

Academic Information

Academic Information

The Cedarville University academic program is designed to meet the educational, moral, physical, social, and spiritual needs of young people who desire to honor God with their lives. The total program represents a balance between the knowledge gained through the courses studied, the co-curricular activities, and worship in the regular chapel and church services. In such a setting, truth from Scripture is integrated with the knowledge taught in each course to provide effective learning and enduring life values. The knowledge and skills learned from the courses give students an excellent background for professional competence in their chosen fields.

Admission to Academic Programs

Some academic programs have unique requirements. For example, music students must audition for entry to that department; engineering candidates must meet a minimum test score requirement; students in education, social work, and nursing apply for admission to their respective programs during their sophomore year after the program prerequisites have been satisfied. Therefore, students should review the specific entrance requirements outlined in the respective departmental sections of the catalog. Admission to the University does not guarantee admission to an academic program.

Academic Enrichment Program

The University offers a supplemental academic assistance program to serve students whose academic backgrounds do not reflect their collegiate academic potential. Components of this program include an orientation course entitled COLL-1000 Transitions, special advising, tutoring when necessary, and in some cases, diagnostic testing. Admission to the academic enrichment program is determined by the Admissions Committee. Students selected for this program usually take a typical freshman course of study comprised of General Education Requirements.

Students who complete the program find that this assistance during the first year of college helps them establish an excellent foundation for academic success in the future. A complete description of this program is available from the Admissions Office.



Cedarville students look for ways to share their faith with people while building relationships for eternity.

Advanced Placement

High school students may receive advanced collegiate standing by participating in the advanced placement program. Up to 40 semester credits may be earned through this program or by other test-out procedures. Hours earned through the advanced placement program do not count as hours in residence toward graduation with honors.

To earn credit through advanced placement, students must enroll in specific advanced placement courses offered by their respective high schools. Upon completing these courses, students take individual advanced placement examinations in each advanced placement course. Students may earn college credit for advanced placement scores of three, four, or five.

Students should request that scores from these examinations be sent directly to Cedarville University by entering code number 1151 on their registration forms. Upon receiving these scores, the University awards the appropriate amount and type of credit for each examination as determined by each academic department. No fees, other than the fees accompanying the examinations, must be paid in order to receive the university credit. In some cases, sophomore standing in particular subject areas may be earned through these examinations. Students should contact their local high schools to obtain advanced placement course and registration information.

College Level Examination Program (CLEP)

Students earn credit through CLEP by taking nationally standardized examinations in a variety of subject areas. These tests may be taken at local colleges before enrolling at Cedarville or at Cedarville after enrolling. To have CLEP scores sent directly to Cedarville University, students should enter code number 1151 on their CLEP registration forms. By earning scores above specified levels, students receive college credit in specific course areas. Up to 40 semester credits may be earned through this program or by other test-out procedures. A complete list of the appropriate tests and respective Cedarville courses, as well as registration information, is available from the Admissions Office, the Academic Services Office, or the University website. No fee, other than those accompanying the examinations, must be paid in order to receive college credit through CLEP.

Students who wish to use CLEP examinations to satisfy General Education Requirements in foreign language, literature, humanities, mathematics, natural sciences, and social sciences must earn credit-satisfying scores on the respective CLEP examinations by the time they earn 61 semester credits. Students may not pursue CLEP credit for courses in which they were enrolled previously, nor may they pursue CLEP credit for a course if they have taken a more advanced-level course in that discipline.

Transfer students transferring more than 61 credits must earn credit-satisfying scores on respective CLEP examinations by the end of their first semester of full-time attendance at Cedarville. Hours earned through CLEP do not count as hours in residence toward graduation with honors.

International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized program that enables students to follow a special curriculum and take specific examinations to fulfill secondary school graduation requirements. Students can earn up to 18 semester hours for IB Higher Level examinations on which they earn scores of five, six, or seven. A maximum of six credits is permitted in any one group. To receive credit, students should submit IB transcripts to the Admissions Office.

Degree Requirements

Cedarville University grants two master's degrees and eight baccalaureate degrees: Master of Education (M.Ed.), Master of Science in Administration (M.S.A.), Bachelor of Arts (B.A.), Bachelor of Computer Engineering (B.S.Cp.E.), Bachelor of Music (B.M.), Bachelor of Music Education (B.M.E.), Bachelor of Science (B.S.), Bachelor of Science in Electrical Engineering (B.S.E.E.), Bachelor of Science in Mechanical Engineering (B.S.M.E.), and Bachelor of Science in Nursing (B.S.N.).

A degree candidate should carefully study the requirements for that degree as well as the special requirements for graduation found in this catalog. Careful attention to these requirements will enable the student to avoid doing unnecessary work. **Students are responsible to see that graduation requirements are met.** Bachelor's degree requirements are listed below.

1. Meet all admission and proficiency requirements.
2. Complete at least 128 semester hours (not including proficiency), 32 hours of which must be of upper-division work (3000-4000 level courses).
3. Maintain an overall cumulative grade point average of not less than 2.0.
4. Maintain a grade point average in the major of not less than 2.0.
5. Establish minimum residency of one year (32 semester hours, normally the senior year).
6. Complete the General Education Requirements.
7. Complete the specific course and professional requirements for the desired major. At least one-third of the course requirements within a major must be taken from Cedarville University.
8. Demonstrate proficiency in the use of the English language on a standardized examination or complete ENG-1400 Composition with at least a 2.0 grade point average, on a four-point scale.
9. Satisfy the appropriate global awareness requirement.
10. Participate in the university testing and assessment program when asked.
11. Complete an application for commencement.

Specific curricular requirements are outlined in each departmental section of the catalog.

Requirements for a Second Degree

If a student has a baccalaureate degree from Cedarville University and desires to earn a second degree, the student must:

1. Meet all the admission requirements.
2. Have fulfilled each of the General Education courses in biblical education.
3. Earn a minimum of 160 credits (32 credits beyond the 128 minimum required for a first baccalaureate degree). At least 22 of the credits earned after 128 must be taken at Cedarville University.
4. Earn at least 43 credits in upper division courses (3000-4000 level courses).
5. Fulfill the requirements of a designated major of the second baccalaureate degree. Any appropriate coursework from the first degree may be applied toward the second degree.
6. Earn at least a 2.0 grade point average in the major.
7. Participate in the university testing and assessment program when asked.
8. Complete an application for commencement.

If a student has a baccalaureate degree from another institution and desires to earn a second degree, the student must:

1. Have earned the first baccalaureate degree from a regionally accredited institution of higher education or from an institution specifically approved by Cedarville University.
2. Meet all the admission and proficiency requirements.
3. Earn at least 32 credits from Cedarville University, including at least 22 credits of upper division courses (3000-4000 level courses).
4. Fulfill the equivalent of the Cedarville University General Education Requirements.
5. Fulfill the requirements of a designated major for the second baccalaureate degree.
6. Earn at least a 2.0 grade point average in the major.
7. Participate in the university testing and assessment program when asked.
8. Complete an application for commencement.

Selecting a Major

Many students have not chosen a major field of study by the time they enroll at Cedarville. Others change their major at some time during their collegiate studies. The University offers special advising and other services to help students make these important decisions.

Students uncertain of a major begin as "undeclared" majors. They work with academic advisors who specialize in helping students who have not yet chosen a field of study. Until they choose a particular major, "undeclared" students typically take courses specified as meeting the General Education Requirements. They are also encouraged to utilize the resources of the Career Services Office. This office offers career profiles, interest inventories, and counselors so that students in the midst of making career decisions have good information.

Most "undeclared" students select a major by the middle of the sophomore year. In many instances, delaying the choice of major does not extend the time needed to graduate from Cedarville. However, in programs of study with extensive specific course requirements, delaying the choice of that major even one semester can cause students to take longer to complete degree requirements. The suggested four-year curricula listed with each major in the catalog outlines the recommended course sequences.

Requirements of a Major

The amount of work for a typical major field approximates 36 semester hours and must include the requirements of the department. Comprehensive majors are typically from 48 to 60 hours. Specific requirements are listed at the beginning of department course offerings.

In order to graduate, a student must satisfy the requirements for at least one major field of study. With proper scheduling, he or she may concurrently complete the requirements for more than one major. Majors involving fewer than 42 semester hours of course work lend themselves to this approach.

Major courses in which "D" grades are received may count as meeting the requirements of the major field if permitted by departmental policy. If "D" grades are not permitted, the department chairperson may approve a course substitution as an alternative to repeating a course.

To qualify for graduation, students must maintain at least a 2.0 grade point average for their major.

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Graduate Study at Cedarville

The Cedarville University graduate academic program is designed to meet the professional, personal, and spiritual needs of adults who desire to honor God with their careers and lives. Truth from Scripture is integrated with the knowledge taught in each course to provide effective learning and enduring life values. The knowledge and skills learned from the curricular experiences provide adults with an excellent background for professional competence in education in their chosen fields.

Current Program

The Teacher/Leader Program is an accredited 32 semester hour Master of Education degree (M.Ed.). This program serves educators interested in enhancing their classroom effectiveness and becoming instructional leaders in their schools. Electives permit students to develop specific areas of emphasis that correspond to their particular interests.

Three benchmarks make the Cedarville University graduate program worth consideration:

- **Christian philosophy – integration of biblical truth into all course content.**
- **Cost – tuition is comparably priced in comparison to other graduate programs.**
- **Convenience – program design works well with active professionals.**

For information about available graduate opportunities at Cedarville, an application, or a graduate catalog, contact the Graduate Admissions Office at 1-888-CEDARVILLE (233-2784), e-mail gradprog@cedarville.edu, or visit the graduate program website at www.cedarville.edu/dept/graduate.



The Cedarville graduate program builds upon the University's reputation for preparing excellent classroom teachers by enhancing the effectiveness of practicing educators.

Major Fields of Undergraduate Study

The University offers 61 major fields of undergraduate study. Some of the majors represent combinations of two or more areas of study; these are denoted with an asterisk (*). Course requirements for each of the majors are outlined in the respective departmental sections of the catalog. Major fields of study include:

- Accounting
- American Studies*
- Applied Psychology
- Athletic Training
- Biology
- Broadcasting
- Chemistry
- Christian Education
- Church Music Ministry
- Communication Arts
- Comprehensive Bible
- Computer Engineering
- Computer Science
- Criminal Justice
- Early Childhood Education
- Electrical Engineering
- Electronic Media
- English
- Exercise Science
- Finance
- Graphic Design
- History
- History-Political Science*
- Integrated Language Arts Education
- Integrated Life Science Education
- Integrated Mathematics Education
- Integrated Physics Education
- Integrated Physical Science Education
- Integrated Science Education
- Integrated Social Studies Education
- International Studies*
- Keyboard Pedagogy
- Management
- Management Information Systems
- Marketing
- Mathematics
- Mechanical Engineering
- Middle Childhood Education
- Multi-Age Music Education
- Multi-Age Physical Education
- Multi-Age Spanish Education
- Multi-Age Special Education
- Music Composition
- Music Performance
- Nursing
- Pastoral Studies
- Philosophy
- Physics
- Political Science
- Prelaw*
- Preseminary Bible
- Psychology
- Public Administration*
- Social Work
- Sociology
- Spanish
- Sport Management
- Technical and Professional Communication
- Theatre
- World Missions
- Youth Ministries

Minor Fields of Undergraduate Study

Fifteen credits in a particular field of study usually constitute a minor. Cedarville graduates complete a minor in Bible as part of the General Education Requirements. Other minor fields are optional. One-third of the minor must be completed at Cedarville. Available minors include:

- Art
- Bible
- Biology
- Broadcasting
- Business Administration
- Chemistry
- Christian Education
- Christian Ministries Management
- Church Music Ministry
- Coaching
- Communication Arts
- Computer Science
- Creative Writing
- Criminal Justice
- Cross-Cultural Nursing
- Earth Science
- Economics
- Editing and Publishing
- Graphic Design
- Greek
- Health Promotion
- History
- International Business
- Literature
- Management Information Systems
- Mathematics
- Missions
- Multi-Age Health Education
- Music
- Philosophy and Religion
- Organizational Communications
- Physics
- Political Science
- Preseminary Bible
- Psychology
- Public Administration
- Sociology
- Spanish
- Spanish for Professionals
- Teaching English to Speakers of Other Languages (TESOL)
- Theatre
- Women's Ministry
- Youth Ministry

Electives

The provision of elective choice is based upon the premise that students should have an opportunity to strengthen their major field or minor field or broaden their background by selecting courses in areas of inadequacy or interest. Elective choice also provides students with some flexibility should they decide to change major fields.

Special Academic Programs

Cedarville offers several special programs designed to enhance the collegiate experience and/or to help prepare for a particular career:

- Computer/Technology Teaching Endorsement
- Emergency Medical Technician Training
- Environmental Biology
- Honors
- Medical Technology
- One-Year Bible Certificate
- Preagriculture
- Premedical
- Prepharmacy
- Prephysical Therapy
- ROTC—Army and Air Force
- Study Abroad Programs
- TESOL—Teaching Endorsement (Teaching English to Speakers of Other Languages)

Descriptions of these programs are located in this section of the catalog or in the academic departments sponsoring the programs.

Special Academic Programs

Emergency Medical Services

Cedarville University Emergency Medical Services (CUEMS) originated in 1965 when a men's service organization, Alpha Chi, formed the Cedarville College Fire Department. In 1969 the fire department was converted into a rescue squad. Today, CUEMS is comprised of students who are state and nationally-certified EMTs and/or paramedics and who volunteer their time to act as the Emergency Medical Services division of Cedarville University Medical Services.

The squad responds primarily to emergencies on campus, but CUEMS offers its services to the community as well. The department has a mutual aid agreement with the Cedarville Township EMS, serving as a backup squad when the need arises.

CUEMS has several goals for the operation of its pre-hospital and transport services. As a Christian organization, its primary goal is to be an outstanding testimony for the Word of God and the testimony of Jesus Christ to all publics of this organization. The desire of CUEMS is to comfort and show compassion for those for whom they care. Squad members strive not only to address physical needs but to reassure their patients emotionally. Another goal is to provide opportunities for practical application of classroom knowledge. Involvement in this service provides those pursuing careers in the medical field with practical experience and offers all members, regardless of major, opportunities to cultivate skills in teamwork, to operate efficiently in stressful situations, and to make sound decisions quickly.

Since state certification is *required* and national certification is *recommended* for membership on the squad, the University grants credit to those matriculated Cedarville students who complete the National Registry's approved programs in EMT training. Upon receipt of bona fide copies of National Registry certificates of completion, the University will grant 3 semester hours of elective credit for EMT-Basic training, 2 additional semester hours for EMT-Intermediate training, and 5 semester hours for paramedic training.

One-Year Bible Program

The University offers a concentrated program for the student who desires a formal education in Bible before pursuing a vocation at home or engaging in a field of technical study not available in a Christian school. It is designed so that a student can function as a more-knowledgeable layman at church. This curriculum is outlined in the biblical education section of this catalog.

Preprofessional Programs

Many students seek specialized training in professions after attending Cedarville University. A number of preprofessional programs are available. The preseminary curriculum, which prepares students for seminary studies and the gospel ministry, is outlined in the biblical education section of this catalog. The prelaw curriculum prepares students for law school and is explained in the social sciences and history section of this catalog. Preprofessional curricula in dentistry, medical technology, medicine, optometry, osteopathy, pharmacy, physical therapy, and veterinary medicine are described in the science and mathematics section of this catalog.

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General Education Requirements

The University requires a pattern of proficiencies and courses to help achieve institutional objectives. These objectives are designed to provide an educational experience that broadens the student's outlook and knowledge.

The General Education pattern is:

I. English and Mathematics Proficiency 0-5 hrs

Each student upon initial enrollment at the University must demonstrate proficiency in English and mathematics. Proficiency examinations should be taken before the end of the first semester of matriculation.

A. English (0-3)

Students may satisfy the English proficiency requirement through any one of the following methods:

1. Score 21* or higher on the English section of the ACT; or
2. Score 500* or higher on the verbal section of the recentered SAT; or
3. Score 500 or higher on the CLEP English Composition Examination; or
4. Score 25 or higher on the Cedarville University English Proficiency Examination; or
5. Complete a course equivalent to the Cedarville University ENG-1000 Basic English with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning prior to matriculation at Cedarville. The credits will not be transferred, but proficiency will be established and enrollment in ENG-1400 Composition will be permitted; or
6. Complete a college-level composition course with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. Proficiency will be satisfied and transfer credit will be awarded; or
7. If proficiency is not verified by any of the means listed above, the required proficiency must be achieved through a successful completion of the course ENG-1000 Basic English (3 semester hours), **which is to be taken during the first semester of matriculation. These 3 credits do not apply toward the 128 credits needed for graduation.**

B. Mathematics (0-2)

Students may satisfy the mathematics proficiency requirement through any one of the following methods:

1. Score 19* or higher on the mathematics section of the ACT; or
2. Score 500* or higher on the quantitative section of the recentered SAT; or
3. Score 48 or higher on the CLEP College Algebra exam; or
4. Score 10 or higher on the Cedarville University Algebra Proficiency Examination; or
5. Complete a course equivalent to DEV-0900 Intermediate Algebra with at least a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. The credits will not be transferred, but proficiency will be established and enrollment in college-level quantitative courses will be permitted; or
6. Complete a course equivalent to the Cedarville University GMTH-1020 College Algebra with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. Proficiency will be satisfied and transfer credit will be awarded; or
7. If proficiency is not verified by any of the means listed above, the required proficiency must be achieved through successful completion of the course DEV-0900 Intermediate Algebra (2 semester hours credit), which should be

completed during the first semester of matriculation at Cedarville University and **must be completed no later than the last term of the sophomore year. These 2 credits do not apply toward the 128 credits needed for graduation.**

*Standardized test scores (ACT, SAT) earned more than three years before matriculation will not be accepted to meet the proficiency requirement.

II. Biblical Education 16 hrs

- A. BEGE-1710 Christian Life and Thought 3
- B. BEGE-1720 Spiritual Formation 3
- C. BEGE-2730 Old Testament Literature 3
- D. BEGE-2740 New Testament Literature 3
- E. BEGE-3750 Christian Worldview Development 2
- F. BEGE-3760 Christian Worldview Integration 2

III. Communication 6 hrs

- A. ENG-1400 Composition 3
- B. COM-1100 Fundamentals of Speech 3

IV. Humanities 9 hrs

- A. HUM-1400 Introduction to the Humanities 3
- B. Any 2000-level literature course 3
- C. At least 3 semester hours from the following: **3
 - ANTH-1800 Cultural Anthropology 3
 - ART-1100 Introduction to Art 3
 - BEPH-2200 Introduction to Philosophy 3
 - BEPH-2250 Ethics 3
 - BEPH-2260 Religion and Culture 3
 - COM-2300 Voices of Diversity 3
 - COM-3140 Intercultural Communication 3
 - COM-4110 History of Public Address 3
 - EDUC-2400 Children's Literature 2
 - EDUC-4500 Philosophy of Education 2
 - EGGN-3110 Professional Ethics 3
 - HLMU-2310 Introduction to Music Literature 3
 - HUM-2430 Enjoyment of Music 3
 - NSG-3050, 3060 Nursing in Relationships I and II 4
 - PYCH-3720 Psychology of Personality 3
 - THTR-1410 Introduction to Theatre 3
 - Any second year foreign language course 4
 - Any other 3 hour literature course 3

**In satisfying requirements B and C, students may not take more than one course from their major field of study. Education majors, however, may take EDUC-2400 Children's Literature and EDUC-4500 Philosophy of Education to fulfill criterion C; otherwise, EDUC-4500 Philosophy of Education does not count toward meeting this requirement.

V. Global Awareness

Students pursuing a **Bachelor of Arts (B.A.), Bachelor of Music (B.M.), or Bachelor of Music Education (B.M.E.)** degree must complete *one* of the following:

- A. Pass three years of the same foreign language in high school or one term of an intermediate college-level foreign language; or
- B. Live in a non-U.S. cultural immersion experience for at least one school year after the age of 12; or
- C. Pass two years of the same high school foreign language

or pass the second semester of a college-level foreign language, *and* one of the following:

1. A global awareness course selected from the list in number four below.
2. An approved intercultural experience of at least four weeks.

Students pursuing a **Bachelor of Science (B.S., B.S.Cp.E., B.S.N., B.S.E.E., and B.S.M.E.)** degree must complete *one* of the following:

- A. Pass two years of the same foreign language in high school; or
- B. Pass the second semester of a college-level foreign language; or
- C. Live in a non-U.S. cultural immersion experience for at least one school year after the age of 12; or
- D. A global awareness course from the following:
 - ANTH-1800 Cultural Anthropology
 - BEPH-2260 Religion and Culture
 - BUS-2910 International Business
 - COM-2300 Voices of Diversity
 - COM-3140 Intercultural Communication
 - ECON-3380 Economic Development and Political Economy
 - GEO-3520 World Regional Geography-East
 - GEO-3540 History and Politics of Africa
 - HIST-3200 History and Politics of Latin America
 - HIST-3210 History and Politics of East Asia
 - HIST-3220 History and Politics of the Middle East
 - HIST-3750 Social Movements
 - MGMT-3570 International Management
 - MRKT-4620 International Marketing
 - NSG-3090 Public Health Nursing
 - NSG-4200 Culture and Health
 - PYCH-1800 Cross-Cultural Psychology
 - SPAN-3680 Understanding Hispanic Cultures; or
- E. Complete an approved intercultural experience of at least four weeks.

VI. Physical Education 2 hrs

- A. PEF-1990 Physical Activity and the Christian Life 1
- B. One general physical education activity course chosen from PEA-1000 through PEA-2120 1

VII. Science and Mathematics 10-16 hrs

- A. One laboratory course from the biological sciences 3.5
- B. One laboratory course from the physical sciences 3.5
- C. At least 3 semester hours selected from the following quantitative courses:
 - BUS-2150 Statistics 3
 - EDUC-2800 Principles of Mathematics II 3
 - GMTH-1010 Introduction to Mathematics 3
 - GMTH-1020 College Algebra 3
 - GMTH-1030 Precalculus 4
 - GMTH-1040 Calculus for Business 4
 - GSS-3680 Data Analysis 3
 - (or SWK-3680 Data Analysis 3)
 - PYCH-2610 Statistics 3
 - Any 3 credit MATH course 3
- D. Students pursuing Bachelor of Science degrees (B.S., B.S.N.,

B.S.Cp.E., B.S.E.E., and B.S.M.E.) must complete an additional six semester hours. These hours must be selected from courses with BIO, CHEM, ESCI, GSCI, GMTH, MATH, and PHYS designators; decision sciences; statistics; or computer application courses selected from the following:

| | |
|---|---|
| EGCP-1010 Digital Logic Design | 3 |
| EGCP-1310 Algorithmic Programming | 2 |
| MIS-2000 Structured Programming | 3 |
| MIS-3510 COBOL Programming | 3 |

VIII. Social Sciences and History 9 hrs

- A. GSS-1000 Foundations of Social Science 3
- B. One course in history 3
- C. One course selected from the following: 3
 - A second HIST course
 - Any course with a designator of ANTH, CRJU, GEO, POLS, PUAD, SOC, and SWK
 - PYCH-1600 General Psychology

Total General Education Requirements 52-63

Many of these courses also satisfy the requirements for major fields of study.



Students show their support and demonstrate school spirit by attending the lively Cedarville basketball games.

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The Student Government Association offers student-to-student tutoring in several courses each semester.

General Education Course Sequence

Many of the General Education Requirements provide important background for advanced courses that are required as a part of a major field of study. Consequently, in most programs many of these requirements are taken in the first two years of the four-year curriculum. The sample four-year curricula found by each major field of study in the catalog outlines this sequence.

Because of the importance of several of the requirements to all students, **the following six courses must be completed before the beginning of the junior year or before a student earns 64 semester hours:**

- BEGE-1710 Christian Life and Thought
- BEGE-1720 Spiritual Formation
- COM-1100 Fundamentals of Speech
- ENG-1400 Composition
- PEF-1990 Physical Activity and the Christian Life
- The VII, C. Quantitative Course Requirement, page 19

Graduation

All students must realize that it is their own responsibility to check on their progress toward meeting all requirements for graduation. They are urged to plan the class schedule for both semesters of the senior year at early registration time at the end of the junior year. This plan should be approved by the faculty advisor and checked to see that when it is completed all degree requirements will have been met. **To participate in the May commencement ceremony, students must submit applications for graduation by April 1st of the year they plan to graduate.** This includes May, August, and December graduates.

The catalog in use when a student first enrolls governs that student's graduation requirements, unless that catalog is over 10 years old or that student has left and then re-enrolled more than one year later. Consequently, that catalog should be retained and used as a guide in case changes are made in the course or graduation requirements during the time the student is enrolled. A student may select a subsequent catalog if the student wishes; however, all requirements from that catalog must be completed.

Early Commencement

Students who cannot complete their graduation requirements before the end of the spring semester of their senior year, but who can complete them during the following summer or fall terms, must apply to participate in commencement before degree requirements are met. Students who have more than 18 semester hours to complete after the spring term must obtain approval from the academic vice president to participate in commencement. Information concerning eligibility for August or December graduation and early commencement is available in the Academic Services Office.

Sessions and Credits

The regular college year consists of two semesters of 15 weeks each plus final exam days, extending from August to May. Credits are earned in terms of semester hours; a semester hour equals one 50-minute period each week for one term. As an illustration, a student completing a course that meets 50 minutes a day, 3 days a week, for 15 weeks, receives 3 semester hours credit. Laboratory sessions, applied music courses, physical education courses, compressed courses, and internships are exceptions to this pattern.

Academic Course Load

Assuming that proficiency requirements have been satisfied, a minimum of 128 semester hours is required for graduation. A student should average at least 16 credit hours each semester to graduate upon completion of the 8th semester. A normal course load is 15-18 hours each semester. Students working more than 20 hours per week are advised not to carry a full course of studies.

A student's academic load is subject to reduction or limitation by a school dean or academic vice president for poor scholarship or excessive work outside of school hours. Students who wish to take more than 18.5 credit hours must obtain permission through the following procedure:

To request 19-21.5 credit hours

The following students require advisor approval:

- SENIORS with at least a 2.3 cumulative GPA
- SOPHOMORES and JUNIORS with at least a 2.5 cumulative GPA
- FRESHMEN with at least a 2.7 cumulative GPA
- All students without a Cedarville University GPA who scored at least a 25 or equivalent on the ACT

The following students require department chair approval:

- Any student not meeting the criteria above
- Any student whose advisor is not available

The following students require dean approval:

- Any student whose department chair is not available

To request 22 or more credit hours

- All students require approval of advisor, department chair, and dean

The following situation requires academic vice president approval:

- When dean is not available

Classification of Students

Regular students are those who have met the requirements for admission, are enrolled in a degree program, and are carrying at least 12 semester hours of credit from Cedarville University in that academic semester. **Special students** are those who are not enrolled in degree programs. **Part-time students** are those who have met all admission requirements, are seeking a degree, and are taking fewer than 12 semester hours. **Transfer students** are those who have studied full time for at least one term at another accredited college or university. **High school students** are those who have not completed high school graduation requirements.

Assignment to Classes

Official class membership is determined according to the following schedule:

| Class | Hours Completed |
|-----------|-----------------|
| Freshman | 1-30 |
| Sophomore | 31-60 |
| Junior | 61-90 |
| Senior | 91+ |
| Special | Assigned |

Class Attendance

In general, regular attendance is necessary for the student to receive full benefit from the college experience. Since there are several different ways in which ideal class attendance may be achieved, official faculty policy allows each faculty member to determine and develop attendance standards which will meet the particular needs of the course.

Out-of-Class Courses

In order for students with irreconcilable conflicts to be able to complete graduation requirements on schedule, it sometimes is necessary to allow instruction in an out-of-class setting. To take a course out of class:

1. The course must be 2000, 3000, or 4000-level.
2. Students must obtain approval from the department chairperson, the faculty member teaching the class, and the advisor.

Out-of-class course approval forms are available in the Academic Services Office. Exceptions to the course level requirement listed above must be approved by the respective faculty member, department chairperson, and advisor.

Correspondence Study / Distance Education

Cedarville University does not offer correspondence credits, and it does not accept correspondence credits from institutions that do not have accreditation from a recognized United States regional accrediting agency. In some unusual circumstances, the University may accept correspondence credits from regionally-accredited institutions of higher learning, but a student may not utilize more than 10 semester hours of correspondence credits toward fulfilling degree requirements.

Cedarville University does offer several mediated/online learning courses, and it does accept this type of courses from institutions which are accredited by a U.S. regional accrediting agency. Distance learning courses are subject to the same policies and restrictions as normal transfer courses.

The University reviews and processes credits received for distance learning and correspondence study in the same manner as transfer credits. For additional information, contact the Academic Services Office.

Internships

Many of the major fields of study include opportunities to receive credit for supervised, on-the-job activities. Interested students should contact the respective department chairperson for details.

Independent Study

Independent study allows students to develop a high degree of independence in their ability to choose and investigate problems. The objectives of the program include providing opportunities to explore areas not covered in normal course structure, recognizing foreign travel experiences, rewarding self-motivated students, and encouraging joint study by faculty and students on specialized projects.

Individual students and faculty members develop the specific criteria that must be met for the successful completion of specific independent study projects. However, the following guidelines govern the independent study program:

1. Only one independent study project may be undertaken in an academic term, unless permission is granted from the department chairperson and dean of the student's primary major.
2. The maximum credit that may be earned for an independent study project is 3 semester hours.
3. The faculty member supervising the independent study, the student's advisor, and the department chair must sign the student's independent study form. Registration for the independent study must occur at the beginning of the semester in which the work is to be completed.
4. No more than 6 semester hours in independent study may be counted toward the major field; no more than 3 semester hours toward a minor field; and no more than 12 semester hours may be counted toward graduation. Independent study taken outside major and/or minor fields must be approved by the department chairperson and the dean of the supervising faculty member.
5. Supervising an independent study is a privilege a faculty member may extend to a student. It is not a right that a student has.
6. Supervising faculty members determine the grade (letter grade or credit/no credit) for the independent study.



Over 350 corporate recruiters come to the Cedarville University campus each year to participate in Career Link days.

Academic Information

Testing Out Procedure

Qualified students may earn credit toward graduation by passing the appropriate examinations with a grade of B or better. A student interested in testing out should obtain a course test-out form from the Academic Services Office, obtain the approval of the chairperson of the department in which the course is offered, and contact the instructor of the course to schedule the test.

A student may not test out of a course previously audited. Tests must be taken during registration week or during the first two full calendar weeks of the semester.

Upon testing out of a course, a student must pay one-half tuition for the course credit. Credit for the course and a designation of test-out will appear on the student's transcript with a grade of CE (credit by examination). This grade is not computed into the cumulative grade point average. Credits earned by test-out during a semester do not count toward the 12 semester hours required for full-time status. No student may earn more than 40 semester hours of test-out credit through tests administered at the University, CLEP, AP, IB, or any other recognized testing agency. Hours earned by test-out do not count as hours in residence toward graduation with honors.

Academic Assistance

Each student is assigned to an academic advisor who offers counsel concerning course scheduling. A student who has not declared a major will be assigned to a special advisor equipped to offer assistance in selecting a field of study. Students are encouraged to consult their academic advisor prior to registration, whenever an academic problem is encountered, or when considering any changes in their educational program. A student with low grades in a major or minor field may be advised to select another field of study.

Tutoring

Tutoring is available to students desiring supplemental learning opportunities. The Student Government Association, in conjunction with the Academic Assistance Office, offers student-to-student tutoring in several courses each semester including GMTH-1040 Calculus for Business, CHEM-1000 Principles of Chemistry, BIO-1000 Principles of Biology, GSS-1000 Foundations of Social Science, and others. Additionally, private tutoring may be arranged with individuals recommended by the professor of the course or through the Academic Assistance Office. Faculty assistance is available for all courses during posted office hours.

Transient Study

Course work to be completed at other institutions by a student enrolled at Cedarville University must be approved before the course is taken by securing the signatures of the transfer coordinator, the student's academic advisor, and the chairperson of the academic department governing the course requirement that the transferred course is to satisfy. Transient Study Applications are available in the Academic Services Office. An official transcript must be received before transfer credit will be evaluated and recorded.

Travel Study Opportunities

Students are encouraged to take advantage of a semester at one of Cedarville's satellite campuses. Participants remain enrolled at Cedarville, continue to receive financial aid, and take classes for Cedarville credits. Programs are mainly open to Juniors and Seniors. Advanced planning is highly recommended. For additional information and planning help, contact Cedarville University's Travel Study Director, Dr. Kevin Sims.

ARRIBA

ARRIBA, Academic Residency and Research Internship for Baptists Abroad, is a work/study program sponsored by Faith Baptist Bible College, in Ankeny, IA, in cooperation with Baptist Mid-Missions. Cedarville students in any major may earn up to 30 semester hours of credit in Spanish, sociology, biology, religion, missions, cross-cultural studies, and general electives. Students involved in the program spend 11 months in Peru, South America, where classroom theory is integrated with practical application and experience in cultural studies, church planting, and alpine and rainforest studies, under the direction of experienced missionaries and college professors. Students interested in the program should contact Dr. John Silvius for additional information.

Au Sable Institute of Environmental Studies

Students enrolled in the environmental biology curriculum may take advantage of courses offered by the Au Sable Institute, including field botany, land resources, limnology, marine biology, animal ecology, and restoration ecology. Students may choose to attend any of five Au Sable Institute locations: Au Sable Great Lakes (Mancelona, Michigan), Au Sable Pacific Rim (Whidbey Island, Washington), Au Sable East (Chesapeake Bay, Virginia), Au Sable Africa (Nairobi, Kenya), and Au Sable India (Tamil Nadu, South India). Au Sable courses provide academic content, field experience, and practical tools for stewardship of creational resources. The Institute grants vocational certificates for environmental analysts, land resource analysts, water resource analysts, and naturalists. Qualified students are awarded the Au Sable Fellowship of up to \$1,200. One or more Institute Grants-in-Aid of at least \$400 are also available each year. Honors scholarships of \$500 and Au Sable stewardship awards equal to the cost of room and board are granted to returning students. Interested students should contact Dr. John Silvius, Cedarville University's Au Sable Institute Representative.

CCTECC Student Teaching Abroad Program

CCTECC is the Christian Coalition Teacher Education Coordinating Council, which is made up of Christian Colleges from around the US. Since the late 1980's, this organization has been helping its member institutions place quality student teachers in quality schools on every continent, except Antarctica. Cedarville students have taught in over 20 different countries. Literally speaking, the sun never sets on Cedarville student teachers.

Students apply for this program early in the junior year. Only those with a good academic record, strong character, and spiritual and professional performance references are allowed to go overseas. Only schools and cooperating teachers who meet Cedarville's standards and the requirements of the Ohio Department of Education participate with us. CCTECC helps ensure that students are placed in environments which are safe and nurturing both personally and spiritually.

CIEE (Council on International Educational Exchange)

CIEE offers study abroad opportunities at its 60 CIEE Study Center programs in 29 countries around the world. The CIEE Study Centers provide curricula specifically designed with the U.S. undergraduate in mind and offer superior student services and activities that help students derive maximum benefit from the experience. Students interested in the program should contact Dr. Kevin F. Sims or the Travel Study Office for more information.

The Council for Christian Colleges and Universities Study Programs

Cedarville University cooperates with the Council for Christian Colleges and Universities in offering programs for students in the places listed below.

American Studies Program (Washington, D.C.)

Students study public policy issues and serve internships in Washington, D.C., for an academic term.

China Studies Program

Students live for an academic term on the campus of a Chinese university and study language, history, culture, and current affairs and travel throughout the country.

Contemporary Music Program (Martha's Vineyard)

Students learn to integrate music, faith, and business. The program offers two tracks of study: the Artist Track and the Executive Track.

Latin American Studies Program

Students live for an academic term in San Jose, Costa Rica, and study Latin American politics, economics, religion, language, and culture.

Los Angeles Film Studies Center

Students take advantage of the rich film environment of Los Angeles, exploring the film industry within a Christian context and from a liberal arts perspective.

Middle East Studies Program (Egypt)

Students live in Cairo, Egypt, and study the history, culture, religions, and struggles of this dynamic area as well as learn to speak Arabic. Students also travel in Israel, Palestine, Jordan, and Turkey.

Oceania Studies Program (Australia)

Oxford Honors Program and Oxford Summer Program

Students study in England under the tutelage of Oxford dons in association with Keble College.

Russian Studies Program

Students live on campus at the University of Nizhni Novgorod for six weeks and then live with a Russian family for the remaining six weeks. The academic program includes a general education elective in history or a Bible elective.

Summer Institute of Journalism (Washington D.C.)

Students live in Washington, D.C., and are trained in gathering and writing news, editing copy, and designing layout.

Uganda Studies Program

Additional Travel Studies Programs

In addition to the CCCU programs, Cedarville has cooperating agreements with the following institutions:

Focus on the Family Institute

IBEX (The Master's College)

Jerusalem University College

OSAP (Oxford Study Abroad Program)

Seville, Spain

Summer School

The University offers a three-week summer term in May. In addition, two four-week summer terms are offered, the first beginning in June and the second beginning in July. Other special sessions are occasionally offered. A student typically may earn 3 credits in May and up to 8 credits in each of the other terms.

The summer sessions appeal to a variety of students. Some wish to accelerate their college program. Students from other institutions may desire Bible courses that are not available at their institutions. Teachers find the summer terms a convenient means by which to update themselves in their disciplines. Others enjoy the advantages of smaller summer classes. Incoming international students recognize summer attendance as an excellent opportunity to become acclimated to academic pursuits before campus activities begin in the fall.

High school students who have completed their junior year and who display sufficient academic strength may enroll in the **summer studies program**. Eligible children of graduates of the University may qualify for the popular alumni children scholarship program which provides tuition-free credit.

Continuing students interested in attending summer school should contact the Summer School Office. New students should contact the Admissions Office. Visit www.cedarville.edu for a list of summer school courses being offered.



Daily chapel provides students with an opportunity to worship and to focus on nurturing their relationship with God.

Academic Information

Registration for Classes

Registration dates for each session are listed in the annual academic calendar. Early registration periods may be designated for currently enrolled students. During early registration, the University allows students to register for courses for the upcoming academic term. Students register for courses by academic classification and are strongly encouraged to take advantage of this early registration opportunity, rather than registering after the start of an academic term. Students who register early for a term but do not return the following semester must notify the Academic Services Office of their change in status.

Registration information, including printed registration instructions and course schedules for the semester, is distributed by the Academic Services Office prior to the respective registration periods. Additionally, registration information, including available course offerings and sections, is available on the University website.

Prior to processing a registration, each student meets with an academic advisor to discuss career direction, course options, and class schedules. While selecting courses, students and advisors should discuss alternative courses as a contingency for course closings and cancellations. Although each student has an academic advisor to help with scheduling, the student is ultimately responsible for the chosen class schedule and course of study. Students should become very familiar with the course requirements for their chosen major.

Class schedules are selected using the online registration process on the university website. The online registration process may be completed from the academic advisor's computer or from any other computer through which the student has internet access. Instructions for using the online registration program are available on the Academic Services webpage or from the Academic Services Office.

A registration access code is required to complete the online registration process. This code is assigned by the Computer Services Office prior to each registration period and is given to the student's academic advisor. The registration access code may be utilized by the academic advisor to complete the student's registration during the advising process, or the advisor may give the code to the student to enable the student to complete the registration process from another computer. After the online registration process has been completed, the student's confirmed schedule becomes an active registration in the administrative computer system.

To finalize their registration, students must make financial arrangements for payment of the amount due listed on their billing invoice (see the financial section of the catalog for information concerning costs and payment plans).

Adding and Withdrawing from a Course

It is the student's responsibility to verify the accuracy of his/her course registration at the beginning of each semester. All registrations must be finalized by the end of the second week of the semester. No classes may be added after this time unless approval is granted from the course instructor, chair of the department that offers the course, and the dean of the respective school. In the absence of the dean, the academic vice president may approve a late registration. A late registration fee of \$50.00 will be charged to process a registration or add a class after the deadline.

Changes in a student's course schedule must be made through the drop/add process. This may be completed online through seven calendar days after classes begin. After this time, a drop/add form is required to complete a schedule change. Forms for course changes are available in the Academic Services Office and must be signed by both the course instructor and the student's academic advisor. The student is required to make up any work missed due to late entrance. Changes in a schedule caused by cancellation of courses will not result in financial penalty.

When a course is dropped, the action is recorded as follows:

| Week Course Is Dropped | Action |
|---|--|
| Before the end of the 1st full calendar week | No record on transcript |
| During 2nd full calendar week through 9th calendar week | W – Withdrawn |
| 10th and 11th calendar weeks | WP – Withdrawn Passing or WF – Withdrawn Failing |
| Week 12 through the end of the semester | Drops not Permitted |

Course changes are complete when the Academic Services Office receives the completed drop/add form. The effective date of the course change is the date the Academic Services Office receives the completed form. Failure to properly drop a class will result in a grade of Z which counts the same as an F.

Refund information is listed in the financial information section of the catalog. This information is also available on the Academic Services webpage.



Faculty advisors play an important role in guiding students toward their educational goals.

Auditing

Auditing involves attending and participating in a course without earning credit. A course may be changed from credit to audit before the end of the first week of the semester. Courses may be changed from audit to credit, with permission of the instructor, before the end of the first week of the semester. A student may not test out of a course already audited. Registration to audit a class will not be processed until the first day of the semester to accommodate students requiring regular registration status.

Withdrawing from the University

Proper withdrawal from the University begins in the Academic Services Office, where the student completes an official withdrawal form. Refund requests should be submitted to the Business Office at least three days prior to withdrawal. A student's ID card and dorm key must be returned to the Academic Services Office on the last day the student is on campus. No student should leave Cedarville University without completing proper withdrawal through the Academic Services Office.

Student transcripts will be marked with the appropriate grade once withdrawal is complete in accordance with the established university policy. (See Adding and Withdrawing from a Course.)

Continuing at the University

The University assumes that a student will continue taking courses from semester to semester unless the student graduates, is asked to leave for academic or disciplinary reasons, or withdraws voluntarily. To assist in planning each academic term, the University asks each student to register for the upcoming academic term during early registration. This secures courses for the student and enables the University to make enrollment decisions for that term. A student who owes money to the University may not register for future academic terms.

Enrolled students register for fall semester courses at the end of each spring semester. To retain these course selections and confirm the intention to enroll in the fall semester, each student must submit a reservation deposit of \$250 by May 1. This deposit also reserves a place in college housing for single students under 25 years of age. The deposit is credited to the student's account and may be used to help cover Fall Semester expenses. Should the student decide to withdraw from the University before July 1, \$150 of this deposit is refundable. After July 1, the \$250 deposit is nonrefundable.

A student who does not register and submit the continuing student reservation deposit by June 1 or make other special arrangements with the Student Services Office will be considered withdrawn. Any student who withdraws voluntarily or is involuntarily withdrawn must apply and be approved for readmission to return as a student to the University. Readmission forms and information are available from the Admissions Office.



A "Mind for Truth" is developed with careful direction from qualified and committed professors.

Course Numbers and Designations

The course numbers are designed to help students select courses at the appropriate level. The University uses the following system:

1. The first number indicates the year in which the course usually is taken. Freshmen normally take 1000-level courses; sophomores, 1000-level or 2000-level courses; juniors, 2000-level or 3000-level courses; and seniors, 3000-level or 4000-level courses. Courses beyond the student's classification should be taken with the consent of the instructor and academic advisor.
2. The alphabetical prefixes in the course designations indicate content divisions within academic departments. For example, the prefix "BETH" indicates that the course is a theology course in the Department of Biblical Education.

The semester that the course is offered is shown following the course title as follows: Fa–Fall; Sp–Spring; and Su–Summer. The number to the right of the course title indicates credit given in semester hours. The University reserves the right to offer or withhold any of the courses listed.

Alternate Year Courses

Some departments offer courses on alternate years. These are designated as "even years" or "odd years" based on the first school year number. Example: 2003-04 is an odd year.

Academic Information

Grading System

- A** Recognizes excellent achievement. It is indicative of superior-quality work and reveals a thorough mastery of the subject matter. The student receiving this grade should demonstrate enough interest to do some independent investigation beyond the actual course requirements.
- B** Indicates work and achievement that are well above average. The student receiving this grade should be capable of doing advanced work in this field. The quality of the work should be considered better than that achieved by the average student.
- C** Indicates average achievement and a satisfactory meeting of requirements.
- D** Reveals inferior accomplishment and is generally unsatisfactory from the standpoint of course requirements. This is the lowest grade for which credit can be earned.
- F** Failing grade. It indicates very unsatisfactory work. No course credit is earned.
- AU** Given when a course is audited. To receive this notation, the student must attend and participate in the course. No credit is earned.
- CR** Credit has been granted; it also applies to the credit/no credit program in which credit is received for satisfactory (“C” average or above) performance in the course. A course in which a CR has been earned counts toward the total graduation requirements but is not used in the computation of grade point averages.
- CE** Credit for the course has been earned by an examination administered by the University or another recognized testing agency or program.
- I** Signifies an incomplete and is a temporary grade given when a student is unable to complete the coursework on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause. This temporary grade does not influence the student’s grade point average. To be considered for an incomplete, the student must be passing the course and have completed the majority of the coursework. The instructor giving the incomplete will establish an appropriate completion date with the student. This date may extend to the end of the semester following the one in which the course was taken. If the work is not completed by the designated date, the “I” will be changed to an “F” and will be calculated as such in the student’s grade point average.
- INC** Indicates a permanent incomplete, a grade assigned in special situations by the faculty member with the approval of the academic vice president. This permanent grade does not influence the student’s grade point average. To receive a permanent incomplete, the faculty member should submit the appropriate form to the academic vice president identifying the circumstances warranting this special grade. If a permanent incomplete is awarded, the grade may not be changed at a future date. To receive credit for the course, the student must again register for the course and complete the course requirements.



Dr. Dixon joins a group of Cedarville students to “make some noise” at a men’s home soccer game.

- K** Signifies credit and accompanies courses transferred from other colleges or universities. It has no effect upon cumulative grade point average.
- NC** No credit has been earned. Credit hours for which an “NC” has been earned are not used in the computation of grade point averages.
- NP** Indicates that the student did not pass a course where the credits do not count toward the graduation requirements. Basic English and Intermediate Algebra are examples of such courses.
- NR** Indicates that the faculty member did not submit the grade in time for it to appear on the grade card.
- P** Indicates that the student performed satisfactory work (“C” average or better) in a course where the credits do not count toward graduation, such as Basic English or Intermediate Algebra.
- W** Indicates that the student withdrew from the course between the second and ninth weeks of the semester.
- WP** Indicates that the student is passing when a course is dropped during the tenth and eleventh weeks of the semester.
- WF** Used during the tenth and eleventh weeks of the semester if the student is failing at the time of withdrawal.
- Z** Indicates that the student did not complete the course but did not officially withdraw. A “Z” is treated in the same manner as an “F” grade when figuring the grade point average.

Grade Points and Point Averages

Cedarville University uses the “four-point system” to determine academic averages. Grade points are awarded as follows:

| Grade | Grade Points |
|-------|--------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| D- | .7 |
| F | 0.0 |

The grade point average is computed by dividing the total grade points earned by the total hours attempted. Grades are issued at the end of each semester. The student is responsible for discussing his or her academic achievement with his or her instructor.

Academic Progress, Warning, and Suspension

To satisfy the minimum graduation requirements, a student must earn a cumulative grade point average of 2.0. The minimum cumulative grade point average needed to maintain good academic standing is also 2.0.

The University recognizes that some students may have difficulty earning and/or maintaining the minimum cumulative grade point average required for good standing and for graduation. To assist them, the following academic progress chart outlines the minimum cumulative grade point averages needed according to the credit hours earned.

Academic Progress Chart

| Credits Attempted | Minimum Cumulative GPA for Academic Probation | Minimum Cumulative GPA for Academic Warning |
|-------------------|---|---|
| 0-18 | 1.00 | 1.45 |
| 19-36 | 1.25 | 1.60 |
| 37-64 | 1.50 | 1.75 |
| 65-96 | 1.75 | 1.90 |
| 97-112 | 1.90 | – |
| 113-128 | 1.95 | – |

Some academic programs have stricter academic progress requirements than those listed above. Students should check academic department sections of the catalog for the specific grade point requirements of their majors.

Students who are not in good academic standing will be notified by the dean of their school. First-semester freshmen who do not meet the 1.0 average usually will not be academically suspended in order to provide some additional time for them to make the adjustment to college life.

Any student who does not meet the minimum cumulative grade point average required for academic probation will be suspended for at least one semester. Any student on academic probation for two successive semesters and who is not making satisfactory academic progress is subject to academic suspension. Any student whose term grade point average is not above 1.0 for two successive semesters and who is not making satisfactory academic progress is subject to suspension. The dean of a school may make exceptions to the academic progress guidelines when appropriate.

A student receiving veterans benefits who is on academic probation for two successive semesters without making satisfactory progress will be reported to the Veterans Administration. The veterans benefits for such a student will be terminated unless the student is making progress toward meeting the minimum academic requirements for graduation.

Faculty members and other counselors are available to discuss student progress. The student experiencing academic difficulty should utilize these personnel, as well as resources available in the Academic Assistance Office, to help find solutions to academic problems.

Students on academic warning or probation may be required to take a special study skills course as a condition for continuing at the University. Academic warning may preclude involvement in certain university activities. Students facing academic warning or probation should consult with the coaches, advisors, or directors of their activities to learn of academic requirements or restrictions that may apply to those activities.

A student must maintain satisfactory academic progress to receive financial aid. Students receiving aid should check the financial aid section of the catalog to obtain the academic progress requirements that pertain to a particular aid programs.

A student suspended for academic reasons may apply for readmission during any semester in the regular academic year following the semester of suspension. A student who is subject to suspension for a second time may be permanently dismissed.

Academic Information

Repeating Courses

While adjusting to academic life at Cedarville, some new students earn grades they consider to be unsatisfactory. Consequently, any student who earns an unsatisfactory grade as a freshman (student with fewer than 31 credits) may repeat the course at Cedarville University before the end of their sophomore year (student with 31 to 60 credits). Under this freshman repeat policy, the cumulative grade point average will be recalculated using the second grade instead of the first.

A similar policy applies to a transfer student. Under the transfer repeat policy, courses taken during the **first semester** of attendance may be repeated within the succeeding **two regular semesters**. The cumulative grade point average will be recalculated using the second grade instead of the first.

Under these repeat policies, any course may be repeated. Although the first grade is no longer calculated into the cumulative grade point average, the course and grade information does remain on the student's transcript. In all other cases when a student repeats a course, both grades are calculated into the cumulative grade point average. However, credit hours for a repeated course may count only once toward the credits needed for graduation.

Credit/No Credit Program

The grade designation "credit/no credit" may be assigned by faculty members in courses such as student teaching, laboratories, independent studies, electives, and one-hour courses in physical education and music. The opportunity to take elective courses on a credit/no credit (CR/NC) basis offers students the opportunity to develop background in new areas of study without threatening cumulative grade point averages.

The following guidelines govern involvement in the program:

1. A student of any classification may choose to earn credit/no credit or a letter grade in one semester hour, non-major physical education courses. This choice may be made at the end of the semester.
2. To earn credit, a student must maintain an average of "C" or better in the course.
3. A student must be at least a junior in classification (have earned at least 61 semester hours) to take an elective course on a credit/no credit basis. An elective is a course which will not count toward the student's general education, major, minor, or cognate requirements.
4. A student may take just one elective course per term under the credit/no credit designation.
5. The total number of courses (other than one-hour physical education courses) that may be taken under the credit/no credit designation is determined by the student's cumulative grade point average:

| | |
|---------------|--------------|
| 2.0 - 2.49 | one course |
| 2.5 - 2.99 | two courses |
| 3.0 - 3.49 | four courses |
| 3.5 and above | six courses |
6. A student taking an elective course who wishes to change from the credit/no credit designation to the regular grading designation must do so before the end of the 4th week of the semester.
7. A student who wishes to change an elective course to the credit/no credit designation must do so before the end of the first full calendar week of the semester.

Academic Honors

The Dean's Honor List

Until final awards are announced at commencement, the highest academic honor possible to attain at Cedarville University is to be included on the Dean's Honor List. This list of high-ranking students is published at the end of each regular semester. Lists are not published following the summer sessions.

The requirements for the Dean's Honor List are as follows:

1. A student must have a 3.75 grade point average or higher for the semester.
2. A student must have no grade for the semester lower than a "B."
3. A student must carry a minimum of 12 semester hours, excluding CR hours. Exceptions are made for those enrolled in field experiences or internships granting credit/no credit, provided they take at least 2 regularly graded courses.
4. A student must complete every course being taken by the end of the semester when grades are turned in by the faculty.

The Dean's List

Published at the end of each regular semester, the Dean's List is issued with the following requirements:

1. A student must maintain a 3.50 average for the semester.
2. A student must be carrying at least 12 semester hours, excluding CR hours. Exceptions are made for those enrolled in field experiences or internships granting credit/no credit, provided they take at least two regularly graded courses.
3. A student must complete every course being taken by the end of the semester when grades are turned in by the faculty.

Graduation with Honors

Upon recommendation of the faculty, a student who earns a grade point average of at least 3.5 will be graduated "with honor"; one who earns a grade point average of at least 3.75 will be graduated "with high honor"; and one who earns a grade point average of at least 3.9 will be graduated "with highest honor." A student must be in residence at least two full years (61 semester hours) to qualify for graduation with honors. Hours earned by examination (test-out) do not count as hours in residence toward graduation with honors.

See the financial aid section of this catalog for a list of additional academic awards.

School of Engineering, Nursing, and Science

Dean: Stanley Baczek, Professor of Polymer Science and Engineering. *Education:* B.S., Southeastern Massachusetts, 1969; M.S., University of Massachusetts-Amherst, 1975; Ph.D., University of Massachusetts-Amherst, 1977. At Cedarville since 2003.

Departments:

- Engineering
- Nursing
- Science and Mathematics



School of Health and Human Performance

Dean: Donald Callan, Professor of Physical Education. *Education:* B.S., Taylor University, 1955; M.S., Ball State Teachers College, 1960; Ph.D., The Ohio State University, 1968. At Cedarville since 1960.

Departments:

- Athletic Facilities
- Athletic Training
- Exercise and Sport Science
- Intercollegiate Athletics



School of Humanities, Fine Arts, and Bible

Dean: Jack Riggs, Professor of Bible. *Education:* B.A., Taylor University, 1956; B.D., Grace Theological Seminary, 1959; Th.M., Grace Theological Seminary, 1963; Th.D., Dallas Theological Seminary, 1968; postdoctoral study, Institute of Holy Land Studies (Jerusalem, Israel), 1987. At Cedarville since 1967.

Departments:

- Biblical Education
- Communication Arts
- Language and Literature
- Music and Art



School of Social Sciences and Professional Studies

Dean: Merlin Ager, Professor of Education. *Education:* B.A., Cedarville University, 1960; M.S., University of Wisconsin, 1962; graduate study, Miami University, summer of 1963; Ph.D., The Ohio State University, 1967. At Cedarville 1964-75, 1978 to present.

Departments:

- Business Administration
- Education
- Psychology
- Social Science and History

