

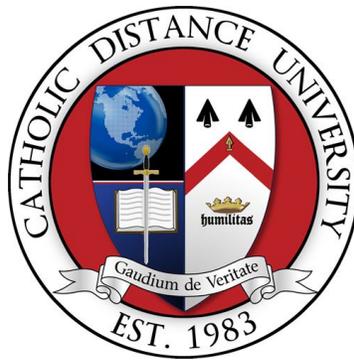
# Catholic Distance University

## Student Handbook

Academic Students

*This handbook is published as an appendix to the CDU Program & Course Catalog, which includes the graduate and undergraduate program and course descriptions, and lists important CDU Policies.*

2018-2019 Edition



**Catholic Distance University  
115 West Congress Street  
Charles Town, WV 25414**

**Satellite Office  
200 N. Glebe Road  
Arlington, VA 22203**

# STUDENT HANDBOOK

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## **Welcome to CDU**

### **Message from the President**

Dear Students,

Thank you so much for enrolling at CDU. Our programs integrate inspiring, Catholic content, always faithful to the Church's teachings, with state-of-the-art learning management technologies that enable you to access your education in the comfort of your home or wherever you choose.

CDU has been a pioneer since 1983 using flexible, convenient distance technologies to bring high quality educational programs to each learner. You will explore the riches of Sacred Scripture, Church documents, Papal documents, and the wisdom of the Saints and Doctors of the Church.

You will never be alone at CDU. Our outstanding faculty and friendly staff will guide you every step of the way. Every day our students from all over the world experience the communion of the Church by praying for one another in our online chapel, catching up in the online cafe, and sharing their family milestones through the online photo gallery. Our online campus, easy-to-navigate learning platform called Canvas, and our carefully chosen faculty encourage an engaging, dialogic approach to learning that is modeled on the conversational pedagogy of Jesus Christ in the Gospels. In each of our courses, we emphasize the importance of faculty-guided discussion and student interaction that research confirms is the best way for adults to learn.

We look forward to serving you throughout your educational journey.

Sincerely in our Lord,

Marianne Evans Mount, Ph.D  
President

[Video Welcome from CDU President](#)

[Statement of Educational Effectiveness](#)

### **Study Suggestions**

#### **Introduction to Online Education**

The following information will help the student become an effective online learner and successfully meet the requirements of each accredited online course.

CDU has offered distance learning courses for 35 years. Our online education model is effective and challenging, and offers students the flexibility needed to earn an accredited Master of Arts (Theology), Master of Arts in Educational Ministry, one of three graduate certificates, a Bachelor of Arts in Theology

(through our bachelor's completion program), an undergraduate Catechetical Coordinator Certificate, an Associate of Arts in Catholic Studies, or the Catechetical Diploma Undergraduate Catechetical certificate program, while continuing personal and work obligations.

Online education places the student in control of achieving education goals -- whether these include earning a degree or gaining a life-changing knowledge of the faith and love for God through non-credit courses. Since online education requires accepting responsibility for the discipline required to complete the assignments, a student will have the satisfaction in knowing that individual hard work and self-discipline have been instrumental in academic success. A student will discover how best to study, when and where to study most effectively, how to make the most efficient use of time, and which subjects require extra review. Most importantly, students will find that making and maintaining a realistic schedule will facilitate success.

## **Hardware and Software Requirements**

Students need a fully functioning computer, tablet, or smartphone with an Internet connection and web browser. For courses with audio or video, Adobe flash or a media player may be needed. For academic courses with final exams, a camera, microphone, and Microsoft Word or an equivalent program are needed for the online proctored exam service. A printer is also strongly encouraged.

## **Help with Canvas LMS**

The learning management system and the MyCDU portal (the system in which the student registered) are separate systems, but the username will be the same for both systems. CDU offers an outstanding Learning Management System (LMS), Canvas, which serves as a home for the many online classes, as well as for the library and Student Life Center. The direct link to CDU's online campus is:

<https://cdu.instructure.com/login/canvas>.

The first time a student enters the online campus, the password will be the same as the username, but the student should change the password once in the online campus. To do so, log in and select Settings > Edit Settings > Change Password. Canvas is known for being intuitive to use, but Canvas Guides and the Help Desk can further assist students in navigating the system. Students find the Canvas tool intuitive, but the student is encouraged to read and watch the helpful user guides and videos available at <https://community.canvaslms.com/community/answers/guides/>. The following excerpts from those guides answer frequently asked questions regarding Canvas:

[How do I sign up with Canvas as a student?](#)

[How do I log into Canvas?](#)

[How do I use Dashboard?](#)

[How do I view my Canvas courses?](#)

<https://community.canvaslms.com/docs/DOC-13122>

[Will Canvas work on my mobile device?](#)

If the student continues with logging into a course at any time, call the 24/7 Canvas Support Hotline at

844-702-5218. If help is needed while in the CDU Campus or in a CDU course, click the “Help” link at the lower, left sidebar. Online chat sessions are also available at the “Help” link.

Get the Mobile App: The Canvas guide for your mobile device is available at <https://community.canvaslms.com/docs/DOC-4048>. Once the mobile app is downloaded from the app store (no credit card information is needed – skip that screen if requested), select Catholic Distance University.

## CDU Support Program

CDU’s faculty and staff is fully dedicated to student online success, and are committed to supporting students in achieving personal goals as quickly and efficiently as possible. The success of each and every student is important.

When entering the online campus, students will have access to online courses and a CDU Student Life Center, where services such as a help desk, a Resource Center, an online cafe for socializing, conversation with alumni, and links to CDU’s private Facebook and Twitter groups can be accessed. The **Director of Student Life** is available within the Student Life Center and at [studentlife@cdu.edu](mailto:studentlife@cdu.edu) to help the student feel like part of the the CDU community.

To derive the greatest benefit from studies, it is strongly suggested that students begin and end each lesson with a prayer to the Holy Spirit. CDU students are remembered at Mass offered by the dedicated priests who serve on the staff. Faculty and staff are united with students by prayers and love for Jesus Christ, for whom this sacrifice to learn more about him and the Church will be repaid a hundredfold. “He offers us ‘his yoke’, the way of wisdom of the Gospel which is neither a doctrine to be learned nor an ethical system but rather a Person to follow.” (Benedict XVI, [https://w2.vatican.va/content/benedict-xvi/en/audiences/2011/documents/hf\\_ben-xvi\\_aud\\_20111207.html](https://w2.vatican.va/content/benedict-xvi/en/audiences/2011/documents/hf_ben-xvi_aud_20111207.html))

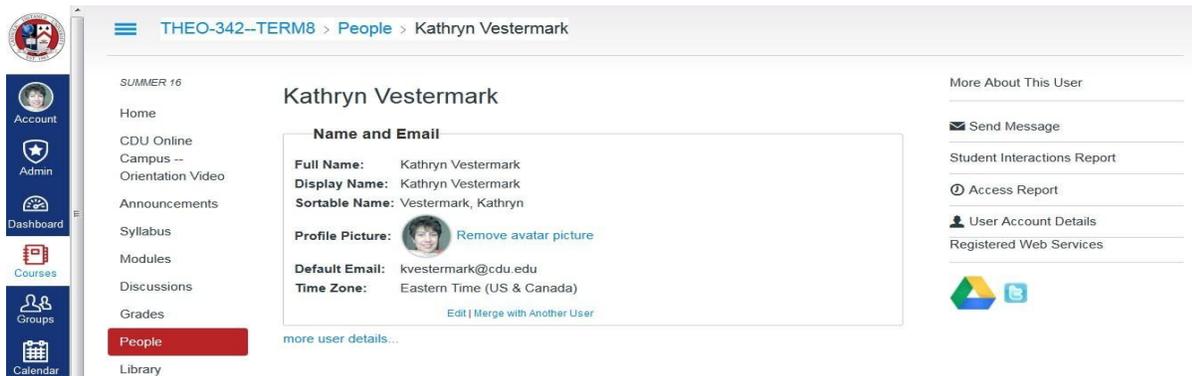
## The Importance of Communicating with CDU

Personal contact is a very important way to ensure the students will earn their degrees in a timely fashion. We are here to assist in any way possible. Our office hours are Monday through Friday, 9 a.m. to 5 p.m., EST. Students may leave a message after office hours and on weekends. The office is closed on U.S. Federal holidays and on Holy Days of Obligation. Please refer to the University Calendar on the CDU website for the current schedule of closures. If a student has any questions, please email the desired office by clicking on the links or at the following extensions by dialing (888) 254-4238.

[Admissions](#) ext. 700  
[Catechetical Programs Dean](#) ext 709  
[Noncredit Registrar](#) ext. 713  
[Finance](#) ext. 708  
[Financial Aid](#) ext. 702  
[Registrar](#) ext. 716  
[Marketing](#) ext. 717  
[Office of the President](#) ext. 717  
[Technology](#) ext. 705  
[Academic Dean](#) ext. 701

## Contacting Faculty

In each courseroom, in the left side navigation tool, under “People,” is the personal information for the faculty member (as well as all the other registered students).



The screenshot shows a Canvas LMS user profile page for Kathryn Vestermark. The page is titled "THEO-342--TERM8 > People > Kathryn Vestermark". On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, and Calendar. The main content area shows the user's name "Kathryn Vestermark" and a "Name and Email" section with the following details: Full Name: Kathryn Vestermark, Display Name: Kathryn Vestermark, Sortable Name: Vestermark, Kathryn, Profile Picture: [Avatar] with a "Remove avatar picture" link, Default Email: kvestermark@cdu.edu, and Time Zone: Eastern Time (US & Canada). There is also a link to "Edit | Merge with Another User". On the right, there is a "More About This User" section with links for "Send Message", "Student Interactions Report", "Access Report", "User Account Details", and "Registered Web Services".

## Practical Study Suggestions

Courses taken in the online term-based format are designed either to be completed in 8 or 12 weeks. Students enrolling in these courses should expect to spend 10-17 hours a week completing lessons, participating in online discussions, and posting assignments.

Before Beginning the Course/Course Orientation:

- Read and understand course syllabus and assignments, assignment weighting.
- Look over the Course Hour Worksheet to plan for course engagement and course preparation hours
- Become familiar with Canvas Help section (See “?” on the left toolbar).
- Introduce yourself to your faculty member and your classmates and learn how to contact your instructor.

Each week of the course:

- Read and review the course lesson materials.
- Review the Lesson Objectives and be able to respond to them.
- Read all of the comments posted in the course discussion room.
- Complete all weekly assignments by the required due date.

Study habits:

- Schedule time to study throughout the week -- do not cram studies into one session.
- Take notes/write out answers to lesson objectives.
- Make note cards with lesson vocabulary.
- Ensure being in a place conducive to study -- quiet, well lit, free of disturbances.

Final Exams:

- Set aside time to review each module’s objectives.

- Review lesson vocabulary.
- Review discussion starter for each week of the course.
- Write practice essays on main topics of discussion.
- Contact other students in the course and set up an online study session.

## **Comprehensive Exam Policy and Procedures**

### **Overview**

All degree seeking graduate students will take one comprehensive exam after all course work is complete and prior to graduation. Comprehensive exam questions are based on eight required courses in the MA (Theology) program and eleven required courses in the MA in Theology for Educational Ministry program, as well as knowledge and comprehension gained from the student's elective coursework in either program. Students are able to begin preparation for comprehensive exams once they have enrolled in their final course in the MA program.

### **Preparation**

Comprehensive exam questions are designed to require the student to synthesize and apply general concepts learned in multiple courses within the programs. In preparing for the comprehensive exams, a student should review the provided study guides, which will remind them of key Church documents, Church Fathers and doctors, theological concepts, important events in Church history, key Scripture passages and sections of the Catechism. Students may also wish to review course materials, papers, written assignments, quizzes, and books used in coursework. A student should think ahead and gauge the amount of time they will need to prepare for the comps. Other students can prepare for their comps while actively engaged in their current coursework.

Students register and pay the \$150 fee for the comprehensive exam through the MyCDU student portal. Upon registration for the exam, students will have access to the study guide and question pool for his or her particular degree and will have eight (8) weeks to study and complete the exam.

### **Scheduling and Taking the Exam**

When a student has decided on an exam date within the chosen academic term, the student must schedule the exam with the online proctoring service, Examity. The registrar can provide additional details and assistance about Examity.

The exam will consist of three(3) separate questions chosen at random from the question pool specific to his or her degree program. The student will have four hours to answer the three questions.

Responses will be graded for content rather than length, but in order to thoroughly answer an exam question, successful essay answers should each be at least 750 to 1,000 words in length, which equates to approximately 2 ½ to 3 pages.

## Grading and Results

After the exam is graded by the CDU faculty, the student will be able to see the results of the exam in Canvas. For each of the three comprehensive questions, the student will receive a grade of “pass,” “pass with honors” or “fail.”

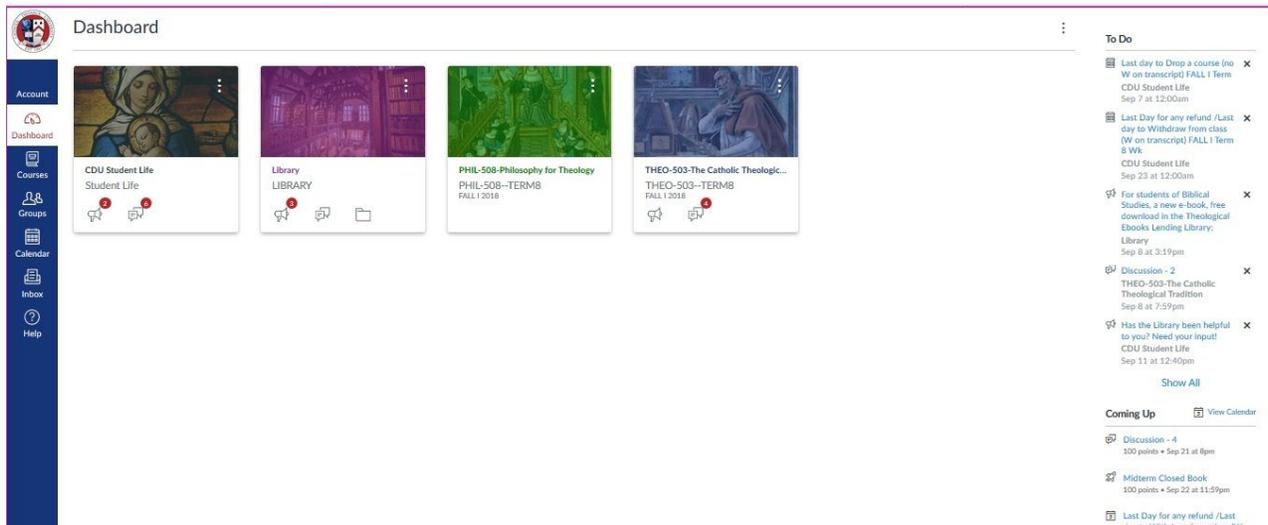
In the event of failure of all or part of the exam, the student will be able to retake the comprehensive exam up to two additional times by re-registering.

## Course Overview

Each of the courses follows a special format designed for optimum learning at a distance. Some special features of this form of study and tips for success are discussed below and are also available in [video format](#).

## Logging into Canvas

When logging into Canvas, a student will arrive at the dashboard. The dashboard contains much information about recent messages or upcoming dates.



To enter into the courseroom, the students click on “courses” on the left sidebar menu.



In the landing page of the courseroom, students will first find the course syllabus. After the students review the syllabus, they should return to the landing page and sign into the course by clicking on the link to the student introductions:

After the self-introduction, students should proceed to the course content which is also linked from the home page and grouped by modules. Each module is named according to the week of the course:

THEO-682-Forming a Catholic Worldview: Catholic Social Teachings

with  
Dr. Matthew E. Burson

Begin by reviewing the syllabus:  
**Syllabus**

Next, introduce yourself here:  
**Instructor/Student Introductions**

Once you are ready to begin the course start with Week One, following the weekly schedule of the academic term, move with the instructor and class sequentially to the end of the course. All weekly assignments are due by 11:59pm on Sunday nights, but you should plan on participating in discussions multiple times during each week:

→ **Week 1** **Week 2** **Week 3** **Week 4**  
**Week 5** **Week 6** **Week 7** **Week 8**

Each module includes a sequence of material beginning with the lesson objectives, the key words, the lesson content, the lesson assignments, the quiz (if applicable) and the weekly discussion forum in which students are required to participate. The module as a whole will look something like this:

Week One: Introduction and the Pillars of Catholic Social Teachings

- Week One Learning Objectives
- Week One Key Terms
- Introduction
- What is Catholic Social Teaching?
- The Seven Principles of Catholic Social Teaching
- The Four Pillars
- Week One Conclusion
- Week One Readings
- Week One Discussion  
Sep 3 | 10 pts

At the navigation bar to the left, the student will find other items in the courseroom that include information about the Final Exam, a link to the library, the CDU Student Life Center, the Catalog with Student Handbook, program planning tools, and other links. When an item is chosen, it will be highlighted in red as shown. Keep in mind that the exact appearance of the navigation bar will vary by course and with only those features that the faculty has made available.

Each module has a faculty facilitated discussion area where students exchange ideas related to the course materials. Students should frequently (daily is best) review the contents of the weekly lesson module.

## Learning Objectives and Key Words

Each course module begins with listing the learning objectives and key words for that lesson. The learning objectives identify the most important concepts to be mastered so that students achieve program goals. The keywords are terms that need to be known. Even if a student is familiar with these terms, it is important to take note of how the faculty uses or defines them in the context of the course.

Students begin by reading the lesson objectives. When this is completed, the student then clicks the “next” tab to move to review the key terms. When the student hits “next” again, the student moves directly into the lesson itself. By continuing to click on “next” at the conclusion of each page within the module, the student navigates through the lesson appropriately.

THEO-342--TERM8 > Pages > Learning Objectives - 1

SUMMER 16

View All Pages

Published Edit

## Learning Objectives - 1

When you finish this lesson, you should be able to do the following:

- Explain some of the history of the Second Vatican Council.
- Describe the layout of the Dogmatic Constitution on the Church.
- Analyze the theology of the mystery of the Church.
- Explain the conciliar teaching on the People of God.

Previous Next

## The Class Lecture and Content

The lesson itself is equivalent to a lecture in a traditional classroom and may be in either written or audio/video form, or a combination of text and media. In many courses, the lesson is divided into sequential units through which the student navigates. Sometimes faculty have added quizzes and assignments into the flow of the lesson itself, which in other cases would be available as a weekly assignment and/or quiz (if applicable) after the lesson. Remember that in some courses the faculty member has designed the content in such a way that the later material cannot be completed until the completion of earlier material.

With online education, however, a student can be certain that another student will not distract the faculty member and/or divert the lecture. Occasionally, lesson material has been hidden from the students' view by the faculty member. If it seems as though this material should be made visible, the student should inform the faculty member.

Outcomes  
Collaborations  
Conferences  
Settings

Account  
Admin  
Dashboard  
Courses  
Groups  
Calendar  
Inbox

Week 1: Introduction and Lumen Gentium

- Learning Objectives - 1
- Key Words - 1
- Lesson - 1
- Lecture Transcription - 1
- Reading Assignment - 1
- Self-Check Quiz - 1  
10 pts
- Discussion - 1  
Jul 9 | 100 pts

## Reading Assignments

The next item in the weekly module is the list of reading assignments for that lesson. The reading

assignments will be drawn from course textbooks, Church documents, related sources or the anthology of readings.

The screenshot shows a Canvas LMS interface. At the top, the course is identified as 'THEO-342--TERM8' and the page is 'Reading Assignment - 1'. A sidebar on the left contains navigation links: Account, Admin, Dashboard, Courses, Groups, and a calendar icon. The main content area shows 'SUMMER 16' and 'View All Pages'. The assignment title is 'Reading Assignment - 1'. Below the title, it says 'Read the following selection from your text:' followed by a bulleted list of sources:
 

- Vatican II: Renewal within Tradition, edited by Matthew Lamb and Matthew Levering (Oxford: Oxford University Press, 2008), pages ix - xv. It is a speech by Pope Benedict XVI and it will set us on the right track for the rest of the course.
- Lumen Gentium articles 1-17. [http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_const\\_19641121\\_lumen-gentium\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19641121_lumen-gentium_en.html)

 At the bottom of the content area, there are 'Previous' and 'Next' navigation buttons. In the top right corner, there are 'Published', 'Edit', and a settings gear icon.

### Textbooks

Each faculty member selects textbooks, Church documents, and/or an anthology of readings to supplement the lessons. Students may purchase required texts by linking to our bookstore through our website or in the Resource Center page in the Student Life area. Church documents are available online for free at the Vatican website ([www.vatican.va](http://www.vatican.va)) and elsewhere.

### Written Assignments and Quizzes

The weekly module also contains a link to any written assignment or quiz. Some quizzes are automated and will be taken online and submitted with the press of a button. All written assignments, including term papers, will be submitted online. This may be done in one of two ways: either through text entered directly into Canvas:

The screenshot shows a Canvas LMS course page for 'Week 3: Lumen Gentium, continued'. A sidebar on the left contains navigation links: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area shows a list of assignments and quizzes, each with a status icon (green checkmark or red X) and a settings gear icon. The items are:
 

- Learning Objectives - 3
- Key Words - 3
- Lesson - 3
- Lecture Transcription - 3
- Reading Assignment - 3
- Self-Check Quiz - 3 (10 pts)
- Essay Assignment #1 (Jul 23 | 100 pts)
- Discussion - 3 (Jul 23 | 100 pts)

 At the top right of the list, there are '+', 'Settings', and 'Refresh' icons.

Or, through uploaded documents:

## Term Paper

The course requirement may include a term paper. For graduate courses, the term paper typically must be ten to twelve typed, double-spaced pages. For undergraduate courses, the term paper typically is five to seven typed, double-spaced pages. The format should follow *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate Turabian. All term paper topics must be approved by the faculty member. Unless instructed otherwise, students must submit a term paper topic proposal as directed by the course syllabus. Please visit the online library to access guidelines on completing the term paper and information on how to properly format footnotes, bibliographies, and citations. The online librarian is available to answer questions and offer assistance in accessing information for research for term papers.

## Examinations and Proctoring

Courses normally include either a Final Examination or Final Project. Final Exams and one set of Graduate Comprehensive Exams must be proctored using an online proctoring service identified by CDU. Students must complete all coursework and requirements before taking any exam. To safeguard the validity of the tests, CDU does not return the graded final examinations to students.

A Comprehensive Exam is required to earn the Catechetical Diploma (undergraduate level certificate) and a Master's degree at CDU. For the Catechetical Diploma, one non-proctored Comprehensive Exam is required at the conclusion of all coursework. For the MA, one proctored Comprehensive Exam is required at the end of the coursework.

## Program Description and Goals.

The required courses for each program are essential for meeting the program goals. The elective courses allow students to explore in depth particular concepts or subject areas that the core courses surveyed. In

this way, the individual courses support the achievement of the program goals (see Program Goals section of Catalog).

## Getting Started

Contact Admissions at 1.888.254.4238 ext 700 or [admissions@cdu.edu](mailto:admissions@cdu.edu) to answer questions about how to get started with a program. The director of admissions will discuss the various options available to best meet all academic and professional goals and will help a prospective student start the application process.

## Orientation

When students enter a course, a link will be visible to the [CDU Online Campus Orientation Video](#) in the left sidebar. This video helps the student by providing a step-by-step overview of how to navigate the online campus.

THEO-101--TERM8

FALL / 2015

THEO-101-Catechism of the Catholic Church, Part I

Home

CDU Online Campus -- Orientation Video

Announcements

Syllabus

Modules

Grades

People

Library

CDU Student Life

Course Evaluations

CDU New Student Handbook

Discussions

Pages

Files

Assignments

Collaborations

Start here by looking through the syllabus, reviewing key dates, and taking note of the course grading scheme:

**Syllabus**

Next, introduce yourself here:

**Instructor/Student Introductions**

Once you are ready to begin the course start with Week One, following the weekly schedule of the academic term, move with the instructor and class sequentially to the end of the course. All weekly assignments are due by 11:59pm on Sunday nights, but you should plan on participating in discussions multiple times during each week:

**Week 1** **Week 2** **Week 3** **Week 4**  
**Week 5** **Week 6** **Week 7** **Week 8**

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

View Course Analytics

Coming Up

View Calendar

Nothing for the next week

Other valuable videos and links to help the student successfully navigate and properly utilize a variety of resources in the online campus are available in the Resource Center of the Student Life area. These helpful tools provide a comprehensive orientation to CDU's online campus and the resources available to successfully complete coursework and interact with professors and fellow students.

## Student ID Cards

Student ID Cards are available upon request. Please contact the registrar's office to obtain a student ID Card – ([registrar@cdu.edu](mailto:registrar@cdu.edu)).

## Placement or Entrance Testing for International Students (See Special Admission Requirements for International Students )

### English language proficiency and testing

Applicants whose native language is not English must provide verification of English proficiency by submitting the results of a standardized test that measures language proficiency. Exemptions are granted for students whose native language is English, or who have obtained a four-year undergraduate degree or a graduate degree from an accredited institution in the United States or

other English-speaking countries.

### **Test of English as a Foreign Language (TOEFL)**

Please see the chart below for the minimum TOEFL PBT (paper based test) and IBT (Internet based test) scores. Registration materials for these exams can be obtained from Educational Testing Service. Please have scores sent directly to CDU. Our TOEFL institutional code number is 6986. TOEFL scores are valid for two years.

### **International English Language Testing System (IELTS)**

Please see the chart below for the minimum IELTS score. There is no department code or institutional code for CDU. Please have scores sent directly to Catholic Distance University. IELTS scores are valid for two years. Information about the IELTS exam can be found at the [IELTS web site](#).

Minimum Test Scores		
Test Type	Undergraduate Applicant	Graduate Applicant
TOEFL PBT	500	530
iBT	61	71
IELTS	6.0	6.5

### **Academic Progress and Academic Deficiencies**

At the end of the second week of the course, the faculty member must notify the registrar and the director of student life and retention if a student is not using the discussion room, is failing to submit assignments at all or is submitting unsatisfactory work. The registrar will review the status of student and notify both the faculty member and the Academic Dean.

Before the midterm of the course, the faculty member is required to submit to the registrar a list of all students who are failing or seem in danger of failing. For purposes of academic deficiency, “failing” here is defined as scoring below a C in an undergraduate course or below a B in a graduate course.

### **Disabilities**

#### **Learning Differences and Accommodations**

CDU recognizes that learning styles vary, and learning differences exist among students capable of doing college work. Any student who requests specific accommodations should submit documentation verifying the need for eligibility under the American Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. This documentation should be sent to Admissions 30 days prior to the beginning of a course or program.

Documentation must include:

- The credentials of a qualified professional, such as a physician or licensed psychologist, who can attest to the need for accommodation based on a clinical diagnosis.
- A qualified professional's description of the following:
  - The nature of the disability and the accommodation requested;
  - The diagnostic method used to determine the nature of the disability;
  - The applicant's current functional limitations; and
  - The expected progression or stability of the disability.
- Recommendations for accommodations.

CDU will review all requests for accommodation and will determine if the accommodations can be met reasonably and feasibly. CDU Admissions will discuss a plan for accommodations with the student if accommodations are possible. The student is then responsible for informing the faculty member at the beginning of each course of any need for accommodation according to the plan. While CDU strives to assist all students, certain services are not feasible. For example, CDU is not able to provide personal tutors, coaches, or assistive technology, and cannot compromise its academic standards or course components.

Students may appeal any ruling regarding accommodations by writing to the Academic Dean.

## **CDU Copyright Policy**

Original "works of expression", such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether – and to what extent – students are permitted to copy, upload, download, transmit, or distribute such works, or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority may constitute infringement. In the academic context, copying or paraphrasing parts of a copyrighted work as one's own constitutes infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, unauthorized downloading and unattributed copying, is expressly forbidden, and may subject violators to civil and criminal liabilities.

Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. CDU students are expressly prohibited from using the CDU online campus or LMS to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy.

Certain limited copying of published materials without permission may be allowed under the "Fair Use" doctrine. CDU students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. As summarized by the United States Department of Education, penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per

offense.

For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov) especially their FAQ section.

## **Student Complaint Policy (see Policies section of Catalog)**

### **Faculty and Course Evaluations**

When a course is completed, each student is to complete a course evaluation with a candid and honest evaluation of the course and the faculty member. This information is a vital part of the formal assessment process carried out by the university and helps to improve course materials and instructor teaching skills, and to reward excellence.

### **Intellectual Property**

All trademarks, service marks, images and logos in the Online Campus or Learning Management System are the property of their respective owners. Unauthorized use of any CDU (or of any third-party) trademark, service mark, image or logo may violate CDU's or a third party's legal rights. Students must obtain our written permission prior to using any trademark or service mark of CDU. Exceptions to this include material that might contain our trademark or service mark but is clearly designated as shareable content.

CDU and its licensors own all intellectual property rights in the Online Campus and Learning Management System, including designs, text, graphics, pictures, information, content, software, and other files, and their selection and arrangement (collectively, the "Materials"), except for certain third party content in the Online Campus or Learning Management System and as otherwise expressly indicated. These Materials therein are protected by United States and international copyright laws. Any unauthorized use of the Materials may violate copyright laws, laws of privacy and publicity, and other laws and regulations. In exercising any permitted use of the Materials, a student agrees to leave all copyright, trademark and other proprietary notices intact.

## **Refund Policy (See Policies Section of Catalog)**

### **CDU Student Electronic Information Policy**

General Standards for the acceptable use of CDU Learning Platform and Online Campus require responsible behavior with respect to the electronic information environment at all times.

- All users will maintain compliance with all applicable local, state, federal and international laws and regulations.
- All users will maintain truthfulness and honesty in personal and computer identification.
- All users shall respect the rights and property of others, including intellectual property rights and Copyright laws.
- All CDU Usernames are property of CDU and as such CDU retains exclusive rights to the creation, assignment, revocation, usage and content management of all CDU Usernames.
- The following activities and behaviors are prohibited. Violations are grounds for disciplinary action up to and including dismissal from the university:
  - Interference with or disruption of the computer or network accounts, services or

equipment of others, including but not limited to, the creation, installation, transmission, or propagation of computer “worms” and “viruses”, or activities that would result in a denial of service

- Revealing passwords (either one’s own or someone else’s) or otherwise permitting the use by others of one’s accounts for computer and/or network access
- Altering or attempting to alter files or systems without authorization
- Unauthorized scanning of the CDU websites, Learning Management System or Online Campus network for security vulnerabilities
- Unauthorized network monitoring of other users activities
- Intentionally damaging or destroying the integrity of electronic information
- Intentionally disrupting the use of electronic networks or information systems
- Collecting user names and contact information and/or send unsolicited commercial communications (spam)
- Attempting to decompile, decipher or reverse engineer any of the software used by us as part of the Online Services or Interactive Features
- Posting or transmitting any advertising or promotional materials or solicit users to use particular goods or services, except as otherwise expressly permitted by CDU
- Posting any classified or sensitive information, which means that users, to the extent applicable, should also be mindful of Operational Security (OPSEC) when posting about units, organizations, and/or operations

## **Student Verification Procedures**

CDU identifies students who participate in class or coursework in the following manner:

- (1) Through a secure login and pass code
- (2) Through online proctored examinations before which the student produces a government-issued photo id.

## **Cancellation, Withdrawal, and Add/Drop Period**

### **ADD/DROP PERIOD**

All students will have an Add/Drop Period through attendance of the end of the second week of instruction after module start date.

### **OFFICIAL WITHDRAWALS**

In order for a student to be considered an official withdrawal, the student must provide official notification of the intent to withdraw from Catholic Distance University. A written notice of withdrawal must be sent via mail or email to both the Office of Students Services and Office of Financial Aid.

### **WITHDRAWAL DATE**

The withdrawal date for an official withdrawal is defined as the date the student begins the official withdrawal process or provides written notice of their intent to withdraw.

### **UNOFFICIAL WITHDRAWAL**

Students who do not provide official notification to Catholic Distance University of their intent to

withdraw are considered unofficial withdrawals.

### **WITHDRAWAL DATE**

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is the date the school determines is related to that circumstance. For students that do not return from an approved leave of absence, the withdrawal date is the last date of attendance of an academically related activity. The withdrawal date for all other instances where a student withdraws without providing official notification is the mid-point of the payment period or the last documented date of attendance at an academic event, whichever is later.

### **DATE OF DETERMINATION**

The Date of Determination for students who are considered unofficial withdrawal is the latter of the student's official withdrawal date, or the date of notification. For student's who do not officially withdraw the date of determination is no later than 30 days after the end of the earlier of the:

- Payment period
- Academic year
- Student's educational program

### **Student Privacy Policies**

CDU follows the letter and spirit of pertinent federal and state laws. CDU adheres to guidelines published by the Accrediting Commission of the DEAC and takes seriously the responsibility to provide high-quality education. In turn, students are expected to demonstrate personal and intellectual honesty and to conform to all university rules and regulations.

CDU complies with the Family Educational Rights and Privacy Act of 1974 (FERPA -- see full policy below).

At its discretion the university may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent educational institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the university in writing.

Students wishing CDU to share student records with anyone must complete a consent form, which is available via the CDU website: <https://cdu.edu/policies/#students-rights-and-privacy> .

### **FERPA**

From time to time issues of disclosure of personal information about students arise. CDU faculty are required to be aware of and follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify

the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate. They should write the CDU official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:
  - A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
  - A person elected to the Board of Trustees.
  - A person or entity employed by or under contract to the University to perform a special task, such as an attorney or auditor or an outside vendor.

A legitimate educational interest is defined as:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the online campus or physical administration of CDU.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records without consent of the student if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials as described above, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information (see below), and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student in the following situations (please note further limits on disclosures listed below are contained in 34 CFR § 99.1, et seq.):

- To officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure relates to purposes of enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs or for the enforcement of or compliance with federal legal requirements related to those programs.

- In connection with financial aid for which the student has applied or received if the information is necessary to determine aid eligibility, amount, or conditions, or to enforce the terms and conditions of such aid.
- To organizations conducting studies for or on behalf of the school to: develop, validate, or administer predictive testing; administer student aid programs; or improve instruction.
- To accrediting organizations to carry out accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and has committed a violation of the school's rules or policies with respect to the allegation.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines that the student committed a disciplinary violation and is under the age of 21.
- If the disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including e-mail address and permanent), photograph, dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

An individual student currently enrolled may request that such directory information not be disclosed by completing the Request to Prevent Disclosure of Directory Information form and submitting it to the CDU registrar.

## **Student Personal Conduct Policy**

- CDU students may be expelled for repeated offenses or for a one-time flagrant violation of University policy such as cheating on an examination, falsifying application records, falsifying medical or other documentation submitted for appeals or accommodations, or using harassing and/or abusive language when interacting with other students, faculty or CDU staff. Other instances of student misconduct may include but are not limited to the following:
  - The use of obscenities in the classroom, student lounge, or in any contact with university staff.
  - The use of any racial, gender or ethnic attacks in the classroom, student lounge, or in contact with university staff.
  - Harassment of fellow students, faculty, or staff either through personal attacks or repeated attempts to get a response prior to the published acceptable response time or after an appeal has been formally rejected by the university.
  - Student misconduct of a possible sexual nature, which may include, but is not limited to,

sexual discrimination, sexual harassment, or sexual violence, that denies or limits on the basis of sex an employee's ability to provide aid, benefits, or services to students, or a student's ability to participate in or benefit from CDU's programs and activities

- Any yelling or other personally threatening behavior with faculty or staff.
- Intentional disruption of, or interference with, University academic or administrative activities.
- Continued disruption of online classroom learning.
- Any act of cheating in a course or aiding another student in cheating.
- Knowingly publishing or circulating damaging or false information (slander or libel).
- Any deliberate attack on or vandalism of University website or networks.
- Unauthorized access to another student record or classroom.
- Submission of any falsified CDU student information to any third party, including diplomas, transcripts, and registration information.
- Submission of fraudulent information on a student or loan application.
- Submission of any fraudulent information including information provided in the application.
- Submission of any falsified medical documentation, death certificates, or other third party documentation for disability accommodations, appeals, or appeals of academic dismissal.
- Failure to supply upon request appropriate or sufficient documentation to verify information submitted to CDU as part of the application process or otherwise.
- Failure to return material loaned by CDU staff or faculty.

If you or a proxy commits a conduct offense that is deemed to not merit expulsion on its own, you may be sent a letter of student misconduct from the Academic Dean. This letter will be placed in your student record and may be included in any future background investigation request. Students are responsible for the adherence to CDU conduct expectations for all designated third parties approved by a Family Educational Rights and Privacy Act (FERPA) or Power of Attorney (POA) form.

Two instances of student misconduct will count as multiple offenses as long as counseling has occurred prior to the subsequent incident. If a second instance of student misconduct occurs after you have received a Letter of Student Misconduct, you may be placed on suspension pending review of your case for possible expulsion.

## **Disciplinary Conduct Policy**

Catholic Distance University expects all students to conduct themselves in accord with the Christian principles of justice and charity. Likewise, CDU will strive to treat students with the same principles of justice and charity based on the Gospel of Jesus Christ, from which it derives its mission and to which it bears witness.

### **CDU defines academic misconduct to include the following actions:**

Any violation of the academic regulations.

**Cheating:** the use of books, notes, the internet or assistance from other students or the giving of such assistance to fulfill requirements—tests, exams, or other course related work—unless specifically authorized by the professor.

**Plagiarism:** according to the MLA Handbook, "Plagiarism is the act of using another person's ideas or

expressions in your writing without acknowledging the source...In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else...The most blatant form of plagiarism is to repeat as your own someone else's sentences, more or less verbatim...Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking in the development of an idea as though it were your own." (Joseph Gibaldi and Walter S. Achtert, *MLA Handbook for Writers of Research Papers*, New York: Modern Language Association of America, 1984).

Though not plagiarism properly so-called, CDU students may not submit a substantially similar paper or project for credit in two (or more) courses unless expressly authorized to do so by course instructor(s). Students may, however, re-work or supplement previous work on a topic with the instructor's approval.

Obstruction: engagement in activities that interfere with the educational mission and programs of CDU.

Falsification: the modification of academic records, information, or documents without proper authorization.

### **Procedures for Reporting and Processing Student Academic Misconduct**

1. The faculty member, administrator, or student identifying the academic misconduct must report the complaint in writing to the appropriate dean:

- Graduate Students and Undergraduate Students [Academic Dean](#)
- Continuing Education Students [Dean of Catechetical Programs](#)

If this issue cannot be resolved by the Dean, the Faculty Governance Committee will review the issue.

2. If the Faculty Governance Committee finds that the student did indeed commit an act of academic misconduct, it may impose one of the following penalties:

- Dismissal, whereby the student's enrollment is immediately and permanently terminated.
- Suspension, whereby the student is asked to leave the university for a specified period of time, ordinarily not less than six months. After this period of suspension, the student may reapply for admission to the university.
- Disciplinary Probation, whereby a severe warning is issued to the student indicating that any further instances of academic misconduct will warrant suspension or dismissal. Normally, this penalty is rendered for a student's first major violation of the academic misconduct policy. These penalties are noted upon the student's permanent record

3. The dean will inform the student in writing of the decision and clearly explain any penalty imposed.

4. The student will have one week to appeal the decision to the President, who in turn will have one week to make a final decision.

### **Disciplinary Action Policy**

- Any member of the student body or the faculty and staff may bring an allegation of serious or continued abusive behavior to the attention of the disciplinary committee. Such allegations must be made in writing.
- The disciplinary committee will determine whether the alleged conduct is appropriate for investigation. If the committee members consider it to be serious enough to warrant examination,

they will gather evidence from both the person reporting the misconduct and the student accused of misconduct.

- Both sides will have two weeks in which to present evidence about the case. The disciplinary committee will render a decision within one week of having received all evidence, and will send written notification of its decision to all concerned parties. It will also determine appropriate penalties, which may range from a period of probation to expulsion from the university.
- A final appeal may be made to the university president within one week of the disciplinary committee's decision. The determination of the president will be final and binding.
  - The West Virginia Higher Education Policy Commission encourages students to seek first informal resolution of any concern or issue with the institution. If the issue cannot be resolved informally, the student should follow the institution's formal complaint or grievance procedure. If, after exhausting the institution's internal grievance procedures, the institution has not responded to the student's satisfaction or a satisfactory remedy has not been found, the student may contact the Commission. Upon receipt of a complaint, the Commission may conduct an investigation or refer the issue to another agency that is authorized to address the issue. The Commission may contact institution officials to discuss a possible resolution. Instructions for filing a complaint with the West Virginia Higher Education Policy Commission can be found at:  
<http://www.wvhepc.edu/wp-content/uploads/2015/10/Student-Complaint-Process-revised-3.pdf>.
  - Students will not be subject to adverse actions by the university as a result of filing a complaint.
  - Virginia students have recourse to the State Council of Higher Education for Virginia, ([SCHEV](#)).
  - Students may also choose to file a complaint with our accreditor, Distance Education Accrediting Commission ([DEAC](#)) 1101 Seventeenth Street, NW, Suite 808, Washington, D.C. 20036. Telephone: 202-234-5100.

## Grading Policies

### Required GPA

#### Required Grade Averages and Maintaining Good Academic Standing

Undergraduate students are required to maintain a minimum overall cumulative GPA of 2.0 to continue in the undergraduate programs (AA and BA) and to be awarded the BA in Theology Completion Degree, Associate of Arts in the Liberal Arts or Catechetical Diploma degrees. Students whose cumulative GPA drops below a 2.0 will be placed on academic probation and will be referred to the Academic Dean.

Graduate students are required to maintain a minimum overall cumulative GPA of 3.0 to continue in the graduate program and to be awarded the MA in Theology. Students whose cumulative GPA drops below a 3.0 will be placed on academic probation and will be referred to the Academic Dean.

To receive college credit at the undergraduate level, a grade point average (GPA) of 2.0 or higher must be achieved for each course. Undergraduate and Graduate degree students who earn a grade of D or F in a core course will be required to retake the course. Students who re-enroll in the course and receive a

passing grade, will have the failure forgiven and only the passing grade will appear on the transcript.

### Grading Disputes

Occasionally disputes may arise with an instructor regarding assignment and course grades. In such cases, the student must attempt to resolve the dispute with the faculty member. If a resolution is impossible the student may appeal the issue to the Academic Dean. If the involvement of the dean fails to resolve the issue, the student may request a review of the grade by the Faculty Governance Council. The Faculty Governance Council is the court of final opinion regarding student grades.

### Grading

CDU uses a numerical system of grading. Course grades are determined as follows:

Grade	Numeric Value	Point Value
A+	99-100	4.25
A	93-97	4.00
A-	90-92	3.75
B+	87-89	3.5
B	83-86	3.0
B-	80-82	2.75
C+	77-79	2.5
C	73-77	2.25
C-	70-72	2.0
D	65-69	1.75
F	<65	0

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\*Grade policy effective for courses beginning after 7/21/2011

Some courses may be graded Pass/Fail. Assignments for these courses are graded according to the above numerical grade scale.

### **Policy on Late Assignments**

All course assignments are due on the dates specified unless permission is granted in advance by the faculty member. There may be grade penalties for work submitted after the due date.

### **Policy on Failed Courses**

Students who re-enroll in this course and receive a passing grade, will have the failure grade forgiven and only the passing grade will appear on the transcript.

### **Policy on Incomplete Coursework and Student Course Extension Requests**

CDU respects the unique circumstances of our students' lives. Military deployments, emergency public safety and law enforcement missions, hospitalizations, professional demands, and inability to access the Internet from remote locations are commonplace in the community of students CDU serves. CDU faculty are encouraged to be sensitive and attentive to the needs of their students while maintaining academic integrity. Faculty are encouraged to work with students individually when they need special help or have trouble completing assignments on time.

- 1. Deciding on a Course Extension** If circumstances prevent a student from completing all required coursework before the end of the course, the student should consider all options before deciding to request an extension in a course. Although extending a course is preferable to withdrawing, there are consequences associated with an extension. In some situations a student may need extra time to complete one assignment or to submit an assignment late. Late assignments are not equivalent to extensions. In the event a student requests of a faculty member that they submit an assignment late, faculty are encouraged to work with the student to determine the justification of this request in lieu of a course extension. Where it is evident that a course extension is the optimal solution to support the student in achieving the learning outcomes for the course given the dynamics and demands of the request for more time, the student is to be advised to seek an extension. Guidelines for extension requests are provided below.
- 2. Student Eligibility for Extensions.** To be eligible for an extension, the student must have successfully completed at least 50% of the already-assigned course work. The student must have an overall passing grade for work completed at the time of the request in the course for which an extension is being requested. The first extension will be for 15 days. A second extension of 15 days may be granted if the student has completed a substantial amount of coursework as determined by the faculty member. All course extensions are based on days from the original course end date and not when the extension is approved.
- 3. Guidelines and Process for Requesting an Extension.** Each 15-day extension request must be submitted by the student using the online "Request Course Extension" form in the campus Forms menu. A separate form must be submitted for each course for which the student wishes to request extension. If the student does not currently have online access, the student must contact the Registrar's Office for assistance. An informal discussion or e-mail communication with a

faculty member or other staff member will not place a student on an approved extension. Note: Except under very unusual circumstances, faculty may not request an extension for a student. It is the student's responsibility to take this action. Each request must include:

- a. A plan for completion of the course requirements and assignments,
- b. An expected completion date
- c. Justification for the extension (student's reasons).

The "plan of completion" submitted with the request must include dates the student will be submitting the remaining assignments. If the faculty member approves, these dates will become the due dates for the assignments, and they must be submitted by the dates given. An extension cannot be requested until the start of the second week of the course, and only if the student has already attended the course. Decisions are e-mailed to the student's e-mail address on record, so students must remember to verify on the extension form that his or her e-mail address is current prior to submitting the form. It is the student's responsibility to verify that an extension request was approved if a decision is not received within 48 hours of submitting the request form.

- 4. Deadline for Submitting an Extension Request** In general, requests for extensions must be submitted before the posted course end date or before the current course extension ends.
- 5. Faculty Decision Authority Regarding Extensions** Except in the case of those students with specific disability accommodations regarding extensions, a faculty member is not required to approve an extension. Therefore, students should not count on always being able to get an extension when time management is an issue. In some cases students seek an extension when it is one assignment that is at risk of being submitted on time. Faculty are encouraged to work with students to support their completion of assignments versus taking an extension for the course. Successful course completions are to be encouraged and supported by faculty as a means of ensuring student learning and student success.
- 6. Faculty Approval.** The faculty member has 48 hours to make a decision regarding an extension request. If the student has not received a decision by email within 48 hours, it is the student's responsibility to contact the Registrar's office for the status of the request. Except for extreme cases, a faculty member should use the eligibility guidelines set forth above for approving extensions.
- 7. Length of Extensions.** Courses may be extended in two 15-day intervals for a maximum of 30 days. No student will ever be allowed an extension beyond 30 days from the original course end date. CDU does not allow an "I" grade to remain on record permanently, so any "I" grades that remain for more than 30 days from the original course end date will eventually be converted to a failing "F" grade. All course extensions are based on days from the original course end date and not when the extension is approved.
- 8. Submitting Coursework during an Extension.** Students must follow the "Plan of Completion" submission dates they posted on the Extension Request Form. Students on extension must notify the professor via e-mail each time they upload any assignment in the classroom. It is up to the student to follow up to ensure that the coursework was received. The professor has five days to review and grade coursework after being alerted by the student that work has been submitted and seven days to post a final grade after the end date of the extension. (As long as the course is not a final program requirement, the professor may post the final grade when coursework is completed, but the professor is not required to post the grade until after the end date of the

extension.) The professor assigns a grade based upon coursework completed by the student. If the student does not complete the coursework within the approved extension period, the professor posts a grade commensurate with the work the student completed, which may be an "F" if the student did not complete sufficient coursework to successfully pass the course. Note for students using Military Tuition Assistance (does not apply to Go Army Ed students): Students using TA are responsible for informing their Education Office when the grade changes from an "I" to a grade from "A" to "F" by printing an official Grade Report from their record and sending it to their ESO. Students are encouraged to contact their military TA official to make sure the grade was received. Students having difficulty with the submission of their final grades to the military should contact goarmyEd@apus.edu.

- 9. Impact of Extension on Student Record.** Students on extension will receive an "I" grade in their course until the extension ends. "I" grades may affect a student's future registrations, grade point average, and eligibility for Federal Student Aid.

Students with two or more Incompletes on record will be blocked from further registration until the incomplete courses are satisfied. If students have 2 or more courses on extension, they will be blocked from further registration until their open extensions are reduced to one. Also, if they are deemed to have requested an excessive number of extensions in the program, or have had to make use of a special circumstance or post course extension due to overextending themselves with other commitments, they may be restricted to part-time registrations.

Regardless of when a student on extension finishes his or her coursework, the faculty member has until seven days after the approved extension ends to submit a final grade. If you have two or more concurrent extensions approved, and have future registrations that will begin prior to the end of your extensions, you may be dropped from these future courses if the basis of your extension request was due to being overextended in the demands on your time.

- 10. Possible Impact on Graduation Date.** Extending a course may affect a student's anticipated graduation date; all courses, including course extensions, must officially end prior to the planned degree conferral date. Students are not allowed to change to an earlier conferral by completing a course extension early, and they are warned of this on the Course Extension form, in the course extension approval email, on the Graduation Application, and in the Student Handbook.
- 11. Extensions and FSA.** If extending your course overlaps an academic semester, and/or blocks you from further registration, this could have an impact on your financial aid. Also, once a course enters the extension period, it NO LONGER counts as a current enrollment, so this would impact your enrollment status for both financial aid awards and for loan deferments.
- 12. Withdrawing.** If student extends a course, a student no longer has the option to withdraw online from that course once the extension has actually started.
- 13. Final Grades**  
CDU does not allow incomplete grades to remain on record permanently; so, any extensions that are still not completed by 30 days after the course end date will revert to a failed grade.
- 14. Failure to Honor Extension Commitment**  
Students who do not honor their commitment to complete their course requirements by the expiration date of their last approved extension will be graded by the faculty member based on

the work they completed (including a failing grade if appropriate) and on the grade and percentage of coursework submitted in relation to the overall requirements of the course.

If you have more than one incident of special course extensions on your record, you may be restricted to part-time status to reduce your course load.

If you are approved for two or more concurrent extensions and have future registrations that start prior to the end of your extensions, your future registrations may be dropped to reduce your course load.

## **Academic Probation Policy**

### **Academic Probation:**

Students dropping below the program GPA requirement will be placed on academic probation, referred to the dean, and will be required to follow steps to restore their GPAs to the required levels as specified below.

Undergraduate students are required to maintain a minimum overall cumulative GPA of 2.0 to continue in the undergraduate programs (AA and BA) and to be awarded either the AA of Arts in Liberal Arts or the BA in Theology Completion Degree or the Catechetical Diploma certificate.

Graduate students are required to maintain a minimum overall cumulative GPA of 3.0 to continue in the graduate program and to be awarded the MA (Theology).

Students whose cumulative GPA drops below the required minimums will be placed on academic probation, referred to the academic dean. However, any student, graduate or undergraduate, who earns less than a 1.0 GPA in any given term may be subject to dismissal. Students placed on academic probation will receive a Notice of Academic Probation that must be signed and returned to the registrar. If the notice is not returned within a week with a signature, the student will be prevented from registering for future courses. Students will be given one academic term to bring up their cumulative GPA to the minimum.

At the conclusion of the one academic term, should the cumulative GPA be at or above the minimum required, the student will be removed from academic probation.

The student will remain on academic probation until the student restores the GPA to the minimum, or the academic dean determines that the student is making the necessary progress to achieve the minimum GPA by graduation. Should the cumulative GPA and the term GPA not be at the minimum at the conclusion of the one academic term, the student will be subject to dismissal.

Students may appeal the academic probation by submitting a letter to the academic dean requesting further consideration.

**Reinstatement:** Students who have been dismissed from the University must wait two academic terms before reapplying to the University. Students must submit a letter of appeal for readmission to the academic dean for review. If reinstated, the student will be placed on academic probation. If the student fails to meet the minimum term GPA, he or she will be subject to dismissal at the end of the academic term. Students dismissed a second time may not apply for readmission.

## Graduation Requirements

Undergraduate students are required to maintain a minimum overall cumulative GPA of 2.0 to continue in the undergraduate programs (AA and BA) and to be awarded the BA in Theology Completion Degree, Associate of Arts in the Liberal Arts or Catechetical Diploma degrees.

Graduate students are required to maintain a minimum overall cumulative GPA of 3.0 to continue in the graduate program and to be awarded the MA in Theology.

## Graduation Ceremony

Once students have completed all the requirements for a degree, the registrar will contact the student with directions regarding their diploma. All diplomas are sent directly to the students. Once a year, an academic honors Mass is celebrated, and all students who have graduated from any of the CDU programs during the past twelve months are invited to participate in the academic procession with formal academic regalia (cap, gown, and hood). This Mass is usually held the evening of the CDU Gala.

## Graduation with Honors

Students whose overall GPA at the completion of the BA or MA program is a 3.4-3.6 will be bestowed the honor of Cum Laude, those with a 3.61-3.8 will be bestowed the honor of Magna cum Laude and those with a 3.81-4.0 will be bestowed a Summa cum Laude. Delta Epsilon Tau Honor Society is for all BA and MA grads who obtain a Summa cum Laude.

## Career services

Whenever the Student Life Office is notified of a job opportunity that requires a degree in Theology, the job announcement is listed in the Resources Center of the online campus under Student Career Center.

## Student Records, Record Retention

Student Records can be accessed through the MyCDU site. From the homepage of the website, click on the tab: Current Academic Students/RegisterMyCDU or go to the following URL:

<https://camsportal.cdu.edu/cdustudent/login.asp>

## Leave of Absence

For serious reasons, a student may apply for a leave of absence not to exceed 180 days. During this leave, elapsed time does not accrue toward the maximum completion time allowed for finishing the program. A letter requesting leave should be addressed to the academic dean. ***For Active Service Members, the LOA for a course or program can be extended beyond 180 days for Military Service operations. Appropriate documentation should be submitted to: [registrar@cdu.edu](mailto:registrar@cdu.edu).***

## Withdrawal from Course or Program

A student may terminate enrollment in an individual course or program at any time by notifying the university; however, a student is advised to do so in writing for his or her own protection. Refunds will be granted on request, according to the program satisfactory policy. Written withdrawal request should be sent to the appropriate registrar at Catholic Distance University, 115 West Congress Street, Charles Town, West Virginia 25414 or by email to [Registrar@cdu.edu](mailto:Registrar@cdu.edu).