

Certificate of Ministry Preparation

**Equipping Clergy and Laity for Christian
Ministry in the Twenty-First Century**

Program Handbook



GRADUATE AND PROFESSIONAL STUDIES

MOUNT VERNON NAZARENE UNIVERSITY

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RETENTION OF RIGHT TO AMEND

While the information in this handbook is current at the time of printing, Mount Vernon Nazarene University reserves the right to make changes in programs, tuition and fees, or any other university activity without prior notice. Consult <http://students.mvnu.edu/ags> for any changes made since the printing of this Handbook.

NOTICE OF NONDISCRIMINATORY POLICY

Mount Vernon Nazarene University admits students to all the rights, privileges, programs and activities accorded or made available to students at the University without regard to race, color, national origin, ancestry, sex, age, disability, or socioeconomic status. It does not discriminate on any of the above factors in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other university-administered programs. Any concerns regarding discrimination should be addressed to the Title IX Compliance Officer.

AMERICANS WITH DISABILITIES ACT OF 1992

Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1992, must follow the Disability Services Policies and Procedures as put forth by the office of Academic Support. The guidelines can be accessed in electronic form at the Web address <http://www.mvnu.edu/academics/services/dservices.asp> and in a hard copy at the Academic Support office. Call David Leedy, Disability Services Coordinator, at (740) 397-9000 extension 4284 for further information.

Mission Statement of the University

MISSION STATEMENT

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.

Mission Context

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional sites.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

Institutional Background

Mount Vernon Nazarene College was founded in 1964 by the General Assembly of the Church of the Nazarene. The pioneer class arrived on campus on October 12, 1968, and the first associate degree was awarded in 1970. In 1972 the college received accreditation from the North Central Association of Colleges and Schools as an associate degree granting institution. Accreditation was extended in 1974 to include baccalaureate degree programs and the first baccalaureate degree was awarded in May 1976. On August 1, 2002, Mount Vernon Nazarene College officially became Mount Vernon Nazarene University. Mount Vernon Nazarene University is the official university of the East Central Educational Zone of the Church of the Nazarene.

Institutional Objectives

The institutional objectives of Mount Vernon Nazarene University grow out of a philosophy of education that has its roots in a distinctively Christian understanding of life. Mount Vernon Nazarene University, therefore, strives for the education of the whole person--the enlightenment of the mind through the acquisition of factual knowledge and the moral and spiritual transformation of the individual through a personal encounter with God in Christ.

Certificate of Ministry Preparation

Shortly after MVNU was founded, the Department of Religion began to offer a few courses to help men and women who were preparing for ministry through the Home Study program of the Church of the Nazarene. Later under the direction of Dr. William Youngman, the Department of Religion developed a certificate program called Adult Studies for Christian Service to meet all the educational requirements for ordination of elders and deacons in the Church of the Nazarene. The program became part of the EXCELL division (later known as Adult and Graduate Studies and today known as Graduate and Professional Programs) of MVNU in 1999. In 2000 the program received validation and approval from the office of the Clergy Development and the International Course of Study Committee of the Church of the Nazarene as a program that fulfills the requirements for ordination as elder in the Church of the Nazarene. In 2002 the name of the program was changed to Certificate of Ministry Preparation (CMP). In 2005 the CMP program adopted the Modular Course of Study curriculum of the Church of the Nazarene. In 2010 the CMP program began operating under the direct oversight of the School of Theology and Philosophy and designated course credits as one Ministry Education Unit (MEU) per course.

In addition to courses taught on the campus of MVNU, this program is now offered at various centers in the Central Ohio and East Ohio Districts of the Church of the Nazarene.

Purpose of the Certificate of Ministry Program

The opportunity for Christian service begins with the initial and continuing responsibility to serve efficiently and knowledgeably. This is true for the person who accepts part-time and volunteer responsibilities in the church, as well as the person who accepts a full-time position.

The primary purpose of the Certificate of Ministry Preparation program is to provide academic classroom experiences for those adults already in careers who want to increase their Christian ministry effectiveness, but are unable to enter into the regular college program. It is designed to assist both those who plan to enter full-time Christian service and those working in volunteer lay ministry. In addition to those seeking ordination, Sunday school teachers, youth workers, and church board members will find these courses helpful. The CMP program fulfills the elder ordination requirements in the Church of the Nazarene. Those who wish to be ordained as deacons need to complete additional courses required by the Church of the Nazarene.

The CMP Student

Enrolling in Classes

Eligibility to enroll in CMP courses

Anyone who has completed high school or the GED program may take the CMP courses for Ministry Education Unit (MEU) credit. There are no prerequisite educational requirements for a student to audit courses. The course registration form will serve as the application to enroll in courses. Those who are on the CMP mailing list will automatically receive the course registration form. Course registration forms and course schedules are also available at <http://www.mvnu.edu> (*Adult and Graduate Studies, Certificate of Ministry*).

Course Registration

In order to be properly enrolled in CMP courses, students must send the course registration form to the School of Theology & Philosophy Graduate and Professional Studies office **no later than two (2) weeks before the start date** of the course. The course registration form must be accompanied by the full payment of the tuition for the course. Only those who register in advance will receive the syllabus for the course prior to the course start date. Late registration is permitted, though not encouraged. Students registering for class after the registration deadline will be assessed a \$25 late registration fee. Instructor's permission will be required for late registration after the course start date. No registration will be permitted beyond the second week/session of classes.

Class Attendance

The student is expected to attend all class sessions. When absences are necessary there may be no more than three hours of class time missed per course. In the event that a student is absent more than the three hours of class, she/he must withdraw from the course unless missing time is made up by special permission of the instructor. The withdrawal process is initiated by the student.

Procedure for Withdrawal from a Course

When a student chooses to withdraw from a course, the student **must** contact the School of Theology & Philosophy Graduate and Professional Studies office via email (khowell@mvnu.edu) or voicemail (740-397-9000, ext. 3615) to initiate the completion of the Course Drop form. Neglecting to do so may result in a failing grade and loss of course fees.

Textbooks and other Course Materials

Students are responsible for purchasing their own textbooks. Students have the option of contacting the main campus bookstore to order books at 740-392-6868, ext. 4457.

Since the CMP program follows the Modular Course of Study of the Church of the Nazarene, students will need to download the Student Handbook for courses they have enrolled from www.nazarenepastor.org. Handbooks are not available for Bible exegesis courses and Christian Worship.

Classroom Decorum

Students are expected to conduct themselves in a professional and decorous manner while in the classroom. Open discussions and debate of issues is highly encouraged. Remarks that are sexist, racist or otherwise personally offensive to others are inappropriate and out of keeping with the values of MVNU. Such remarks may result in the student being dismissed by the instructor and marked absent from class.

Anyone coming to class seeming to be under the influence of drugs or alcohol or otherwise behaving in an inappropriate way may be dismissed from class by the instructor and regarded as absent. The Instructor will then file an incident report with the Coordinator of the CMP program and the School Dean. Behavior not in conformity with the values of MVNU may result in dismissal from the class and the University.

Requesting Transcripts

Students needing copies of a personal transcript must contact the School of Theology & Philosophy Graduate and Professional Studies office (740-397-9000, ext. 3615).

CMP Certificate

When a student completes all of the required courses for ordination, and at least 14 of those courses are taken through MVNU, a certificate will be issued to the student.

Master of Ministry Courses for CMP Credit

Taking Master of Ministry courses for CMP credit is not encouraged, and should be considered the exception rather than the rule. However, some courses offered in the MVNU Master of Ministry program may be transferable to the CMP program. When a student wishes to receive CMP credit for a MVNU Master of Ministry course the student must contact the CMP Program Coordinator before enrolling. The student will meet with the CMP Program Coordinator and complete a Directed Study Form.

Financial Information

Payment

Payment in full, including the entire tuition amount and applicable fees, is due two weeks before the course start date.

Please note:

If your bill is not paid in full:

- You will be charged 1% interest monthly until it is paid.
- Your grades and transcripts will be held until your bill is paid in full.
- You may not register for a new course until your previous balance is paid in full.

Tuition Refund Policy

100% refunded for withdrawing before course starts.

No refund for withdrawing after course has begun.

Returned Checks

A processing fee will be assessed on any returned (ISF) check.

Tuition Discount

Members of the Church of the Nazarene are eligible for a 10 percent course discount. This discount applies to courses taken for CMP credit.

Grading Policies and Procedures

The following system of grading is used at MVNU (faculty may assign +/- to the letter grade system):

- A – Superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- B – Good grade signifies accomplishment which is above average in quantity and quality.
- C – Satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- D – Below satisfactory performance; D does not meet the graduation requirements for the CMP program and the course must be repeated.
- F – Failed the course; the course must be repeated.
- X – Failure due to excessive absences (see attendance policies) or official withdrawal procedure was not completed within the time frame allotted for withdrawal from the course; no credit is earned.
- W – Withdrawal within the specified date, or after specified date with the permission of the School Dean.

A temporary “I” (incomplete) grade may be granted in special situations. An “I” is not computed: The “I” represents incomplete work necessitated by a case of serious illness or other emergency. This grade applies only to courses in which the student requested the instructor to petition the School Dean to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the GPS Coordinator of Records and Registration. The “I” grade will be changed to the permanent “X” grade in cases where the student does not complete the required work by the extension deadline.

A grade of **D** or **F** does not meet the completion requirements for the CMP program, and the course must be repeated until a grade of **C** or higher is received. The grade of **D**, **F**, or **X** will be replaced with the grade that the student receives when the course is repeated; however, the original grade will still appear on the transcript.

Student Disenrollment

CMP Students may be disenrolled from classes for several reasons. Some of these reasons include:

- Excessive absence and or inadequate preparation for the course (such as below average reading and writing skills expected of a High School graduate). Students who are asked to withdraw from a course due to their inadequate preparation will be eligible for full refund of the tuition.
- Outstanding Financial Balance.
- Department or Non-compliance with the Handbook.
- False or incomplete information on the application for admission

Student Services

Bookstore (Main Campus)

Cougar Corner Bookstore is located behind the Campus Center, adjacent to the Academic Services building. It features office supplies, trade books, greeting cards, computer software, candy and beverages, and MVNU insignia items. The bookstore website can be found at www.bookstore.mvnu.edu.

Library (Main Campus)

Thorne Library/Learning Resource Center of Mount Vernon Nazarene University contains nearly 123,000 items and 551 print periodicals and newspapers. The library has access to over 8,000 E-journals and approximately 55,000 E-books. Materials are classified according to the Library of Congress classification system.

Regular circulating books may be borrowed for three weeks. Items may be renewed by phone. Books not returned when due are subject to fines.

Periodicals and reference materials do not circulate outside the library. Photocopies may be made in the library for 10 cents per page. A copy card may be purchased which enables copies to be made at approximately 8.5 cents per exposure. Audio-visual materials in the Educational Resource Center do not circulate by interlibrary loan.

Books may be returned via the bookdrops in the Campus Center when the Library is closed. Overdue books should be returned to the Circulation Desk, not left in the bookdrops. Students MUST NOT put periodicals in bookdrops!

Items not available in the university library may be requested from other libraries via interlibrary loan.

Institutional Policies

CMP students are subject to MVNU's published policies on academic integrity, life-style expectations and values, and student code of conduct. Consult the MVNU Graduate and Professional Studies Student handbook for specific policies and procedures. It can be found online at https://my.mvnu.edu/ics/StaticPages/Documents/ags_student_handbook.pdf

CMP Course Information

Requirements for ordination – Elder track

Course Listing

The courses listed below include all the courses required for ordination as an elder in the Church of the Nazarene. Students will receive one Ministry Education Unit (MEU) for each course satisfactorily completed, except the course, Preaching the Story of God, which will be awarded two MEU's upon satisfactory completion.

ABI 1001 Telling the Old Testament Story of God

This course is a brief survey of the books of the Old Testament. Emphasis will be given to the major divisions, major themes, major types of literature, significant historical events, personalities, and theological traditions of the Old Testament.

ABI 1011 Telling the New Testament Story of God

This course is a brief survey of the books of the New Testament. Emphasis will be given to the major divisions, major themes, major types of literature, significant historical events, theological traditions, the life and teaching of Jesus, and the life and teachings of Paul.

ABI 1021 Interpreting Scripture

This course is a study of the principles and guidelines for biblical interpretation. Pre-requisite: ABI 1001 Telling the OT Story of God and ABI 1011 Telling the NT Story of God.

Choose one of the following Old Testament Courses:

ABI 2001A Biblical Exegesis – Old Testament Book Study – Hosea-Micah

This course is a brief overview of the content of Hosea, Joel, Amos, Obadiah, Jonah, and Micah with emphasis given to the application of the message of these prophets of Israel to contemporary life situations. Prerequisite: ABI 1001 Survey of the Old Testament.

ABI 2001B Biblical Exegesis – Old Testament Book Study – Psalms

This course is a study of the Book of Psalms with emphasis given to the interpretation and theology of the Psalms, and application of the message of the Psalms to personal life and contemporary life situations. Prerequisite: ABI 1001 Survey of the Old Testament.

ABI 2001C Biblical Exegesis – Old Testament Book Study – Isaiah

This course is a survey of the content of the Book of Isaiah with emphasis given to the historical context and theological analysis of the prophecies of Isaiah, and the application of the message of Isaiah to personal life and contemporary life situations. Prerequisite: ABI 1001 Survey of the Old Testament.

Choose one of the following New Testament Courses:

ABI 2011A Biblical Exegesis – New Testament Book Study – Romans

This course is a study of the Letter to the Romans with emphasis given to the historical context and theological themes of Romans, and application of Paul's message to contemporary Christian life and experience. Prerequisite: ABI 1011 Survey of the New Testament.

ABI 2011B Biblical Exegesis – New Testament Book Study – The Gospel of John

This course is a study of the Gospel of John with emphasis given to the structure, content, and theological teachings of the Gospel. Prerequisite: ABI 1011 Survey of the New Testament.

ACE 3001 Providing Christian Education for All Ages

This course deals with the development of a Christian education program in the local church that leads to spiritual maturity and empowering Christians to assume leadership roles in the local church.

ACC 4001 Communicating Christ Cross-Culturally

This course deals with the issues of the social and cultural context of ministry. The goal of this course is to challenge the students to understand the social and cultural settings in which their ministry is located and to enable them to develop their ministry that is appropriate to their particular setting.

ACH 2001 Examining Our Christian Heritage 1

This course deals with the history of the Christian Church from its origin during the Apostolic period to 1500 AD.

ACH 2011 Examining Our Christian Heritage 2

This course deals with the history of the Christian Church from 1500 AD to modern period. Prerequisite: ACH 2001 Examining Our Christian Heritage I.

ACH 3021 Exploring Nazarene History and Polity

This course is a brief survey of the history of the Church of the Nazarene and the Manual of the Church of the Nazarene.

ACO 1011 Communicating with Spoken and Written Language

A study in the preparation and delivery of informative and persuasive speeches. Emphasis on developing the writing skill of the student to communicate ideas effectively and appropriately.

AMI 4001 Communicating the Gospel in a Pluralistic World

This course provides an introduction to missions. Christian mission is examined in light of both Old and New Testament passages, then articulated as theological imperatives.

APH 4001 Living Ethical Lives

This course deals with the issue of the minister as a person of integrity and a role model of ethical behavior in the Christian community.

APM 1001 Exploring Christian Ministry

This course is an introduction to various aspects of Christian ministry and the role of the minister.

APM 1011 Practicing Wesleyan-Holiness Spiritual Formation

This course deals with the discipline of spirituality and spiritual formation. The goal is not only to enable the students to pursue Christlikeness in life but also to lead others to developing a disciplined Christian life.

APM 3001 Christian Worship

This course is a survey of the history and practice of Christian worship.

APM 3011 Declaring the Gospel of God

This course is an introduction to evangelism that aims to equip the students for the task of personal and congregational evangelism and discipleship ministry.

APM 3021 Leading the People of God

A study of servant leadership for a servant community.

APM 4001 Shepherding God's People

This course is an introduction to pastoral counseling. Students will be introduced to the function of the pastor as a pastoral care giver to his/her congregation. The course will also deal with the issue of using community resources to meet the psychological and emotional needs of the congregation.

APM 4012 Preaching the Story of God

This course deals with the method of sermon construction and delivery of sermons. Different approaches to preaching will be discussed. The goal of this course is to enable the minister to be a faithful communicator of God's word, and to promote preaching as a tool to carry out evangelism in the local church. Prerequisite: ABI 1021 Interpreting Scripture.

APM 4021 Administering the Local Church

This course will focus on management and leadership skill of the minister. The course will deal with issues such as conflict management, managing ministry resources, articulating the church's mission and purpose, strategic planning, team building, and volunteer development.

APM 4031 Internship in Pastoral Ministry*

This internship experience aims to give the student supervised experience in various functions of pastoral ministry in a local church. This internship experience should be arranged through the student's local district under the supervision of a mentor pastor, appointed by the district superintendent.

ATH 2021 Tracing the Story of God in the Bible

This course is a survey of biblical theology that surveys key theological themes in the Bible. Prerequisites: ABI 1001 Telling the OT Story of God and ABI 1011 Telling the NT Story of God.

ATH 3001 Investigating Christian Theology 1

This course surveys the nature and scope of theology, sources of theology, revelation, and the doctrine of God. Prerequisite: ATH 2021 Tracing the Story of God in the Bible.

ATH 3011 Investigating Christian Theology 2

This course surveys the doctrines of God the Savior (Christology) and God the Holy Spirit (Pneumatology), sacraments and eschatology. Prerequisites: ATH 2021 Tracing the Story of God in the Bible and ATH 3001 Investigating Christian Theology I.

ATH 4001 Becoming a Holy People

The course is designed to help the student understand the doctrine of holiness through careful biblical investigation and theological reflection. Theological reflection will be informed by the insights gained through the Wesleyan revival of the eighteenth century and by the Pentecostal-holiness revival of the late nineteenth and early twentieth centuries. Prerequisites: ATH 2021 Tracing the Story of God in the Bible and ATH 3001 Investigating Christian Theology I, and ATH 3011 Investigating Christian Theology 2.

ATH 4021 Exploring John Wesley's Theology

This course surveys the life and thought of John Wesley.

The CMP instructor is an adjunct of MVNU and approved by the following process: The District Site Coordinator will recommend persons who then send a resume and official copies of their master's and doctorate transcripts to the CMP Program Coordinator. When these are received in the CMP Program Coordinator's office they will be reviewed by the Department of Religion and Philosophy for approval. Confirmation is then communicated with the District Site Coordinator. The Department of Religion and Philosophy will determine which classes the instructor may teach for the CMP. In the event that it becomes necessary the Department of Religion and Philosophy reserves the right to withdraw or change the approval of any instructor.

Before each course the instructor will receive a course checklist via e-mail similar to the following:

CMP Instructors

Instructor Guide and Information

The CMP Instructor will receive access to a Moodle site where they will be given information on how to record attendance, submit grades, and other applicable tools. This Moodle site will serve as the instructor's connection with MVNU and a source of necessary correspondence and updates.

Course Syllabi

The CMP Coordinator will provide the instructor with the generic syllabus for each course. The instructor may make revisions of the assignments and due dates and return the revised syllabus to the CMP Coordinator for approval. This revised syllabus then will be distributed to the students by the School of Theology & Philosophy Graduate and Professional Studies office.

There are several sections to each syllabus.

1. The first section includes the course description and the course objectives. These have been set forth by the office of Clergy Development and cannot be changed by the instructor.
2. The second section lists the texts to be used for each course, in addition to the Modular Course of Study Student Guide and Faculty Guide. Teaching will be based on the content provided in the Modular Course of Study Faculty Guide. For courses that do not have a faculty guide, the instructor should prepare lectures and topics for discussion.
3. The third section is the course requirements and classroom schedule. While it is expected that the instructor will maintain requirements similar to the approved syllabus it is understood that the instructor has latitude in the arrangement of the class schedule and course assignments and method of evaluation.

The District Site Coordinator

District Site Coordinator's Responsibilities Mount Vernon Nazarene University

The District Site Coordinator plays a crucial role in the success of the CMP program presented off-site. This person is the key contact between Mount Vernon Nazarene University and the CMP student. Listed below are the primary responsibilities of the District Site Coordinator.

1. Be the liaison between the District and Mount Vernon Nazarene University for matters concerning the CMP program as outlined in the Guidelines for Districts to participate in the CMP program.
2. Be a liaison between MVNU and appropriate District leaders concerning such matters as may arise about student rosters, attendance records, grades, etc.
3. In coordination with the district select appropriate site(s) where the courses will be taught and communicate these to the CMP Program Coordinator.
4. Have each new instructor send a current Vitae and an official copy of the transcript of their highest degree to the CMP Program Coordinator at MVNU.
5. Assist instructors regarding the use of MVNU e-mail accounts, etc.

Site Coordinators and instructors are permitted to use the 1-877-431-9610 number to reach the CMP Program Coordinator or the Enrollment Services offices.

Guidelines for Districts to participate in MVNU's Certificate of Ministry Preparation program

Cooperating districts will be eligible to use the designated curriculum of MVNU's Certificate of Ministry Preparation (CMP) Program. Program curriculum follows the Modular Course of Study developed by the Office of the Clergy Development. This course of study meets the course requirements for elder ordination and has approval from the Course of Study Advisory Committee (COSAC) and the International Course of Study Advisory Committee (ICOSAC) of the Church of the Nazarene. The following guidelines will be the foundation for CMP Program operation:

1. The District Site Coordinator will recruit instructors to serve as faculty in the Program. Instructors must, at a minimum, hold an appropriate Master's degree. The District Site Coordinator will forward the vitae of these individuals to the Director of the CMP Program, who will present the vitae to the MVNU Department of Religion and Philosophy for approval as instructors.
4. Students will pay the established tuition and fees of the CMP Program.
5. MVNU's School of Theology & Philosophy Graduate and Professional Studies office will provide administrative support for the functions of Student Accounts, Records & Registration, and any other appropriate tasks.
6. Students taking courses at the district sites *must* forward their course registration forms (provided by the School of Theology & Philosophy Graduate and Professional Studies) *and payment* to the School of Theology & Philosophy Graduate and Professional Studies office. Registration forms and payment must be received no later than two [2] weeks prior to the start of the CMP course.
7. MVNU will provide the instructor an unofficial class roster (based on students who have registered for the course in a timely manner) to use during the first class for the purpose of tracking attendance. The instructor will post attendance within 24 hours of the first class and notify via email the School of Theology & Philosophy Graduate and Professional Studies office regarding any discrepancies in attendance and the class roster.
8. All "walk-ins" *must* complete a Registration Form and provide payment by the second [2nd] class period. Students not submitting a completed Registration Form and/or not provided payment by the second class period will be considered removed from the class roster and will not receive credit for the course.
9. MVNU will pay the instructor at the approved CMP pay scale. Payment will be processed when grades have been posted.
10. MVNU will not provide reimbursement for mileage or other related expenses. However, the district, at its own discretion, may elect to cover the costs of such expenses.

12. Final grades must be posted by the instructor on the MVNU portal within 10 days of the date of the last class period. The instructor will not be paid until final grades have been posted.
13. Students will receive an electronic copy of their grades sent to their MVNU email address within two [2] weeks of receiving the grades from the instructor. Students may also access their grades online via the MVNU portal at www.mvnu.edu.
15. MVNU will provide generic syllabi and other existing resources as appropriate. Faculty will be responsible for acquiring their own copy of the textbooks and Modular Course of Study Faculty Guide.
16. Students will be responsible for acquiring their own textbooks and Modular Course of Study Student Guides. MVNU will provide a list of the required student materials in the syllabi. Syllabi will be distributed upon receipt of the registration form for the CMP course.