

## Graduation Requirements

Completion of all listed requirements for a program, including a minimum cumulative graduate GPA of 3.0 within the given program is required to be certified for graduation.

## Application for Graduation

To graduate, whether or not you plan to attend the ceremony, you must submit an application for graduation and pay any applicable fees. After you return your application to the registrar, your transcript will be audited to verify completion of degree requirements. You are encouraged to apply for graduation at least a semester in advance so that you can be informed of any problems in meeting your degree requirements.

Applications must be received no later than 30 working days before commencement. After that date, applications will be deferred to the following commencement.

## 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.

## Student Responsibility

Each student assumes full responsibility for knowing Cedarville University standards, regulations, and procedures along with those of the graduate and first professional degree 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 Integrity

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 ([cedarville.edu/academics/avp](http://cedarville.edu/academics/avp)) using the "Policies" link from that page. That information may also be obtained by contacting the office of the academic vice president.

## 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 students 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 ([cedarville.edu/cashiers](http://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 [cedarville.edu/ezpay](http://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 an online invoice based on their pre-registration schedule 10 to 15 days before the semester begins or on the first day of class. A paper statement of the student's account is generated each month when that account has activity. Account statements are directed to students at their current home residence. Students may view their student accounts and invoices online using CedarInfo at [cedarville.edu/cedarinfo](http://cedarville.edu/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

General financial aid information is available from Cedarville University Financial Aid. Financial aid serves as a resource center to assist students in exploring alternative sources of educational funding. All questions may be directed to financial aid at 937-766-7866 or 1-800-444-2433. Visit the Graduate Admissions website at [cedarville.edu/graduate](http://cedarville.edu/graduate) for specific information on loans and scholarships for graduate students or the FAFSA website at [fafsa.ed.gov](http://fafsa.ed.gov) for general financial aid information.

### 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 financial aid 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.

### Veterans Training Benefits and Dependents Educational Assistance

Cedarville University is approved under Title 38, Chapters 30, 31, 32, 33, 35, 1606, and 1607 U.S. Code for education of veterans and their dependents.

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 request a refund from the cashiers office. **Registration deposits are not refundable.** The effective date of withdrawal from the University is the last day of class attendance as determined by the registrar.

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

*Online Courses*

Refund	Dates
100%	Within the first calendar week after the published start date of the course
75%	Within the second calendar week after the published start date of the course
25%	Within the third calendar week after the published start date of the course
No refund	Within or after the fourth calendar week after the published start date of the course

*Fall and Spring Saturday-Only Classes*

Refund	Dates
100%	After the first class but before the second class
25%	After the second class but before the third class
No refund	Any time after the start of the third class

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

Refund	Dates
100%	Within the first calendar week after the published start date of the course
50%	After the second class but before the third class
25%	After the third class but before the fourth class
No refund	Any time after the start of the fourth class

Requests for additional refund may be considered on the basis of a written petition to the office of the registrar. Course offerings changed or withdrawn by the University entitle a student to a full refund of tuition and related course fees.

Students withdrawing from a course or courses and adding another will be granted a full tuition refund to apply toward courses added. If the new total hours are fewer than the original total, the above refund schedule will apply.

**Federal Refund**

In addition to the overall institutional policy requirements, the following regulations mandated by the United States Department of Education are applicable. When a refund is due a student under Cedarville University's refund policy and the student received financial aid under federal Title IV funds, a portion of the refund shall be applicable to the Title IV programs based on a federal formula, except the University work study program.

Pro Rata refunds will be calculated for all students who withdraw before the expiration of 60% of the term of attendance. A federal refund and an institutional refund will be calculated on all other students who withdraw.

**Federal Refund Policy for Stafford Loans**

A portion of Title IV grant or loan funds, but not FWS funds, must be returned to the Title IV programs upon a Title IV recipient's withdrawal from the school.

*Withdrawal date*

The day the student withdraws is the date (determined by the school):

- The student began the withdrawal process prescribed by the school; or
- The student otherwise provided the school with official notification of the intent to withdraw; or
- For the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the mid-point of the period of enrollment for which Title IV assistance was disbursed (unless the institution can document a later date).

If the school determines the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, then the school may determine the appropriate withdrawal date.

*Percentage of the payment period or period of enrollment completed*

The percentage of the period of enrollment for which assistance was awarded that was completed is determined by dividing the total number of calendar days comprising the period of enrollment for which assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

*Calculation of Title IV assistance earned*

To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance the student earned. Up through the 60% point of time, the percentage of assistance earned is equal to the percentage of the period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60% point, then the percent is 100%.

*Calculation of Title IV assistance not earned*

The amount of the Title IV grant and loan assistance not earned by the student is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed (or that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment as of the day the student withdrew.

*Difference between amounts earned and amounts received*

The school will follow the regulations for late disbursement if the student received less grant or loan assistance than the amount earned. If the student has received more grant or loan assistance than the amount earned, then the unearned funds shall be returned by the school, the student, or both.

*Responsibility of the school*

The school shall return the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the period of enrollment of which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance.

*Responsibility of the student*

Students shall return unearned Title IV assistance minus the amount the school returns.

*Order of return of Title IV funds*

Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:

1. Unsubsidized Stafford loans
2. Subsidized Stafford loans