beginning the semester following the research thesis or project course provided those two terms are subsequent terms, including summers. Any additional terms required to complete the thesis or non-subsequent terms require taking the continuing thesis course for one credit per term.

Transfer Credits

In addition to the general requirements for the transfer of graduate credits, up to 11 credits are permitted to be transferred into the M.Ed. program. Those transferred courses may not exceed the age limit of five years.

Thesis/Project Requirements

In order to register for either Research Thesis or Research project, an M.Ed. student must have completed all degree coursework, have a 3.0 GPA or better, and may not have grades of incomplete.

Graduation Requirements

In addition to general graduation requirements listed in the Academic section of this catalog, students seeking the M.Ed. degree must fulfill the following:

Complete 34 semester hours as specified in the program design in good academic standing. A minimum of 23 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. Courses completed more than seven years prior to the date of graduation cannot be used to meet graduation requirements without written approval from the academic department. Requests for such permission must provide explicit evidence that satisfies two criteria: (1) The evidence must demonstrate that the content of these out-of-date courses is still a viable part of the student's graduate program, and (2) The evidence must demonstrate how the student has kept up-to-date with current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.

Program Delivery

Schedules

Cedarville University has designed the M.Ed. program to be flexible and responsive to student needs. The University intends to provide a course schedule that meets the demands of students, provided courses have adequate enrollment and are within the University's resource capabilities.

Delivery Formats

M.Ed. courses may be offered in the following formats:
- On one or two evenings per week
- In a series of weekends during the fall and spring semesters
- In one- to three-week modules during the summer
- Online

Housing for M.Ed. Students

Single-occupancy summer housing is available for $100 per week. See the Campus Services section for more detailed housing information. For information on meals, see the Campus Services section.

Campus Services

Summer Housing Information

Residence hall housing is available for graduate students during the summer course schedule. All housing is single occupancy, air conditioned, fully furnished (desk, bed, chair, dresser, and closet) and equipped with a phone, permitting students to dial and receive calls directly. Every residence hall room is equipped with a networked computer, enabling residents to use CedarNet, the University's intranet. Printing capabilities are available in the library, in common areas of the residence hall, in open-access computer labs, and in classrooms across campus.

Students needing residence hall housing are required to submit a housing application at least two weeks prior to the start of class. You may access the housing application at **cedarville.edu/gradhousing**.

All graduate students living in the residence halls must provide proof of medical insurance. International students attending class in the United States are required to purchase medical insurance. Cedarville University will coordinate the purchase of insurance.

Housing assignments are made by student life. Contact student life (937-766-7872) with any questions.

Library

The Centennial Library provides a rich environment of resources and professional support to assist students with their research and course assignments. The library houses a collection of approximately 200,000 volumes and provides more than 7,000 electronic journal titles and nearly 1,000 periodical subscriptions in print form. The library also contains the MediaPLEX, the Center for Teaching and Learning, the Curriculum Materials Center, computer classrooms, a variety of individual and group study facilities, and the University archives. As a member of OhioLINK, a cooperative of 89 Ohio college and university libraries, students and faculty have access to more than 11 million unique titles in a centralized computer catalog. Additional partnerships provide access to more than 50 million library materials from more than 69,000 libraries worldwide. Our librarians provide reference services, research appointments, and library instruction to prepare students to locate, use, and evaluate information. At the conclusion of the master's program, each student's thesis is submitted to the library for binding and will be added to the collection. For more information and to access the library's catalog and online resources, visit the library's website at **cedarville.edu/library**.

Computer Services

Cedarville University is nationally known as a leader in instructional technology. A computer and high-speed Internet connection are necessary to access online course activities using WebCT Blackboard. To access the online course material:
- Go to Cedarville's home page (**cedarville.edu**). Click "Current Students" and then "Resources". Click "WebCT Blackboard Courses".
- Click "Login" and type in your CedarNet username and password.
- Students who have forgotten their account information can select one of the options under the "Forgot your password?" heading.
- Contact your professor if you are unable to get into the course.

You will also want to conduct academic business using CedarInfo (e.g., "View your class schedule" or "View your transcript"). To use this powerful tool:
- Go to Cedarville's home page (**cedarville.edu**) and click "Current Students," then "CedarInfo."
- Log in using your Cedarville username and password.
- Students who have forgotten their account information can select one of the options under the "Forgot your password?" heading.

Before using WebCT, CedarInfo, and other network resources, please read the Acceptable Use Policy for CedarNet at **cedarville.edu/acceptableuse**. Use of Cedarville University computer or network resources implies agreement to these policies.

Computer Help

The computer help desk may be reached by phone at 937-766-7905 or e-mail at computerhelp@cedarville.edu. Please identify yourself as a graduate student so that the staff can help you more efficiently. Accessing the comprehensive list of help pages answers many common problems: **cedarville.edu/computerhelpall.**

E-mail

Graduate students will receive e-mail from the University on their GroupWise e-mail accounts. Check this account frequently. Select "Resources" on the student home page (**www.cedarville.edu/student**) then click on "Groupwise WebAccess." Enter your username and password and click "Login."

Recreation Center

Cedarville University graduate students have full access to the campus recreation programs and facilities at no additional charge.

The Recreation Center includes the 60,000 square-foot Doden Field House and the 28,000 square-foot Fitness Center. The Field House has a 200-meter indoor track along with four basketball/tennis/volleyball courts. The Fitness Center has a 40-foot climbing wall, an exercise studio, three racquetball courts, a free-weight room with 22 stations, 28 Nautilus machines, and more than 45 cardio machines. For hours of operation and additional information, please visit **cedarville.edu/reccenter**.

Food Services

Graduate students may purchase meals in the dining hall at faculty/staff rates. Current rates are posted at the entrance to the dining hall.

Campus Safety

Parking Registration

All graduate students should register their vehicles with the campus safety department, located in the Human Resource and Safety Center. At the time of registration, you will need to provide the make, model, color, and license plate number of your vehicle. Your will receive a window sticker that can be affixed to your right-rear-side window. There is no cost for graduate registrations. You can register your vehicle online at **cedarville.edu/campussafety**.

Graduate ID Cards

Every graduate student is required to have an ID card and may obtain one from the campus safety department, located in the Human Resource and Safety Center. The first ID will be provided to you free of cost. A minimal fee is required for replacements. You must have your ID to check books out of the Centennial Library. They also provide a source of security identification.

Security and Safety

Security personnel are on duty on a 24/7 basis. To request an officer to assist for a door opening, report an emergency, etc., you may dial 999 from any campus telephone or call 937-239-6491 from off campus or a cell phone. Please dial 911 for police, fire, or medical emergency.