

## ACADEMIC INFORMATION

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 their chosen fields.

### ACADEMIC ADVISING

Each student is assigned to an academic advisor by the director of graduate programs working in concert with the appropriate department chair. The academic advisor offers counsel concerning course scheduling. 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.

### ACADEMIC COURSE LOAD

Assuming that proficiency requirements have been satisfied, a minimum of 34 semester hours is required for graduation in the M.Ed. program.

A student's academic load for any given term is subject to reduction or limitation by the director of graduate programs for poor scholarship or excessive work responsibilities outside of school hours. Students who wish to take more than 12 credit hours in a given term must obtain permission from the director of graduate programs.

## ACADEMIC PROBATION AND SUSPENSION

The minimum cumulative grade point average needed to maintain good academic standing is 3.0.

At any point in a student's academic work, any student whose cumulative grade point average falls below a 3.0 will be placed on **academic probation**.

Students may be placed on **academic suspension** if

- at any time their cumulative grade point average falls below a 2.5
- they receive grades of less than B- for 25% or more of the total credit hours required for their graduate program (for example, 9 semester hours for the 34-hour M.Ed. program)
- they remain on academic probation after completing 50% of the semester hours required of their graduate degree program (for example, 17 hours for the M.Ed. program)

Academic suspension occurs upon evaluation by the director of graduate programs (in consultation with the departments sponsoring either the degree or the career concentration of a degree).

A student receiving veterans benefits who is on **academic probation** after half of the hours for a given degree program, or whose cumulative grade point average falls below a 2.5, 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.

A student on **academic suspension** may apply for readmission during any semester

in the regular academic year following the semester of suspension. If a period of less than two years has transpired from the time of the suspension, the student may apply by simply sending a letter to the director of graduate programs requesting readmission. Before that letter is written, the student must contact the director of graduate programs for information that must be addressed in the letter. If a period greater than two years has transpired greater since the time of suspension, the student will be considered as a new student and will be asked to complete all the materials required of first-time applicants.

### **ACADEMIC MISCONDUCT**

All forms of academic misconduct are prohibited by the character and standards of Cedarville University. Academic misconduct includes but is not limited to dishonesty in assignments or examinations (cheating); presenting the ideas or the writing of someone else as your own (plagiarism); or knowingly furnishing false information to the University by forgery, alteration, or misuse of university documents, records, or identification. Academic misconduct is further explained in the student handbook, *The Cedarville Experience*.

In cases of academic misconduct, the faculty member has the authority to take action they deem appropriate up to and including failure in the course. Actions thus taken by a faculty member must be documented in writing to the director of graduate programs.

Irrespective of the action taken by the faculty member, the director of graduate programs may make a determination to suspend the student.

Students can appeal actions taken under this Academic Misconduct section of the Graduate Bulletin.

- Students who wish to appeal a faculty member action would, after first appealing to the faculty member, make their appeal to the director of graduate programs.
- Students who wish to appeal a decision made by the director of graduate programs would direct their appeal to the Graduate Program Committee.
- Students who wish to appeal the decision made by the Graduate Program Committee would make their appeal to the academic vice president, whose decision would be final.

### **ADDING AND DROPPING A COURSE**

Changes in the course schedule may be made through the drop/add process. Forms for course changes are available in the Academic Services Office. The form is to be signed by both the course instructor and the director of graduate programs. The student is required to make up any work missed due to late entrance, assuming that the instructor is willing to allow late entrance into his/her course. No courses may be added without the approval of the coordinator for the graduate program affected or the director of graduate programs and the faculty member teaching the course. Changes in a schedule caused by cancellation of courses will not result in financial penalty.

Failure to properly drop a class will result in a grade of "Z."

When a course is dropped during the fall or spring terms, the action is recorded as follows:

<b>Fall &amp; Spring Sat. Only Format</b>	<b>Action</b>
Before the start of the second class	No record on transcript
After the start of the second class	"W" (withdrawn)
<b>Summer Modules</b>	<b>Action</b>
Before the start of the second class	No record on transcript
After the start of the second class but before the start of the 3 <sup>rd</sup> class (1 week module) or 2 <sup>nd</sup> week (2 or 3 week module)	"W" (withdrawn)

### **Summer Modules**

Most graduate courses are handled on a special timing schedule. For instance, courses during the summer are offered in one, two, or three week blocks. Some courses are offered on a weekend-only schedule. In these situations, please contact the Cashiers Office for information about refund policies for those special situations.

Course changes are complete when the Registrar's Office receives the completed Course Drop/Add Form. The effective date of the course change is the date the Graduate Office receives the completed form.

Refund information is listed in the financial information section of the bulletin.

### **ATTENDANCE IN CLASS**

Regular attendance is necessary for the student to receive full benefit from the university experience. Because most graduate courses meet in modular or concentrated class offerings, any absence is considered to be a significant event. Official faculty policy allows each faculty member to determine and develop reasonable attendance standards which will meet the particular needs of the course.

### **CONTINUATION AS AN ACTIVE STUDENT**

Graduate students who fail to take courses or otherwise to pursue their graduate education (for example, as a transient student at another college/university) for a period exceeding two calendar years will automatically be retired from the active files of the Registrar's Office. Reapplication for admission will be required to reactivate the student's records.

## CLASSIFICATION OF STUDENTS

Graduate students are classified by the number of hours they are enrolled, as follows:

- **Full-time students** are those who have met the requirements for admission as determined by the Graduate Admissions Committee, are enrolled in a degree program, and are carrying at least 8 semester hours of credit in that academic semester.
- **Part-time students** are those who have met the requirements for admission as determined by the Graduate Admissions Committee, are seeking a degree, and are taking fewer than 8 semester hours.
- **Non-degree seeking students** are students who are taking courses but not working toward a graduate degree. Since degree seeking and non-degree seeking students complete the same application, written permission from the director of graduate programs is all that is needed for a student to become degree seeking.

Graduate students are also classified according to their relationship to formal programs, as follows:

- **Regular status:** the student has met all the requirements for admission to the graduate program as determined by the Graduate Admissions Committee.
- **Conditional status:** the student has applied for admission to the graduate program at Cedarville University but must meet some prerequisite of his/her graduate program, or must complete some part of the application process (the determination about whether to allow participation in the graduate program under conditional status is made by

the Graduate Admissions Committee).

- **Transient status:** the student is a properly qualified student in good standing in a graduate degree program at another institution, has written authorization from the appropriate officials at that institution to take graduate courses at Cedarville University, meets all the registration requirements for the course (for example, prerequisites), and has been accepted for transient status by the Graduate Admissions Committee.

## CONTROLLING BULLETIN

The Graduate Bulletin in use when a student first enrolls governs his graduation requirements unless that bulletin is over 5 years old, or that student has left and then sought to reenroll more than two years later. Consequently, that bulletin 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 bulletin if the student wishes, but all requirements from that bulletin must be completed.

## GRADING SYSTEM

Grade	Standard
<b>A</b>	This grade is given in recognition of excellent achievement by those at the very top of their class.
<b>A-</b>	This grade is given in recognition of excellent achievement.
<b>B+</b>	This grade is given in recognition of achievement distinctively above that expected at the graduate level.
<b>B</b>	This grade indicates achievement expected of graduate students.
<b>B-</b>	This grade is given for achievement somewhat less than that expected of most graduate students.
<b>C+</b>	This grade indicates below average achievement but somewhat more than minimal meeting of the course requirements.
<b>C</b>	This grade indicates below average achievement and a minimally satisfactory meeting of requirements. This is the lowest grade for which credit can be earned toward a graduate degree.
<b>F</b>	This grade reveals accomplishment that is inferior in quality and is unsatisfactory from the standpoint of course requirements. Grades at this level will not be accepted for credit toward a graduate degree. <i>At the graduate level of study at Cedarville University there is no provision for grades of "D."</i>
<b>I</b>	An "I" signifying "incomplete" is a temporary grade given when a student is unable to complete the work for a course 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. An incomplete should not be given merely because a student fails to complete all the course requirements on time. 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 incomplete will be changed to an "F" and will be calculated as such in the student's grade point average.
<b>INC</b>	This notation indicates a "permanent incomplete," a grade assigned in special situations by the faculty member with the approval of the director of graduate programs. 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.
<b>K</b>	The notation "K" signifies credit and accompanies courses transferred from other colleges or universities. It has no affect upon cumulative grade point average.

<b>CR</b>	The mark "CR" means that credit hours have been earned for a course for which a letter grade was not deemed appropriate in the development of the course. For example, in the MSA program there are a number of practicum or project courses. Courses for which a "CR" is possible must be so designated prior to the offering of the course. That is, a teacher cannot award a "CR" in a course in lieu of a grade unless that course has been administratively declared as having a "CR" option before the course began. Courses for which a "CR" is awarded do not count in the computation of the grade point average.
<b>NC</b>	The mark "NC" means that no credit has been earned. Credit hours for which an "NC" has been earned are not used in the computation of grade point averages.
<b>NP</b>	The mark "NP" is used to indicate that the student did not pass a prerequisite skill course.
<b>P</b>	The mark "P" is used to indicate that the student passed a prerequisite skill course.
<b>W</b>	The mark "W" is used to indicate that the student withdrew from the course during the second, third, or fourth week.
<b>WP</b>	The mark "WP" is used to indicate that the student is "passing" when a course is dropped following the fourth week and before the week of final examinations.
<b>WF</b>	The "WF" is used after the fourth week of the semester if the student is "failing" at the time of withdrawal. A "WF" is treated in the same manner as the "F" grade when figuring the grade point average.
<b>Z</b>	The mark "Z" indicates that the student did not complete the course but did not officially withdraw. A "Z" is treated in the same manner as the "F" grade when figuring the grade point average.

## GRADE POINTS AND POINT AVERAGES

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

Each Semester Hour	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
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. It is the responsibility of each student to discuss his/her academic achievement with his/her instructor.

## GRADUATION REQUIREMENTS

At this time Cedarville University is authorized to offer a Master of Education (M.Ed.) degree with degree concentrations in curriculum, educational administration, CIPD, and instruction. The University is also authorized to grant a Master of Science in Administration (MSA) degree with career concentrations in organizational leadership and communication, educational administration, and nonprofit administration. However, this program is currently not active. The university is the process of seeking approval to offer a Master of Science in Nursing. Program approval is anticipated in 2006.

A degree candidate should carefully study the requirements for his/her desired degree as well as the special requirements for graduation found in this bulletin. Careful attention to these requirements will enable the student to avoid doing unnecessary work. Students are responsible to see that graduation requirements are met.

**Requirements for the M.Ed. degree** are listed below. A student must:

- Meet all admission and proficiency requirements.
- Complete 34-semester hours as specified in the program design in good academic standing. A minimum of 21 semester hours of the course requirements must be taken from Cedarville University.
- Maintain the following grade performance standards:
  - Sustain an overall cumulative grade point average of not less than 3.0.
  - Complete all requirements for the degree within seven years after matriculation in the program (unless the student's program specifies a

shorter period of time). Courses completed more than seven years prior to the date of graduation cannot be used to meet the graduation requirements without the written approval of the director of graduate programs. Requests for such permission must provide explicit evidence regarding why the content of these out-of-date courses is still a viable part of the student's graduate program, and how the student has kept up-to-date with current content in those courses. Extension of the time to complete degree requirements will be granted rarely and only if steady progress toward a degree is evident AND if there are clearly extenuating circumstances beyond control of the student.

- Complete a timely application for commencement which will include a Graduation Audit by the Graduate Office to verify completion of all program requirements
- Submit an application for graduation by February 1<sup>st</sup> of the year he/she plans to graduate to participate in the spring commencement ceremony. This includes spring graduates as well as those who may complete their graduate programs in the fall.
- Pay any applicable graduation fees.

## INDEPENDENT STUDY

On occasion special student circumstances may suggest that an independent study course option should be considered. Such an option might recognize opportunities to explore areas not covered in normal course structure 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:

- Only one independent study project may be undertaken in an academic term.
- The maximum credit that may be earned for any one independent study project is three semester hours.
- The faculty member supervising the independent study and the director of graduate programs 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.
- No more than six semester hours in independent study may be counted toward the graduate degree.
- In general independent study projects cannot be taken in lieu of required courses unless special arrangements have been made through the department sponsoring the course and the Graduate Office
- Taking an independent study course is a privilege, not a right, and faculty do not have to offer such courses if they choose not to do so.
- Participating faculty members determine the letter grade.

#### **REGISTRATION FOR CLASSES**

Registration dates for each session are listed in the university academic calendar and on the graduate admissions website. 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 who have

registered early for a term and do not return the following semester must notify the director of graduate admissions of this change.

Registration materials are distributed by mail prior to the respective registration periods. These materials include the appropriate registration forms, instructions, and a class schedule for the semester. Additionally, registration information, including available course offerings and sections, are available on the campus-wide computer network.

Prior to submitting a course registration form, the student is encouraged to consult with his/her academic advisor to discuss course options and class schedules. Although each student has an academic advisor to help with scheduling, the student is responsible for the chosen class schedule and course of study.

Students should bring completed course registration forms to the graduate admissions office in person, by fax, or by mail. Course selections are then checked against available openings and a final course schedule is confirmed. To complete registration, students must make financial arrangements for payment of the amount due.

#### **REPEATING COURSES**

Any course may be repeated once with the approval of the director of graduate programs. When a student repeats a course, both grades are calculated into the cumulative grade point average. Credit hours for a repeated course count only once toward the credits needed for graduation.

## **SECOND GRADUATE DEGREE**

A student who earns a graduate degree from Cedarville University, or any other regionally accredited institution of higher education (or one otherwise recognized by Cedarville University), will be permitted to apply, as permitted, no more than nine (9) semester hours of credit from that degree's requirements toward the second master's degree (for example, a student earning an M.Ed. degree would be permitted to apply a maximum of nine semester hours of credit toward the MSA degree).

## **STUDENT RESPONSIBILITY**

Each student assumes full responsibility for knowing Cedarville University and Graduate Program standards, regulations and procedures. Normally, a requirement will not be waived or an exception granted because the student pleads ignorance or claims that an advisor or other authority did not inform the student of the requirement. While all personnel at Cedarville University endeavor to help students in every way possible, the responsibility for meeting requirements stated in this bulletin rests with the student. Students are responsible for tracking their progress toward meeting all requirements for graduation.

## **TRANSFER CREDIT**

Transfer credit is allowed at the discretion of the University, and only for courses that clearly correspond to required/elective courses offered in the Graduate Programs at Cedarville University.

The Graduate Office is responsible for evaluating all requests for transfer credit.

Courses will be considered for transfer evaluation only if:

- they were taken at regionally accredited colleges/universities (unless otherwise accepted by the Graduate Office)
- a "B" or higher was earned
- the course was completed not more than seven years prior to the time of the transfer request.

Students may transfer no more than 11 credits toward the M.Ed. degree and no more than one-third of the credits required for the MSA degree.

## **TRANSIENT STUDY**

Coursework to be completed at other institutions by a student enrolled at Cedarville University must be approved by the director of graduate programs who will work in consultation with the student's academic advisor and the chairperson of the academic department governing the course requirement that the transferred course is to satisfy. This approval must occur before the course is taken.

Students enrolled in other colleges or universities may take courses at Cedarville University on a "permission to take courses" basis. The application to take courses may be obtained from the graduate admissions office.

## **WITHDRAWING FROM THE UNIVERSITY**

Proper withdrawal from the University begins in the Graduate Office where the student picks up 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 must be returned to the Graduate Office. No student should leave Cedarville University without completing proper withdrawal through the Graduate 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).