors.
- 4. Grades of “D” in the minor are acceptable provided the average for all courses taken in the minor is 2.00 or better. Grades of “D” are not acceptable in the three minor option.
- 5. A minimum of 36 semester hours numbered 300 or above are required for graduation.
- 6. A candidate for graduation must have earned 30 of the last 36 hours in residence at University of the Cumberlands.
- 7. At least twenty-five percent of the total semester hours in any degree requirement must be completed at University of the Cumberlands.
- 8. The criteria for selecting courses which may be used in the Restricted Elective area are as follows:
 - a. no course may be selected if that course can be used as a part of the student’s major;
 - b. the courses must be at or above the 300 level;
 - c. no course may be used as part of the General Education Curriculum and as part of the Restricted Electives;
 - d. no more than two courses may be taken from any one department.
- 9. Students submit Planned Program prior to completing 79 hours.

Student Class Attendance

Each student is expected to attend classes regularly and punctually. Attendance in the classroom is one of the most vital aspects of a

university academic experience. Therefore, the University operates under the following policy: When any student has exceeded 20% of the time prescribed for any class, laboratory or studio, that student will be automatically dropped from that particular class with the grade of “aF ” This grade appears on the official transcript and is treated as a failing grade in calculating the grade point average. In general, 20% of the semester is equal to three weeks of normal class time. Thus, the absence limit for a class meeting three days a week is normally nine absences, while the limit for a class meeting twice a week is normally six absences. There are a limited number of exceptions to this policy that include Convocation and INSIGHTS. Class attendance policies are contained in course syllabi for all classes. The definition of a class absence is a student’s failure to attend class for any reason. Instructors may count three times tardy or leaving early to be equal to one class absence. A student leaving early may also be counted as a tardy.

There are no excused absences, regardless of the reason for the class having been missed. However, faculty will make reasonable provisions to allow students to make up work if the absence is due to a university-sponsored function or a medical or family emergency that is documented in a timely manner. Allowance for students to make up work for other reasons is at each instructor’s discretion. A class absence does not excuse the student from being responsible for course work missed; the student is responsible for contacting the faculty member in order to make up class assignments. Any appeals about the administration of the absence policy in a class should be made the Dean of Undergraduate Studies (LIB 021) or the Academic Affairs Office (GATL 114).

Online Courses

Since 2010, nearly all undergraduate summer school classes at University of the Cumberland are offered online. Most of these are courses that may contribute toward General Education requirements. In addition, during the regular academic year, a few online courses are available for students within the parameters defined below.

Students admitted to the School of Lifelong Learning (SLL) should consult the SLL course catalog for the applicable policies and procedures concerning enrollment in online courses. For all other

undergraduate students, the following policies apply concerning enrollment in online courses at University of the Cumberland.

1. No student may complete more than 31 semester credit hours of online courses offered by University of the Cumberland toward a bachelor's degree. Any hours in excess of this limit will not count toward the 128 hours required for graduation nor toward the requirements of a major, a concentration, or a minor.
2. In addition, at least 75% of the coursework taken at the University toward an academic major or concentration must be completed in traditional in-seat courses.
3. Only non-traditional students enrolled in the School of Life-Long Learning are eligible to enroll in online courses offered during bi-terms. All other students may enroll in online courses offered in the 16-week MAIN term.
4. During the fall or spring semester, students normally should be enrolled in at least 12 semester hours of in-seat courses to be eligible to register at the University for a maximum 3 semester hours of online coursework per semester.
5. During the summer semester, students may enroll in up to 6 semester hours of coursework at the University each bi-term, for a maximum of 12 semester hours over the summer.
6. The University does not audit the number of transfer credit hours from courses that may have been taken online at another institution.

NOTE: Additional course fees may be applicable for online classes.

Summer Sessions

The summer sessions of University of the Cumberland provide an opportunity for students to earn college credit. Seven semester hours is the maximum load that an undergraduate student may carry during each summer session.

Teacher Certification

Certification of all teacher candidates completing a program of preparation at University of the Cumberland is vested in the State Board of Education and is contingent upon satisfactory completion of state requirements which vary somewhat from state to state. Students completing a teacher preparation program at the University of the Cumberland will meet the requirements for the state of

Kentucky; however, each state will evaluate test scores and transcripts before issuing initial certification. Initial certification in another state under the Interstate Compact Agreement is also contingent upon the availability of a certification area in that state comparable to that of Kentucky. Therefore, a student meeting the requirements for Kentucky may or may not fulfill all requirements for another state. Since the Education Professional Standards Board has the sole authority for official certification, any changes in requirements must be adhered to within the effective dates regardless of the student's entry date or time on the program pursued. Applications for Kentucky certification and those states contiguous to Kentucky may be obtained from the Director of Certification.

Graduates of the University of the Cumberlands who meet the requirements can secure one of the following teaching certificates issued by the Education Professional Standards Board:

- A. Statement of Eligibility Secondary Certificate 8-12
- B. Statement of Eligibility Early Elementary Certificate P-5
- C. Statement of Eligibility Middle School Certificate 5-9
- D. Statement of Eligibility P-12

Course Planning Regulations

Upon completing 78 semester hours, students are required to file a degree program with the Registrar. The program must be checked by the advisor and major and minor professors. The University will recognize the degree program for a period of seven years computed from the first semester of the student's enrollment, any changes in institutional requirements to the contrary notwithstanding. This does not preclude the addition of requirements by the State of Kentucky or additions which may arise out of undetected errors or omissions in the original degree program. Any subsequent changes made in the program must have the approval of the advisor and major and minor professors and be noted on the student's planned program in the Registrar's Office. The student is expected to be familiar with general and specific requirements of the chosen program. The student is responsible for meeting the requirements for graduation.

Adding or Dropping a Course

The following rules apply:

1. A student may add a course normally during the first week of the term.
2. A student may drop a course with a “W” up until the last day to drop indicated on the Academic Calendar. (See below.) A “W” carries no grade point penalty. Normally courses may not be dropped after this date.

Withdrawing from the University

A student desiring to withdraw from University of the Cumberland within any semester must procure permission from the Vice President for Academic Affairs and complete required paperwork. The following policies and procedures govern withdrawal from the University for the current term.

1. The permanent record of a student who withdraws from University of the Cumberland up until the last day to drop a class published on the Academic Calendar for that semester or bi-term will list a mark of “W” for all courses which another grade (such as an “aF”) has not previously been posted. A “W” carries no grade point penalty.
2. Students withdrawing after the last day to drop a course for the semester or bi-term will receive a grade as determined by the professor. In many cases, this may be an “F.”
3. A student who does not attend or ceases to attend a class but never officially drops or withdraws with receive an “aF” for each class when appropriate. An administrative withdrawal will be posted when aF’s are posted for all courses on a student’s schedule.
4. No student who withdraws from University of the Cumberland for whatever reason is entitled to a grade report or transcript of credits until his/her account is cleared in the Bursar’s Office.
5. The official date of withdrawal will be used by the Bursar’s Office and the Office of Financial Planning to determine any adjustments involving financial aid and financial charges.

Medical / Emergency Withdrawal. Students who must withdraw from classes for medical reasons or because of dire personal circumstances may submit a written request to the Academic Affairs Office as soon as the student intends to stop participating in classes. This request must be supported by a letter from a medical professional or other source supporting the student’s request with

specific information on the student's diagnosis, current condition and continuing treatment requirements, or on the student's personal emergency that necessitates the withdrawal request. If the medical/emergency withdrawal is granted, the student will receive a grade of "W" in all current classes. NOTE: Normally, partial medical/emergency withdrawals are not permitted.

Administrative Withdrawal. A student may be withdrawn from all classes by administrative action based upon

1. Disciplinary action against a student confirmed by the Vice President for Academic Affairs, the Vice President for Student Services, or other university officer;
2. Failure of the student to confirm enrollment during the enrollment confirmation period at the beginning of a term.
3. Non-Participation in classes resulting in an active schedule of <1 credit hour and the posting of an aF, F, W in other classes.

Final Date of Active Enrollment. Whatever the circumstances, at the time of student withdrawal from the current term, the Registrar determines the final date of active enrollment (normally the last date of class attendance for in-seat classes or the withdrawal date for online courses). The final date of active enrollment is used by the Bursar's Office and the Financial Planning Office to determine any eligibility for tuition refund and any return of financial aid.

Housing: Students wishing to withdraw from a residence hall must follow the procedure published in the current *Student Handbook*.

Repeating a Course

Students may repeat any course. The grade from the most recent attempt will be the grade of record and is the one used in calculating the GPA. In such a case, the previous grade is replaced.

Academic Probation and Suspension

Each student is expected to maintain a standing of 2.00, or an average of "C". At the end of each semester, the records of all students are reviewed to determine their standing. A student with a cumulative standing of less than 2.00 is automatically placed on academic probation. Students on academic probation are limited to

enrolling in 15 hours per semester. If any student standing is below the minimum in the following schedule, he or she faces suspension.

<u># Hours Attempted</u>	<u>Minimum GPA</u>
24-45 hrs.	1.60
46-61 hrs.	1.70
62-77 hrs.	1.80
78-95 hrs.	1.90
96 hrs. or more	2.00

The first time a student is placed on suspension, it is for one semester. The second time a student is placed on suspension, it is for a calendar year. Students under suspension from the University of the Cumberlands will not receive credit for any academic work completed at other institutions during the period of suspension.

Academic Appeals

Both undergraduate and graduate students have the right to challenge a grade. If discussions with the course instructor and department chair do not lead to a satisfactory conclusion, students may file a formal written appeal with the Vice President for Academic Affairs, who will forward the appeal to the chair of the Academic Appeals Committee. This formal written appeal must be filed by the end of the 4th week of classes in the next regular term following the term in which the course in question was taken. The Academic Appeals Committee then gathers information from the student, the instructor, and any other relevant parties. The Committee will deliver its recommendation on the complaint to the Vice President for Academic Affairs. After reviewing this recommendation and concurring or amending it, the Vice President for Academic Affairs will inform the student and instructor of the disposition of the complaint no later than the last day of classes of the term in which the complaint was filed. Records of all actions regarding academic grade appeals, including their final disposition, are maintained by the Vice President for Academic Affairs.

Official Notices

All students must respond to official notices issued by administrative officers or staff and instructors, whether these notices be posted on

official bulletin boards or sent through the mail or e-mail. Failure to comply with this regulation may lead to disciplinary action.

Student Class Load

The normal class load is approximately 16 hours per week. With the approval of the Dean of Undergraduate Studies, a sophomore, junior, or senior with a cumulative GPA of 3.00 or better may be permitted to carry as many as 21.5 hours. Seven hours is the maximum load that a student may normally carry during each summer term.

Grading System and Grade Reports

The following grading system is used:

A-excellent	I-incomplete
B-good	aF-failure due to absences
C-average	W-withdrew
D-below average	S-satisfactory (pass)
E-failure	P-pass
F-failure	U-unsatisfactory (failure)

Midterm grades are reported for all classes. A grade of “Incomplete” is assigned only in instances where a unit of work is not completed because of verifiable, extenuating circumstances, such as illness, accident, death in the immediate family, etc. This grade may be removed by completion of the specific work missed. An “I” may not be removed by retaking the course. The “I” will be entered on the records upon filing a contract between the instructor and the student in the Office for Academic Affairs, with copies of the contract given to each party. All attempts and grades received are recorded by the registrar on the permanent record (transcript). For purposes of grade point average, only the most recent earned grade is used. Non-punitive grades are not considered earned grades.

Quality Credits: Quality credits are earned as follows:

- A -- results in four quality credits per semester hour in any course;
- B -- results in three quality credits per semester hour in any course;
- C -- results in two quality credits per semester hour in any course;
- D -- results in one quality credit per semester hour in any course.

Thus, a three-hour course with a grade of A would give twelve quality credits; with a grade of B, nine quality credits; with a grade of C, six quality credits; and with a grade of D, three quality credits.

Academic Calendar

Fall 2016

Saturday, August 20	Late New Student Orientation
Monday, August 22	Confirmation, Registration, Sign Financial Aid Forms, Transfer Student Orientation
Tuesday, August 23	Late Registration, Sign Financial Forms
Wednesday, August 24	Classes Begin
Wednesday, August 31	Last day to register for classes
Monday, September 5	Labor Day, no classes
Wednesday, October 12	Midterm
Thurs.-Sun., October 13-16	Fall Break
Wednesday, November 16	Last day to drop a class
Wed.-Sun., November 23-27	Thanksgiving Break
Friday, December 9	Last day of fall semester classes
Mon.-Thurs., December 12-15	Final Examinations

Spring 2017

Monday, January 9	Confirmation, Registration, Sign Financial Aid
Tuesday, January 10	Late Registration, Sign Financial Aid
Wednesday, January 11	Classes begin
Wednesday, January 18	Last day to register for class
Wednesday, March 1	Midterm
Mon.-Fri. March 13-17	Spring Break
Friday, April 14	Good Friday Holiday
Wednesday, April 12	Last day to drop a class
Friday, April 28	Last day of spring semester classes
Mon.-Thurs., May 1-May 4	Final Examinations
Saturday, May 6	Graduation

Summer 2017

First Summer Bi-Term (May 8 – June 29, 2017)

Monday, May 8	First day of classes
Monday, May 15	Last day to register for classes
Monday, June 19	Last day to drop a class
Thursday, June 29	Last day of classes

Final Examinations

Monday	
Classes meeting 12 MWF	Final scheduled 8:00-9:55 a.m.
Classes meeting 11 MWF	Final scheduled 10:00-11:55 a.m.
Classes meeting 8 MWF	Final scheduled 1:00-2:55 p.m.
All HIST 137, 138, 231, 232	Final scheduled 3:00-4:55 p.m.
Tuesday	
Classes meeting 9:25 TH	Final scheduled 8:00-9:55 a.m.
Classes meeting 1:40 TH	Final scheduled 10:00-11:55 a.m.
Classes meeting 10:50 TH	Final scheduled 1:00-2:55 p.m.
Classes meeting 10:00 MWF	Final scheduled 3:00-4:55 p.m.
Wednesday	
Classes meeting 9 MWF	Final scheduled 8:00-9:55 a.m.
Classes meeting 8 TH	Final scheduled 10:00-11:55 a.m.
Classes meeting 1 MWF	Final scheduled 1:00-2:55 p.m.
CHEM 111, 211, 321, & 411	Final scheduled 3:00-4:55 p.m.
Thursday	
Classes meeting 12:15 TH	Final scheduled 8:00-9:55 a.m.
Classes meeting 2 MWF	Final scheduled 10:00-11:55 a.m.
Classes meeting 3 MWF	Final scheduled 1:00-2:55 p.m.
Classes meeting 3:05 TH	Final scheduled 3:00-4:55 p.m.
Evening Class Final Schedule	
Thursday evening classes	Scheduled Thursday before finals
Monday evening classes	Final scheduled Monday of finals
Tuesday evening classes	Final scheduled Tuesday of finals

GENERAL EDUCATION CURRICULUM

The General Education requirements apply to all full-time students.

Purpose Statement

The foundation of all of our programs at the University of the Cumberlands is our desire to nurture an increased awareness of the pre-eminence of the spiritual dimensions of human life through an appreciation of our historic Christian heritage, as well as through an understanding of Biblical truth and religious values as they apply to daily life. The University's mission to offer "a broad-based liberal arts program enriched with Christian values" is evidenced in our General Education curriculum. Along with the University's other programs, this curriculum attempts to foster in students "a heightened awareness and sensitivity to the search for truth and a deepened responsibility toward humankind." Collectively, the courses taken to fulfill the requirements of the six sections of the General Education curriculum are intended to provide a breadth of information, an understanding of critical concepts, and a mastery of skills to support a life-long pursuit not only of professional achievement but also of "responsible service and leadership." These endeavors are rooted in an open exchange of ideas within and among academic disciplines and are framed by a Christian sense of responsibility toward self, toward society, and toward God.

Integrated Studies Courses

Integrated Studies courses are available in Sections I, III, IV, V, and VI of the General Education curriculum. Students must take one Integrated Studies course in place of the "standard" general education courses listed below, and they have the option of taking a second Integrated Studies course as a substitution in another area of the curriculum. Integrated Studies courses are designated with a 40X course number (ART 401, BIOL 403, etc.) and the area of the General Education curriculum which each serves is identified in the course descriptions later in this catalog. Although some Integrated Studies courses may count in a major or minor, these courses are designed as special topics capstones to the General Education curriculum. As such, these courses are open to juniors and seniors but have no prerequisites. Some courses are team-taught, cross-disciplinary courses. Whatever the topic and format, as capstones to

the General Education curriculum, Integrated Studies courses reflect the University's commitment to nurturing higher order thinking and problem-solving, along with the skills of self-reflection, self-regulation and communication that comprise a foundation of the liberal arts and contribute to the University's mission to prepare students for lives of effective service and leadership.

Quality Enhancement Plan (QEP). Beginning in Fall 2016, Integrated Studies courses are part of UC's QEP to strengthen General Education by making these capstone courses with a particular emphasis on developing metacognitive skills to prepare for a lifetime of successful and ethical working and living.

Metacognition is "thinking about thinking." When we consciously think about our thinking we can determine better ways to analyze and problem-selves in an ethical, well-reasoned way. Integrated Studies courses develop metacognitive skills by focusing on

- **discovering** relevant sources and applying them to a task
 - **engaging** others effectively with various points of view
 - **analyzing** the integrating external contexts with internal beliefs and ideas to articulate one's personal point-of-view
 - **evaluating** the quality of one's work and thinking to determine practical strategies for improvement
-

I - Christian Faith (6 hrs. including MSMN 135 or MSMN 136)

MSMN 133 Church History

MSMN 135 Old Testament Survey

MSMN 136 New Testament Survey

MSMN 233 Introduction to Christian Ethics

MSMN 239 World Religions

_____ Integrated Studies Course

II - Writing Competence (6 Hours)

ENGL 131 English Composition I

ENGL 132 English Composition II

III - Mathematical and Scientific Reasoning (7 Hours)

A. Mathematics (3 hours) Any one of the following five courses:

MATH 131 College Mathematics

MATH 132 College Algebra

MATH 136 Precalculus

MATH 140 Calculus I

MATH 240 Calculus II

_____ Integrated Studies Course

Or both of the following courses

MATH 130 Concepts of Mathematics for the Elementary and Middle School Teacher I

MATH 230 Concepts of Mathematics for the Elementary and Middle School Teacher II

B. Science (4 hours)

BIOL 130 General Biology *and* BIOL 110 General Biology Laboratory

BIOL 133 Introduction to Population Biology *and* BIOL 113 Intro. to Population Biology Laboratory

BIOL 134 Introduction to Cellular Biology *and* BIOL 114 Intro. to Cellular Biology Laboratory

BIOL 231 Environmental Science *and* BIOL 116 Environmental Science Laboratory

CHEM 131 Introduction to General Chemistry *and* CHEM 110 Introduction to General Chemistry Laboratory

CHEM 132 General Chemistry I *and* CHEM 111 General Chemistry Lab I

CHEM 140 Chemistry of Everyday Life

PHYS 137 Physical Science *and* PHYS 117 Physical Science Laboratory

PHYS 140 Astronomy

PHYS 241 Physics I

_____ Integrated Studies Course

IV - Historical and Cultural Understanding (6 Hours)

A. History (3 hours)

HIST 138 World Civilization since 1648

HIST 231 American History to 1877

_____ Integrated Studies Course

B. Culture (3 hours)

BADM 135 Macroeconomics

BADM 136 Microeconomics

FREN 135 French Popular Culture

SPAN 135 Hispanic Popular Culture

POLS 131 Introduction to Political Science

POLS 233 American National Government

POLS 235 Introduction to International Relations

PSYC 131 Basic Psychology

_____ Integrated Studies Course

V - Aesthetic Appreciation (6 hours representing 2 departments)

ART 131 Art Appreciation

ART 132 Ancient To Gothic Art

ART 133 Renaissance to Modern Art

ART 134 Drawing I

ENGL 330 Literary Studies

ENGL 331 English Literature through 1660

ENGL 332 English Literature 1660-1830

ENGL 333 English Literature since 1830

ENGL 334 American Literature through 1865

ENGL 335 American Literature since 1865

MUPR 109-112, 114-116, 119 Music Ensemble or Band

MUSC 130 Music Appreciation

THTR 130 Introduction to Theatre

_____ Integrated Studies Course

VI - Social and Professional Awareness (6 hours representing 2 departments)

BMIS 130 Introduction to Application Software

COMM 130 Introduction to Interpersonal Communication *or* 131

Introduction to Mass Media *or* 230 Introduction to Public

Speaking *or* JOUR 130 Introduction to Journalism & Public Relations

HLTH 236 Health and Wellness

SOCI 131 Introduction to Sociology *or* HSRV 131 Survey of Human Services

CRJS 131 Introduction to Criminal Justice

_____ Integrated Studies Course

ACADEMIC ASSISTANCE

Academic assistance is available from a number of offices and individuals.

Academic Affairs

Under the oversight of the Academic Affairs Office (GATL 114, ext. 4214), the Office of Retention, located in LIB 020 (ext. 4152) can provide information on all areas of academic life. Here students may find assistance from Dr. Tom Fish, Dean of Retention, concerning

- Changing advisors or majors

- Permission for enrolling in a course overload (more than 18.5 credit hours)
- Appeals concerning course grades
- Assistance with academic advising

The Dean of Retention oversees academic advising, the course schedule, and several academic supports services housed together in the Smiddy Learning Resource Center that can provide students with supplemental instruction and other assistance.

Hagan Memorial Library

The Hagan Memorial Library, located on the main and upper levels of the Smiddy Learning Resource Center, offers access to book, periodical, government documents, media, and microform collections, as well as electronic databases, reference services, bibliographic instruction, and interlibrary loan services. All resources are available to on-campus and off-campus students. Currently the Library is open nearly 80 hours each week.

All library resources are cataloged and accessible through the *UCat*, the Library's online catalog. Besides its print and electronic book resources, Hagan Memorial Library provides access to 807,000 microforms; 3,000 media items; and 24,000 periodical titles. Most of these periodical titles are accessible through online databases. Most of these databases include full-text journals and other information resources. However, the Library subscribes to over a hundred periodicals in paper. Access to all periodicals is facilitated through the "*Information Resources*" section of the Library's homepage (<http://www.ucumberlands.edu/library/>). The Library also offers reliable interlibrary loan services at no charge to all students. Students normally can obtain materials from other libraries within five days. Currently, students seeking interlibrary loan materials may request them using the online library resource request forms located in the "*Services*" section of the Library's homepage. These forms may be submitted online.

Academic Resource Center

The peer tutoring services of the Academic Resource Center (ARC) are under the direction of Dr. Carolyn Reaves. Located in the lower level of the Smiddy Learning Resource Center (LIB 017), the ARC annually provides hundreds of hours of tutoring covering more than

85 different courses in 13 different disciplines. Besides one-on-one tutoring, the ARC also provides small group sessions in some areas.

Student Success Coordinator

Mr. Nate Clouse, Student Success Coordinator, can also provide assistance on financial concerns, scheduling issues, and other matters that may impede academic success. His office is in Student Services suite in the Boswell Campus Center, and his phone is 539-3561.

ADVISING PROCEDURES

Freshman Advising: During the spring semester, first-year students are assigned a permanent advisor at the Annual Advising Fair. At this time students see the department head of their chosen major for assignment to the new advisor. Students who remain undecided about a major may choose a general advisor.

Students classified as first-year students (<30 credit hours earned) must be authorized for registration by their advisor prior to submitting course requests for their advisor's approval through the MyUC Portal. Basic instructions concerning use of the MyUC Portal to register for classes, or to access course grades, online transcripts and other academic information, is available through the Office of Information Technology website (<http://www.ucumberlands.edu/it/>).

Upperclassman Advising: Upperclassmen may change majors and advisors at the Annual Advising Fair, held early in the fall semester, or at any other time by picking up a Change of Major/Advisor form in the Academic Affairs Office (GATL 114) and submitting the completed form to the Registrar's Office.

Undergraduate Advising Handbook: The *Undergraduate Advising Handbook* is available online at <http://www.ucumberlands.edu/students/>. This handbook provides advisors and students guidelines for courses to take for any major on campus as a freshman and sophomore. It can assist transfer students in identifying their course needs as well. The *Undergraduate Advising Handbook* also provides information on General Education and graduation requirements for all students.

REGISTRAR'S OFFICE

The Registrar's Office, located in the Gatliff Building across from the Academic Affairs Office, is the repository for academic records. Students go to the Registrar to

- Drop/Add classes using a hardcopy request
- Update Confidentiality Release information
- Complete Change of Advisor/Major paperwork
- Submit appeal of Academic Standing issues
- Arrange/Confirm transfer credit earned elsewhere
- Request an official transcript
- Apply for graduation
- Submit Planned Programs
- Meet with the Registrar for a transcript audit

Transfer Credit Policies

1. Students will generally receive credit for all college-level work in which a passing grade is earned, provided such credit is earned from an institution which is fully accredited by one of the six regional accrediting associations. Remedial or vocational courses are not transferable. Grades lower than 'C' will not be accepted in courses which apply toward the student's major.
2. University of the Cumberlands reserves the right to evaluate and accept or reject college credit earned prior to high school graduation. This evaluation will be done course by course in consultation with the appropriate department.
3. To be eligible for admission to the University of the Cumberlands, all transfer students must not be currently on academic or social suspension and must be eligible to return to their previous institution.
4. Transfer students admitted with junior or senior standing must complete a minimum of one-third of the course requirements in the major or minor at the University of the Cumberlands (CLEP and departmental bypass exams will not meet this requirement). Specific requirements for each major, or minor may vary with department policies. Please contact the Registrar for specific information.

5. At least twenty-five percent of the total semester hours in any degree requirement must be completed at the University of the Cumberlands (CLEP and departmental bypass exams will not meet this requirement).
 - Credit by examination (AP, CLEP, IB) recorded for a specific course on an official transcript, must meet the University of the Cumberlands standards in order to be accepted as transfer credit. Students must present official score reports (AP, CLEP, IB Diploma), and pay required fees and tuition (CLEP) in order to receive credit. Departmental bypass challenge/exams from other institutions are not transferable.
 - Courses, which carry less credit, than is required by University of the Cumberlands General Education Program or any other specific college or departmental requirement, may not be substituted for that requirement.
 - Only grades earned at University of the Cumberlands will be used in calculating student grade point averages.
 - All terms taken at any institution will be counted in calculating full-time terms of attendance.
 - A total of thirty-six (36) semester hours or more in courses numbered 300 or above must be presented for graduation from University of the Cumberlands.
 - Thirty (30) of the last thirty-six (36) hours must be taken at University of the Cumberlands. If the student is seeking teacher certification, the student teaching course hours do NOT count toward these thirty (30) hours.
 - All full-time students with less than senior standing must be enrolled in Convocation. Students may request exemption in the following situations: 1) Enrollment as a commuting student with Tuesday and Thursday only classes, 2) Valid, off campus employment obligation verified by an employer, or 3) Some other special circumstance. Students who are 25 or more years of age at the time of initial enrollment at the University of the Cumberlands are exempt from Convocation. Credit for convocation is Pass/Fail with 0.50 hours each semester.

Transcript Evaluations

With the assistance of department chairs, the Registrar determines what coursework completed elsewhere will be accepted as transfer credits and what degree requirements will be served by transfer credits.

Planned Programs

With the assistance of their advisors, students must submit a Planned Program after completion of 78 credit hours. Normally the student will not be able to register for the next term of classes until the Planned Program has been submitted. Templates for planned programs for all majors are available on the Registrar's website.

Application for Graduation

Students normally apply for graduation the semester prior to their intended completion date. At this time the Registrar reviews the Planned Program and details the work yet to be completed, as well as other graduation requirements (such as exit examinations, completion of the Graduating Student Survey, etc.)

Holds or Stops

Students may be unable to register, attend class, move in to the residence halls, order transcripts, etc., because of a hold or stop placed upon their account by an administrative office. These holds are called to the student's attention when logging on to MyUC. These notifications will indicate the nature of the hold, but students confronting holds or stops may seek assistance from their advisor or from any administrative office to determine the problem and how to remediate the issue.

STUDENT SERVICES OFFICE

The Student Services Office, located in the Boswell Campus Center, provides information and access for many services on campus. Any questions or concerns regarding on-campus and off-campus house and Residence Life may be directed here to the Dean of Student Life. The Student Services Office also handles all issues regarding Convocation attendance. This office also maintains the campus Lost and Found. If all else fails, the Student Services Office staff can

direct students to the appropriate office or individual on campus to serve their needs.

Convocation - UC ENGAGE

UC Engage reinforces the University's mission to prepare students for lives of responsible service and leadership, within the context of a caring Christian community. Events sponsored throughout the academic year bring to campus notable speakers, scholars, performers, and programs. As a requirement for graduation all full-time students in the undergraduate program, with less than senior standing (96 semester hours), must enroll in UCEN 101 for every semester of enrollment. Students who are 25 years of age or older and/or have dependents at the time of their enrollment are exempt from this requirement. Credit for UC ENGAGE is Pass/Fail (A/F) with 0.50 academic credit hours available each semester. The grade received is factored into the student's cumulative grade point average.

To receive a passing grade, students must attend **six (6)** UC ENGAGE designated events per semester, including

- **One (1) required event per semester.** In the fall semester, this is designated as the Opening Convocation. In the spring semester, this is designated as the Forcht Leadership Event. Students who fail to meet this requirement must meet one on one with Student Services to address any make up requirements.
- **Five (5) self-selected sessions each semester.** The student will be able to select their sessions from a list of events designated as UC ENGAGE. There are no longer any categories, all events on the list would be an option for student attendance.

Student Leadership Credit Option Students holding an on-campus leadership role (club/organization officer, committee member, team captain, etc.) may substitute one (1) of their five (5) self-selected options for that leadership role. Students must submit this request electronically and it must be verified by their faculty/staff sponsor or coach.

Students may follow their UC Engage attendance through their MyUC portal. For their attendance at a convocation event to be recorded,

1. Students must arrive on time, have student ID scanned, and be seated prior to the beginning of the event/program.
2. No IDs will be scanned for attendance purposes once the program begins.
3. Students should behave in an appropriate manner throughout the program. If students cannot conduct themselves in an appropriate manner, they will not be granted attendance credit by the convocation attendants. A student may appeal any such action with the Office of Student Services.
4. Student must remain until the end of the program.
5. Students must scan their student ID upon leaving the event to obtain credit.
6. Cards will not be accepted at any other time.

Students who do not meet attendance expectations for each category will receive a failing grade (F) in Convocation for that semester, and are not eligible for Academic Honors.

Housing Exemptions

A student who wishes to be exempted from housing in the residence halls must meet the criteria and follow the exemption procedures detailed in the *Student Handbook*.

Withdrawing from University Housing

Students wishing to withdraw from a residence hall must follow the procedure outlined below (in the order indicated):

1. Receive permission from the Dean of Student Life to withdraw
2. from a residence hall.
3. Vacate and clean the room from which the student is withdrawing.
4. Contact a Residence Life Staff member to have a final room
5. inspection.
6. Turn in key to the Residence Life Staff member.
7. Complete the Final Sign-Out Form. Make financial arrangements with the Bursar's Office.

Unofficial withdrawal will result in a disciplinary fine of \$100.00.

BURSAR'S OFFICE

Located on the first floor of the Gatliff Building, the Bursar's Office is responsible for maintaining the financial accounts for students and providing related financial services. Students may visit the Bursar's Office to

- Check on their account balances
- Make financial payments
- Cash a check

The Bursar's Office can also provide students information on workstudy, loan disbursements, or the tuition refund schedule.

FINANCIAL PLANNING OFFICE

The Financial Planning Office is located on the upper level of the Gatliff Building (phone 606-539-4220; email: finplan@ucumberlands.edu). Any questions concerning financial aid should be directed to this office in the Gatliff Building. All students who need financial assistance should complete a FAFSA (Free Application for Federal Student Aid). Ideally this form should be completed online at <http://www.fafsa.gov/>

INFORMATION TECHNOLOGY

The Department of Information Technology provides a wide variety of computing services including network access, access to the Internet, email services, web development, technology helpdesk, and access to student records via the administrative computing system. It is the goal of Information Technology to provide and support the technology used to assist academic and administrative endeavors in the institution's pursuit of excellence. The department is located in room 007 of the Gatliff Building, extension 4197, and is open Monday - Friday, 8:00 a.m. to 5:00 p.m.

Technical Support Services

Students are responsible for their own computers and equipment, including maintenance and repairs. Information Technology **DOES NOT** repair student computers/equipment due to liability issues. Thus, it is important for students to take notice of the warranties provided by the manufacturer when purchasing a computer.

Email Accounts

Students who do not already have a University email account must go online and complete the required form to receive their user name and password. This username and password is to be used for the entire duration of their time at University of the Columbias. The University Mail Account form can be found by going to the website <http://www.ucumbrials.edu/it> and clicking the link “Sign up for a Mail Account” located on the left hand side of the webpage.

University officials and offices routinely communicate important information to students through their campus email, so students are responsible for regularly checking and maintaining these accounts.

On-Campus Access to the Network

Information Technology has issued these *minimum* requirements in order to access the network:

- **University Email Account** - The University email account provides students access to all electronic resources at the University including: the MyUC portal, library resources, computer labs, email, and iLearn. MyUC is a service that allows students to check grades, register for classes and make payments to accounts. iLearn is used by instructors to post class notes, assign homework, and give online quizzes and is one of the primary resources used by students taking online courses.”
- **Network Cable (if not using wireless)** – Information Technology does not provide Ethernet cables, one can be purchased from the campus bookstore.
- **Antivirus Software** – Each personal computer on the network needs antivirus software that will periodically update itself. Information Technology does not supply this software but will provide insight on good products.

Wireless Internet is available in all residence halls and classroom buildings on campus. In order to use this feature, you must have a

wireless card installed on your computer.

Hub Leasing

In the event that two or more residents are assigned to a residence hall room with only one network port, a hub may be leased from the Office of Information Technology at no charge. All residents of the residence hall room must come by the Information Technology Office and fill out the appropriate paperwork before a hub will be issued. The lease is valid for the duration of the current academic year. The hub and included accessories must be returned to the Office of Information Technology by the *last day of classes for the spring semester of the given academic year*. If the hub and its accessories are not returned by this deadline, each member of the residence hall room will be charged a fee of \$25 to cover the damages.

Responsible Use of Information Technology

All members of the University of the Cumberland's community who use the University's computing, information, or communication resources must act responsibly. Every user is responsible for the integrity of those resources under their control. All users of University-owned or University-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of University of the Cumberland's that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information Technology provides important means of communication, both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and images (graphics and video).

Access to the University's information technology facilities, from both remote and campus sites, is a privilege granted to the University's students, faculty, and staff. Access to University information resources may be granted, limited, or withdrawn by the University based on the following factors: observance of relevant contractual obligations, the requester's need to know, the

information's sensitivity, system load, availability of training, risk of damage to or loss by the University, and the person's previous history of use. The University reserves the right to extend, limit, restrict, or deny privileges and access to its information resources.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the University.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the University and those on networks to which the University's systems are connected or accessible. Abuses include the use of equipment such as wireless access points, wireless routers, cable routers, etc.

Access to information resources without proper authorization from data owners, unauthorized use of University facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as a Christian institution. Consequently, the system is continually monitored to evaluate system usage. Individuals using University systems without authority or in excess of their authority are subject to having all of their activities on the systems monitored and recorded by system personnel in conjunction with appropriate University personnel or local, state, and/or federal authorities.

The University is not responsible for user data lost or erased from University equipment. Any and all data stored on a University system is the property of University of the Cumberlands.

System drives will be cleaned periodically, and any data files erased at the discretion of the network administration. It is the responsibility of the user to make copies, or download to his own equipment, any data files he has created or stored on the University's systems, including email messages and addresses stored in the user's webmail account.

University of the Cumberlands treats access and use violations of computing facilities, equipment, software, information resources,

networks, or privileges seriously. The University will pursue criminal and civil prosecution of violators when appropriate. Alleged violations of this policy will be reported to the appropriate Vice President. For a complete listing of all Information Technology policies, please visit <http://www.ucumberlands.edu/it/>.

Using MyUC and iLearn

MyUC is the University's online portal used by students and faculty to access student and course information. A link to this portal is available on the Students page of the University's website. Students typically use the MyUC portal to register for classes, to check midterm and final courses grades, to review their transcript, to review planned programs, and to review their financial aid awards and business office account.

A link is also available on the Students resource page of website to **iLearn**, the learning management portal used by all university courses, both traditional in-seat courses and online courses. Students may be asked to use the iLearn portal to access course materials, submit papers, take online quizzes and examinations, or review course activity assessments or grades.

Both MyUC and iLearn are accessed using the same username and password used for the campus email system. The Information Technology Office provides technical support for both of these portals. This support includes online training videos available at <http://www.ucumberlands.edu/it/videos/>. Topics included there include

- How to Login to the MyUC Portal for the First Time.
- How to Register for Classes
- iLearn Tutorial Videos
- IT Helpdesk Portal Tutorial

Emergency Notification System

The University utilizes an automated Emergency Notification System (ENS) to notify all University stakeholders that have opted for the service in the event of an emergency. The service allows approved University officials the ability to send ENS alerts

simultaneously via SMS text, e-mail and voice messages. University officials sending ENS alerts are able to access an online internet portal to type messages or they may call a 24-hour/7 day-a-week telephone support line to have an attendant create and send alerts.

The University allows any person interested in enrolling in the ENS program, to do so at no cost on the University's website at <http://www.ucumberlands.edu/alerts/>. Beginning in August of each year, the enrollment process is reset and faculty, staff, students, parents, campus vendor employees and local emergency support personnel must re-enroll in the system to ensure current contact information.

ENS alerts are sent to communicate dangerous conditions which require the immediate attention of all people on campus. Scenarios presenting immediate danger may include severe weather incidents such as tornado warnings and community or campus emergencies requiring evacuation or confinement. ENS messages will be kept brief, and will contain short commands that give the recipient an idea of the action required. A contact telephone number will be provided on each ENS as a way for recipients to get additional information.

The ENS program is voluntary, meaning no user is required to enroll. This program is one of several tools used by University officials to communicate in a rapid, concise manner to those that may be affected by an emergency. Although the ENS is designed with many redundant factors to ensure a high probability that accurate messages will be sent and received, the University does not guarantee that this system will work 100% of the time.

Inclement Weather Policy

Decisions about classes and office hours during times of uncertain weather conditions are based on:

1. Our concern for the personal safety of students and staff;
2. Our need to provide learning opportunities and services for students;
3. Our significant resident population; and
4. Our belief in the importance of personal choice and responsibility in individual decision-making.

The University has adopted the following procedures:

1. Should the administration make a decision to close operation:
 - a. Notification of closure or class delay will be made through Cumberlands Emergency Notification System. If you are not signed up for this system, please do so by going to this link: <http://www.ucumberlands.edu/alerts/>. The University administration requires all faculty and staff who work on campus to enroll in the e2Campus emergency notification system (ENS) This system enables UC to send urgent news to your phone and email. In the event of an emergency, this system has the capability to send emails, text messages, and make phone calls to all that are registered to notify them of the situation. This is a free service and students, family and community members have the ability to enroll for it as well.
 - b. Digital Media – Notification will be posted through campus email, to the front page of the University website (ucumberlands.edu) and shared via University social media platforms including Facebook ([facebook.com/ucumberlands](https://www.facebook.com/ucumberlands)), Instagram (@ucumberlands) and Twitter (@ucumberlands).
 - c. The announcement will also be placed with the following TV stations WLEX (Lexington) WKY (Lexington), and WYMT (Hazard) to be broadcast on their weather closings.

2. Should the administration decide not to close operations for the day:
 - a. Students, faculty, staff and other university employees will exercise their personal judgment about travel conditions and will be solely accountable for their choice.
 - b. Those who are unwilling or unable to allow extra time for travel or who are personally uncomfortable with the challenge, may choose to take a class cut or choose to take a day without pay or a vacation day. In all cases, employees must call in to their supervisors. Faculty and supervisors will use their best professional judgment in accommodating those personal decisions to ensure continuity of service. Faculty and supervisors have the responsibility for providing “service-as close-to-usual” as possible.
 - c. All supervisors of student employees are responsible for having a contingency plan in place for communicating with

student employees in the event of a disruption in their work schedule due to inclement weather.

Severe Weather Regulations

Tornado Watch means that conditions exist for a tornado to develop. Tornado Warning means that tornado has actually been sighted or indicated on radar. NOTE: One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hail stone, the more likely a tornado will occur.

When a tornado warning is announced:

1. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
2. If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs. If you are in an all wood building, evacuate to a safer location.
6. ADMINISTRATIVE OR CLASSROOM BUILDINGS – Go to an interior hallway on the lowest floor. Stay away from windows.

Emergency warning regarding tornados may be issued by:

- Department of Safety and Security Staff
Faculty Members
- Residence Life Staff
- Local Radio and Television Stations

STUDENT SUPPORT SERVICES

Career Services

The Career Services Office (Room 019 of the basement of the campus library) provides services for students to assist with career interest assessment, résumé writing, interview skills and job search tactics. Career resource information is maintained in the office and on-line. Full-time job, part-time job, and internship opportunities are

posted on-line at <http://inside.ucumberlands.edu/career>. All students have the opportunity to interact with recruiters when they visit campus or during the Spotlight Career Fair, which is sponsored by the Career Directors of the Association of Independent Kentucky Colleges & Universities.

The Career Services Director also assists with the coordination of Counseling Services for all UC students. Sessions are offered on the main campus, via phone and through the mental health clinic on the Northern Kentucky Campus. Additional referrals are made to local mental health agencies as needed.

Leadership/Community Service Program

The goal of the Leadership and Community Service Program is to empower students to become compassionate agents of change, to use their knowledge and abilities to help others, to inspire responsibility, and to stimulate service as a life-long conviction. The University's leadership program is designed to help students better understand how leadership is effectively exercised to enhance their personal leadership. All undergraduate students with the exception of those students enrolled in the School of Lifelong Learning Program at the University of the Cumberlands' are required to complete a 40 hours of community service. In addition, students have the option of participating in the SUCCESS program, which entails documenting a total of 200 hours of community service. Students enrolled in on-line courses in the School of Lifelong Learning may choose to submit 200 hours of community service to be recognized as a Hutton Scholar upon official graduation.

Workstudy Program

The Work-Study Program is and has always been an integral part of the operation of the University and the University's objective to prepare students to become well-rounded and educated individuals. Work-Study is awarded by the Financial Planning Office. Earnings from an awarded Work-Study position must be used to help pay a student's tuition account balance. Students can have wages posted to their student tuition account automatically by enrolling in direct deposit. Students that do not enroll in direct deposit will need to apply each paycheck to their tuition account balance until it is paid in full. It is the responsibility of the student to apply for and secure

employment, report to work as scheduled, perform assigned tasks, and abide by the policies and procedures of the department in which they are employed. Students can apply for open positions, view the Student Employee Manual and enroll in direct deposit at <http://inside.ucumberlands.edu/studentemployment>.

Time and attendance is managed by an electronic time clock. It is the student's responsibility to ensure that time is reported accurately in the electronic system by clocking in and out when they work. Students will not be paid for time that is not recorded in the electronic system as worked.

Bookstore

The Bookstore carries textbooks for all courses offered by the University, including reference books. Textbooks may be purchased or rented depending upon the course. Other items for sale include school supplies, art supplies, sporting items, health and beauty aids, souvenirs, gift items and apparel.

The Bookstore accepts Master Card, Visa, Discover, American Express credit cards, debit cards, and gift cards. Students may charge textbooks and class supplies purchases to their student account by presenting their student I.D. Student account charging is a service offered to students to aid them in acquiring books and supplies for classes. Periodically throughout the semester, unpaid balances will be transferred to the student's permanent financial record in the Bursar's Office. These balances are payable upon receipt of billing.

At the end of each semester the Bookstore offers to purchase books back from students for up to 50% of the purchase price. The buyback price paid by the Bookstore depends on whether or not the book will be used on campus the following semester, the national demand for the used book, and the condition of the book.

Because of the value of university textbooks on the used book market, all students are encouraged to treat their textbooks as they would any other valuable property. Students should permanently write their name in each textbook. Any lost or stolen textbooks should be reported immediately to the Bookstore and to the Office of Student Services. Writing the textbook owner's name in each book in

no way decreases the value of the book at buyback and helps in identification of the book if it is lost or stolen.

Check Cashing

Checks written up to \$100.00 may be cashed in the Bursar's Office upon presentation of a valid University ID and Driver's License. Any person who knowingly writes a bad check is subject to disciplinary action. Checks returned by banks will be charged to the student's account in the Bursar's Office, and the student will be assessed a \$20.00 service charge because of "Insufficient Funds" or "Closed Account." **PLEASE OBSERVE** - Checks made payable to a student must be endorsed by the same name.

Personal Loans

Upon presentation of a valid University of the Cumberland ID, the Financial Planning Office will allow any student to borrow up to \$100.00 for personal expenses. This is an interest-free short term loan, to be repaid in the Financial Planning Office within 30 days.

Shuttle Service

The University offers a free airport shuttle service to and from the McGhee-Tyson Airport (TYS) in Knoxville, TN. The shuttle service is only available on the dates posted on the university website at www.ucumberlands.edu/airportshuttle. The University will not provide transportation to other airports or on other dates. The schedule indicates the dates and times the shuttle will arrive at the Knoxville airport. Students needing to use this shuttle service must complete an online shuttle reservation at least 14 days in advance of the date of the shuttle. If a student does not make a reservation, we cannot guarantee an available seat on a shuttle. All departures should be scheduled after 12:00 p.m. and arrivals should be scheduled prior to 10:00 p.m. For questions, contact the shuttle coordinator at: airportshuttle@ucumberlands.edu.

Students needing to arrange travel to or from an airport at times other than the University's Knoxville Airport Shuttle Schedule may make reservations with Venture Cabs, a licensed taxi service based in Corbin, KY. Venture Cabs provides discounted rates for trips to or from airports in Knoxville, TN; Lexington, KY; Louisville, KY; and Cincinnati, OH. U.S. Dollars or Major credit cards are accepted at

the time of the trip. Reservations may be made 24 hours a day, 7 days a week by calling 1-(888)-526-1211 or (606) 526-1211.

Venture Cabs is not affiliated with the University.

Parking

Parking Control enforcement will begin on August 29, 2016 and January 16, 2017.

Registration of Motorized Vehicles

All motorized vehicles driven or ridden on campus must be registered annually with the Bursar's Office. The undergraduate and graduate annual parking permit is valid from August 15 until August 14 of the following year. Vehicle registration permits are available for purchase at the Bursar's Office.

Resident / Commuter Permit

Annual Cost-\$15.00, Additional Vehicle-\$15.00, Lost or Altered Permit-\$15.00. No unregistered student vehicle may be parked in campus parking lots or city streets within the campus. When driving an unregistered vehicle for a period of up to two weeks, drivers may secure a temporary permit at the Business Services Office

Resident / Commuter Status Changes

When a student changes their status from commuter to resident or vice-versa, they must remove their old permit and take it to the Bursar's Office to be exchanged for a new permit, at no additional charge.

Vehicle Permit Regulations

1. The possession of a valid vehicle permit sticker does not insure a parking space at all times, but rather grants permission to park on University property.
2. Vehicle permits must be placed permanently on the inside, passenger side of the windshield of four-wheeled vehicles. Scooter or motorcycle permits must be attached by security strip somewhere around the handlebars. Any other motorized vehicle types must be registered through the office of Business Services to ensure proper placement of the permit. A "No-Permit" violation will be issued if the permit is not permanently attached in the correct location.
3. A vehicle may only have one commuter or one resident sticker, not one of each. A "Non-Valid Permit" violation will be issued for having two permits.
4. Vehicle permits are not transferable. They are valid from August 15 – August 14. The permit becomes invalid and must be

removed when the registrant withdraws from or otherwise terminates his or her association with the University of the Cumberlands.

5. No vehicle may be registered in the name of more than one person. It is the responsibility of the registrant to destroy stickers prior to the sale or transfer of the vehicle. Responsibility for any violation will reside solely with the registrant.
6. No refunds will be made on parking permits.
7. If a permit comes loose and is removed, a new one must be obtained without delay. Failure to replace the permit shall constitute a “No-Permit” violation. Permits can be exchanged at the Bursar’s Office at no additional charge.
8. Permits that have been lost or accidentally destroyed require an additional permit to be purchased at the Bursar’s Office.
9. University of the Cumberlands does not assume liability for theft or vandalism that occurs while vehicles are parked on university property.
10. Cars parked in the “No-Parking,” “Reserved,” “Handicapped,” “Visitors,” “Loading,” “Tow-Away Zone,” “Bus Zone,” or sidewalk areas may be ticketed or towed at the owner’s expense.
11. University officials have the authority to tow any vehicle that is illegally parked; blocking access to a building or that is otherwise deemed a nuisance. The cost of vehicle removal and impounding is considered a lien against the motor vehicle until paid by the owner or the owner’s representative. When three or more violations of these policies occur, the violators name will be referred to the Dean of Student Life, who will determine the appropriate disciplinary action.
12. The University has permission from the City of Williamsburg to ticket any unregistered vehicle from any city street within campus. The City of Williamsburg has permission from the University to patrol campus, parking lots and issue parking and speeding violations.

Additional information on parking regulations and location of parking areas for commuters and resident students may be found in the *Student Handbook*.

Health Services

The Campus Health Clinic is located in the Browning Annex, behind the Correll Science Building. The clinic provides a convenient option for students to see a medical professional for treatment of minor illnesses and injuries without having to travel off campus.

Appointments are encouraged, but walk-ins are welcome each day during clinic hours: M/W from 8am-noon, T/Th/F from 1-5pm. To make an appointment or to inquire about this clinic's services, please contact the office at (606) 539-4575. If emergency medical treatment is needed after hours, Emergency Rooms are located at Jellico Community Hospital in Jellico, Tennessee (423) 784-7252, approximately 12 miles; and at Baptist Regional Medical Center in Corbin, Kentucky (606) 528-1212, approximately 20 miles.

Undergraduate Student Health Insurance

All undergraduate international students and all students that are participating in intercollegiate athletics are required to have adequate medical insurance during their time of enrollment at UC. Eligible students that do not submit an approved online waiver with proof of their own medical insurance coverage that meets UC's minimum insurance coverage requirements by August 31, 2016, will be enrolled in the UC student injury and sickness insurance plan, and the insurance premium will be billed to the student's tuition account. For eligible students entering in the spring term, the waiver deadline is January 31, 2017. Before the expiration of the waiver deadline each term, no student will be allowed to participate in any intercollegiate athletic activities until their personal health insurance coverage has been verified and approved by the University, or until the student has voluntarily enrolled in this student benefit plan. The specifics of the plan can be found online.

In submitting an online waiver form for approval, students must provide proof of current coverage that meets the minimum insurance requirements as follows:

- Offers at least 60% coverage for inpatient and outpatient medical services in the Williamsburg, KY area
- If a deductible is in place, it must not exceed \$5,000 per year.
- Offers medical benefits of at least \$25,000 per accident or illness (plans that provide emergency care only are not acceptable)
- Provides coverage for inpatient/outpatient medical services for injuries or illnesses sustained by those participating in intercollegiate sporting events
- Provides direct claim payment to providers (plans that offer reimbursement only for claims incurred are not acceptable)

Questions about the waiver process or the student injury and sickness insurance plan should be directed to the Business

Services Office at (606) 539-4209. Additional information about the policy or the waiver program for students participating in intercollegiate athletics, can be found online at www.ucumberlands.edu/insurance.

CAMPUS ACTIVITIES

Intramural Sports

The purpose of the Intramural Sports/Campus Recreation program at University of the Cumberlands is to provide a wide variety of activities to meet the recreational and competitive needs of the University's student body (regularly enrolled graduate, undergraduate students, faculty, and staff members). Flag football, basketball, softball, and Ultimate Frisbee are provided for men and women on the same team (coed). These are the core sports that are provided throughout the year, but feedback from the student body may result in additional sports being added. The length of the season will be determined by how many teams sign up for a particular sport. At the conclusion of the season there will be a tournament to determine a championship team or individual champion.

How to Join a Team

- A student may join a team by putting their name on a roster, which may be found on the intramural sports web site.
- Participants must abide by the rules of each sport.
- The rules and regulations for each sport can be found on the intramural sports website.
- Varsity or professional athletes cannot participate in the sport of their expertise.
- Schedules and rosters are found on the intramural web site.
- All rosters may be sent to the intramural director via email.

Aquatic Center

The Aquatic Center is available to students, staff and faculty, upon presentation of a current University of the Cumberlands ID. Off-campus patrons pay \$2.00 for ages 12 and under, 13 and over pay \$4.00 per visit. Please contact the AquaticCenter at extension 4487 or 4485 for more information. Pool hours will be posted at the pool. During open hours, the pool will be used for recreational and lap swimming. The Pool Regulations are posted at the pool and will be enforced. When crossing campus, swimming attire must be

covered by shorts and a T-shirt and shoes must be worn.

Special events, such as birthday parties or club/organization events may be booked through the Aquatic Director at extension 4485.

Campus Activity Board

The purpose of the Campus Activity Board (CAB) is to provide a wide range of activities for the University community and to encourage student involvement in the total spectrum of college life. Major programs of emphasis include Welcome Week, Homecoming, and Spring Fever. CAB also sponsors films, dances, concerts, comedy nights, novelty shows, and tournaments. CAB is made up of students who are selected for their organizational, leadership, and creative abilities. Applications for membership are available each year during the fall and spring semesters. The Director of Student Activities serves as sponsor and advisor to the Board.

Any comments, questions, or suggestions a student may have concerning the projects of the Campus Activity Board may be directed to the Director of Student Activities.

Game Room

The Game Room offers free pool, ping pong, and video game play for the students' enjoyment. The Game Room is located on the bottom level of the Boswell Campus Center and is supervised by the Director of Intramurals. The Office of Student Services reserves the right to revise Game Room regulations as necessary. The Game Room regulations are posted and will be strictly enforced. **Use of tobacco products is strictly prohibited.**

Student Media

University of the Cumberlands actively supports and takes full responsibility for its student publications and other media projects. The University administration and/or faculty play(s) a supervisory/ advisory role in the publication of The Patriot (the student newspaper), UC Digital Media Studio and WCCR (campus radio station). Relevant information and instruction, ample financial assistance through designated budget allowances and student work-study positions, and appropriate and adequate space and equipment are provided to help ensure the quality of the University's student publications and other media projects.

UC assumes editorial responsibility for all publications/productions

in keeping with the values and mission of the University with final editorial responsibility retained by the University President.

Campus Ministries

A variety of campus organizations provide opportunities for students to grow in their faith journey and serve others through ministry programs and outreach. Students are encouraged to participate in all aspects of campus ministry programming, regardless of their religious affiliation or faith tradition. All ministries promote general Christian beliefs and traditions.

Appalachian Ministries (AM), provides opportunities for students to serve as mentors and role models for children in community programs by providing recreation, offering tutoring assistance, teaching crafts and music and through sharing Bible stories.

Baptist Campus Ministries (BCM), encourages students to with others on ministry teams who share their interests, talents, passions, and seek to impact the campus community. Some ministry teams include: worship team, technology and social media team, campus outreach, community outreach, creative ministries, and missions.

Fellowship of Christian Athletes (FCA) is a sports ministry that encourages fellowship among athletes and teams. Weekly gatherings include games, food, fun and small group discussions.

Mountain Outreach (MO), engages students in a hands-on approach to ministry through periodic light construction projects that include building access ramps or home repair and by distributing clothing, food and household items to those in need.

For information about the opportunities listed above, or to speak with someone regarding any needs, call the Campus Ministries Office at 606-529-4343 or email:bcm@ucumberland.edu