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**) 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**).

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**. 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.

Financial Aid

Financial aid information can be obtained from the financial aid office. The financial aid office serves as a resource center to assist students and their families in exploring alternative sources of educational funding. All questions may be directed to the financial aid office at 937-766-7866 or 1-800-444-2433. Visit Cedarville's financial aid website at **www.cedarville.edu/finaid** and the FAFSA website at **www.fafsa.ed.gov**.

Student Rights
- You have the right to know what financial aid programs are available at your school.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know what resources (such as other financial aid, scholarships, your assets, etc.) were considered in the calculation of your need.
- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school's refund policy.

Student Responsibilities
- You must complete all application forms accurately and submit them on time to the right place.
- You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- You must return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- You must accept responsibility for all agreements that you sign.
- You must perform the work upon which you agreed in accepting a University employment award.
- You must be aware of and comply with the deadlines for application or reapplication for aid.
- You should be aware of your school's refund procedures.

All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend a school.

Veterans Training Benefits and Dependents Educational Assistance

Cedarville University is approved under Title 38, Chapters 30, 31, 32, 35, 1607, and 1606 U.S. Code for education of veterans and their dependents.

Students under Chapters 30, 32, 35, 1606, and 1607 are required to pay the school for all charges. The Veterans Administration in turn pays the students a monthly allowance based upon their training load. Veterans under Chapter 31 are paid a monthly allowance, and the Veterans Administration pays the school for tuition, fees, books, and supplies.

Inquiries concerning eligibility should be directed to the contact office of a Veterans Administration regional office. Students planning to study under one of the education laws should receive approval prior to enrolling. A Veterans Administration training officer will contact the University in the case of disabled students' cases to accomplish this requirement for the student.

Cedarville University students who are eligible for veterans' benefits should contact the office of the registrar.

Refund and Withdrawal

Students who are either dropping a course or withdrawing from the University before the end of a semester may be eligible for a full or partial refund for tuition. **Registration deposits are not refundable.** The effective date of withdrawal from the University is the last day of class attendance as determined by the office of the registrar.

Tuition and course fee refunds are granted on the following schedule:

Fall and Spring Saturday-Only Classes

Amount	Dates
100%	After the first class but before the second class
25%	After the second class but before the third class
None	Any time after the start of the third class

Summer One-, Two-, and Three-Week Modules

Amount	Dates
100%	After the first class but before the second class
50%	After the second class but before the third class
25%	After the third class but before the fourth class
None	Any time after the start of the fourth class