

# Graduate Education

## Admissions

- Because of our commitment to moral purity in both thought and action (2 Cor. 7:1; 1 John 3:3), all acts of sexual immorality are viewed as unacceptable behavior (1 Cor. 6:18–20; 1 Thess. 4:3–8).
- Because of our commitment to moral purity in thought and action (2 Cor. 7:1; 1 John 3:3; Matt. 5:27–28), accessing, possessing, and distributing or downloading pornography is prohibited.
- We believe that God has given the gift of intimacy to marriage (Hebrews 13:4). Therefore, we believe that God has commanded that no intimate sexual activity should occur outside of marriage. We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22–23). Based on our commitment to moral purity and the gift of intimacy in marriage, we believe that all acts of sexual immorality are sinful perversions of God's gift of sex, i.e., homosexuality, lesbianism, incest, fornication, adultery (Rom. 1:21–27; 1 Cor. 6:9; Gen. 2:24; Eph. 5:31). Therefore, engaging in, living a lifestyle characterized by, or promoting a lifestyle that is in contradiction to this biblical position is prohibited.

Graduate students living on campus will have additional standards of conduct expectations as a member of the Cedarville University residential community. Behavior that is not in compliance with the above standards of conduct or that are a felony violation of state or federal law can result in corrective action up to and including expulsion from the University.

## Admissions

### General Information

Admission to Cedarville University graduate and professional programs is managed by the associated academic department in cooperation with the graduate admissions office. Some programs have distinctive requirements, but the application process is similar. All admissions are competitive and reflect the judgment of the academic department for which admission is being sought. Those making admission decisions take into account the student's potential to complete a particular program.

### Standards

The Graduate Admissions Committee carefully considers each applicant's total record, seeking to make admission decisions that will result in the best fit between the applicant's interests and abilities and the University's expectations and values.

Cedarville University invites applications for its graduate and professional programs from college graduates who are able to present strong academic records and a testimony of faith in Jesus Christ.

Applicants generally have a bachelor's degree or higher from a regionally accredited college or university, or an institution specially recognized by Cedarville University.

### How to Apply

All forms including the admissions application are available at [www.cedarville.edu/academics/graduate/admission](http://www.cedarville.edu/academics/graduate/admission).

1. Complete and submit the Graduate Programs Application for Admission along with a \$30 non-refundable application fee. The essay section should be typed (1000-word maximum). The essay will be used to assess both content and communication factors in evaluating your potential success in completing the graduate program.
2. Submit completed recommendation forms from the following:
  - a. Supervisor/employer
  - b. Church leader
  - c. Colleague

3. Request an official transcript to be sent to Cedarville University from each college and/or university attended. The transcript for your baccalaureate degree must indicate the month and date the degree was granted.
4. Submit the appropriate standardized test score as required by your particular field of study. The test must have been taken within the last five years prior to applying.

Please note: The GRE is required of all degree-seeking students. However, a student who is granted conditional acceptance may take up to 11 credit hours before completing the GRE requirement. (See Conditional Acceptance.)

Successful applicants typically have received competitive scores on their program-appropriate nationally standardized exams. The organizations sponsoring these national exams explicitly discourage the use of absolute cutoff scores and urge all educational institutions to consider the scores within the context of the student's entire application package. Accordingly, scores from nationally standardized exams will be considered along with other factors in making final admission decisions.

5. International students must submit TOEFL (Test of English as a Foreign Language) scores when English is a second language. Typically a web-based score of 80 is required. The test must have been taken within the last five years unless the applicant has completed an entire baccalaureate or graduate program in residence in the United States.

Applicants for graduate and professional programs may be interviewed by a member of the graduate admissions committee and, where beneficial, by representatives from the graduate program for which admission is being sought. The director of graduate admissions will be responsible for arranging these interviews.

The application, its supporting documents, and a course registration form should be submitted to the graduate admissions office a minimum of two weeks before the first class session. Extenuating circumstances for late acceptance will be considered on a case-by-case basis, enabling a student to temporarily attend classes before being officially accepted. However, any student who has not completed the admissions process by the start of the second class in either the fall or spring term or by the start of the second week of the summer session will not be permitted to attend further classes. In this case, tuition payments will not be refunded.



## 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.

