

### Conditional Acceptance

A student may be granted conditional acceptance and permitted to take up to 11 credit hours (unless otherwise stipulated) for any of the following reasons:

- Official copies of transcripts have not yet been received by the University.
- GRE scores have not yet been received by the University.
- The student's academic record does not meet typical graduate admission standards but shows potential for success.

The decision to grant conditional status is made by the Graduate Admissions Committee. Applicants should feel free to contact the graduate admissions office to check on the status of materials received.

### Academic Information

Cedarville University graduate and professional programs are 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.

### Registration Process

Registration dates for each session are listed in the University academic calendar and on the graduate admissions website at [www.cedarville.edu/graduate](http://www.cedarville.edu/graduate). Early registration periods may be designated for currently enrolled students.

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 online at [www.cedarville.edu/graduate](http://www.cedarville.edu/graduate).

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.

Completed course registration forms should be mailed, faxed, or brought to the graduate admissions office. 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. (See Financial Registration Policy.)



### Classification of Students

Graduate students are classified by the number of hours for which 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 eight 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 eight semester hours.
- **Non-degree seeking** students are those 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 dean or director of a graduate program 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 of the requirements for admission to the graduate program.
- **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 (see Conditional Status).
- **Transient status:** the student is enrolled and 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.

### Drop/Add Policy

Changes in the course schedule may be made through the drop/add process. Course drop/add forms are available in the office of the registrar. The form must be signed by both the course instructor and the appointed representative of the graduate program. The effective date of the course change is the date the registrar receives the completed form.

When adding a class, the student is required to make up any work missed because of 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 appointed representative of the particular graduate program and the approval of the faculty member teaching the course.

# Graduate Education

## Academic Information

Failure to properly drop a class will result in a grade of "Z." (See Grading System.) When a course is dropped properly during the fall or spring terms, the action is recorded as follows:

### Fall and Spring Saturday-Only Format

#### Week Course Is Dropped

	Action
Before the start of the second class	No record on transcript
After the start of the second class	W – Withdrawn

### Summer Modules

#### Week Course Is Dropped

	Action
Before the start of the second class	No record on transcript
After the start of the second class but before the start of the third class (one-week module) or second week (two- or three-week module)	W – Withdrawn

Changes in a schedule caused by cancellation of courses by the University will not result in financial penalty.

For information concerning refunds due for dropped courses, see Financial Information.

### Continuation As an Active Student

Graduate students who fail to take courses or otherwise choose not 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 office of the registrar. Reapplication for admission will be required to reactivate the student's records.

### Withdrawal Policy

The following procedure must be followed to properly withdraw from the University:

1. Obtain an official withdrawal form from the office of the registrar.
2. Request a refund for any funds due from the cashiers office **at least three days prior to withdrawal**. See Refund and Withdrawal in the Financial Information section of this catalog.

Student transcripts will be marked with the appropriate grade once withdrawal is complete in accordance with established University policy. (See Drop/Add Policy.)



### Grading System

- A This grade is given in recognition of excellent achievement by those at the very top of their class.
- A- This grade is given in recognition of excellent achievement.
- B+ This grade is given in recognition of achievement distinctively above that expected at the graduate level.
- B This grade indicates achievement expected of graduate students.
- B- This grade is given for achievement somewhat less than that expected of most graduate students.
- C+ This grade indicates below average achievement but somewhat more than minimal meeting of the course requirements.
- C 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.
- F 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. *At the graduate level of study at Cedarville University there is no provision for grades of "D."*
- I 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 by using the Incomplete Contract form which is available at [www.cedarville.edu/registrar](http://www.cedarville.edu/registrar). 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.
- INC This notation indicates a "permanent incomplete," a grade assigned in special situations by the faculty member with the approval of the dean or director of a particular graduate program. 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.
- K The notation "K" signifies credit and accompanies courses transferred from other colleges or universities. It has no affect upon cumulative grade point average.
- CR The mark of "CR" means that credit hours have been earned for a course for which a letter grade was not deemed appropriate during development of the course. 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.
- NC 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.



### Grade Appeal Process

Grading system and criteria used by each faculty member should be included in the syllabus distributed to the class at the beginning of the term. Any modifications of such criteria or system should be explained publicly to the students in the class. Each student in the class is to be evaluated on the same basis, unless there are alternative options which are available to each student in the class.

A student who believes that a grade received is incorrectly recorded, inaccurate, unfairly awarded or based on criteria different than that applied to other students in the same class may initiate a grade appeal. The process for grade appeals is available on the website of the Academic Vice President ([www.cedarville.edu/academics/avp](http://www.cedarville.edu/academics/avp)) using the "Policies" link from that page. That information may also be obtained by calling the office of the academic vice president at 937-766-7770.

### Probation and Suspension Policies

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

A 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

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

Academic suspension occurs upon evaluation by the dean or director of a particular graduate program (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 are completed, 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 dean or director of the particular graduate program requesting readmission. Before that letter is written, the student must contact the dean or director of the particular graduate program for information which must be addressed in the letter. If a period greater than two years has transpired 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.

### Attendance

Regular attendance is necessary for the student to receive full benefit from the University experience. University policy allows each faculty member to determine and develop reasonable attendance standards which will meet the particular needs of the course. See syllabi for attendance requirements for individual courses.

- NP** The mark "NP" is used to indicate that the student did not pass a prerequisite skill course.
- P** The mark "P" is used to indicate that the student passed a prerequisite skill course.
- W** The mark "W" is used to indicate that the student withdrew from the course during the second, third, or fourth week.
- WP** 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.
- WF** 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.
- Z** 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 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
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.

# Graduate Education

## Academic Information

### Controlling Catalog

The Graduate Catalog in use when a student first enrolls governs his/her graduation requirements unless that catalog is over five years old or that student has left and then sought to re-enroll more than two years later. Consequently, that catalog should be retained and used as a guide in case changes are made in course or graduation requirements during the time the student is enrolled. A student may select a subsequent catalog if the student wishes, but all requirements from that catalog must be completed.

### Course Load

A student's academic load for any given term is subject to reduction or limitation by the dean or director of a particular graduate program 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 dean or director of their graduate program.

### Repeating Courses

Any course may be repeated once with the approval of the dean or director of the program sponsoring the course. 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.

### 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 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 dean or director of a particular graduate program 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 director of that particular graduate program.
- It is the prerogative of individual faculty members to offer independent study courses or not.
- Participating faculty members determine the letter grade.

### Transfer Credits

Transfer credit is allowed at the discretion of the University for courses that clearly correspond to required/elective courses offered in the graduate and professional programs at Cedarville University.

The dean or director of the academic program is responsible for evaluating all requests for transfer credit within that program.

Courses will be considered for transfer evaluation only if:

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

### Transient Study

Coursework to be completed at other institutions by a student enrolled at Cedarville University must be approved by the dean or director of the graduate program at Cedarville that would accept the transfer credit. *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.

### Graduation Requirements and Procedure

Students are responsible to see that all graduation requirements are met. A degree candidate should carefully study the requirements for his/her desired degree (see Academic Programs) as well as the general requirements listed below.

- Meet all admission and proficiency requirements.
- Submit an application for graduation to the office of the registrar by February 1 of the year the candidate plans to participate in the spring commencement ceremony. This includes graduates who plan to complete their degree programs in the fall following commencement.
- Pay any applicable graduation fees.

### 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), may apply up to nine semester hours of credit from that degree's requirements toward the second master's degree if the receiving department determines the coursework to be equivalent.

### Student Responsibility

Each student assumes full responsibility for knowing Cedarville University standards, regulations, and procedures along with those of the graduate and professional programs. While all personnel at Cedarville University endeavor to help students in every way possible, the responsibility for meeting requirements stated in this catalog rests with the student and not the advisor or the University. Students are responsible for tracking their progress toward meeting all graduation requirements.

## Academic Misconduct

All forms of academic misconduct are prohibited by the standards of conduct for graduate students at Cedarville University. Academic misconduct includes, but is not limited to, cheating on examinations or quizzes, plagiarism, or knowingly furnishing false information to the University by forgery, alteration, or misuse of documents, records, or identification.

Typical penalties assigned by the faculty for academic misconduct include, but are not limited to, the following:

- Reduction of the letter grade for the work involved
- Reduction of the letter grade for the course
- Assignment of a failing grade for all work involved
- Assignment of a failing grade for the course

Any student involved in academic dishonesty is also subject to suspension or dismissal by recommendation of the chair of the department in which the student is enrolled and upon approval of the dean of the respective school.

The procedure to address academic dishonesty is as follows: When a faculty member suspects a case of academic dishonesty, the faculty member will confront the student(s) involved. If a faculty member concludes that academic dishonesty has occurred, then the student(s) will be informed in writing of the faculty member's academic penalty and any other recommended disciplinary action. The faculty member will also provide written notification to the chair of the faculty member's department and the chair of the department of the student's major (in the case they are different) to inquire about any previous involvement in academic dishonesty. The faculty member will also provide a copy of the notification to the office of the dean of the school in which the student is enrolled. Any disciplinary action beyond a grade penalty is to be recommended to the chair of the department in which the student is enrolled (e.g., suspension or dismissal).

The process for appeals of decisions related to academic misconduct, is available on the website of the academic vice president ([www.cedarville.edu/academics/avp](http://www.cedarville.edu/academics/avp)) using the "Policies" link from that page. That information may also be obtained by calling the office of the academic vice president at 937-766-7770.

## Academic Advising

Each student is assigned to an academic advisor by the dean or the director of a particular graduate program. 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.



## Financial Information

### University Financial Operating Policy

Tuition and fees are kept as low as possible to be consistent with responsible operation of the University. The revenue from students does not cover the total cost of operation.

The University is partially supported by individuals and churches who desire to share in the preparation of young people for effective Christian service in all walks of life. Some funds are received from interested businesses, industries, and foundations.

Student costs are subject to change upon reasonable notification by the University. See the Academic Programs section of this catalog for costs associated with specific programs.

### Financial Registration Policy

To enable the University to be responsible in meeting its financial obligations, students must make provision for the payment of their bill at the beginning of each term. A student's registration for classes indicates a commitment to pay for related charges as stated in this catalog (see Payment Penalties).

**Students must be financially registered prior to the start of classes each semester.** To be financially registered, a student must either

- Pay his or her bill in full within the first two days of the start of class, or
- Make arrangements with the cashiers office for payment ([www.cedarville.edu/cashiers](http://www.cedarville.edu/cashiers)).

Students who do not make financial arrangements for the payment of their bill **within the first two days of the start of class** may not be permitted to attend classes and may be asked to withdraw from the University (see Payment Penalties).

### Making Payment

Payment can be made by check, cash (in person at the cashiers office), or online through our EZPAY system at [www.cedarville.edu/ezpay](http://www.cedarville.edu/ezpay). For your protection, please do not mail cash.

Please send payments made payable to:

Attn: Cashiers  
Cedarville University  
251 N. Main St.  
Cedarville, OH 45314

\*Please remember to include your student ID number and student name on all checks.

### Notification of the University Bill

Students who pre-register for classes will normally receive a statement based on their pre-registration schedule 10 to 15 days before the semester begins or on the first day of class. A statement of the student's account is generated each month when that account has activity. Invoices and account statements are directed to students at their current home residence. Students may view their student accounts online using CedarInfo.

### Payment Penalties

Students not making financial arrangements within the first two days of the start of class will be charged a \$25 late payment fee.

Students with unpaid balances at the end of a semester may be denied enrollment in the next semester or denied grade reports, transcripts, and/or a diploma. Students will be responsible for any fees incurred in the collection of past due accounts.

### Interest Rates

An annual interest rate (currently 15% or 1.25% per month) will be charged from the beginning of the term in which the student first enrolled on any unpaid balance due.