

## Academic Information

Cedarville University graduate and first professional degree 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.

### Academic Advising

Each student is assigned to an academic advisor by the director of the 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.

### Registration Process

Registration dates for each session are listed in the annual academic calendar. Early registration periods are designated for active graduate students. New graduate students must be accepted for admission through the graduate admissions office and pay the reservation deposit of \$150 before they are eligible to register. Submitting a reservation deposit may be found at [cedarville.edu/graddeposit](http://cedarville.edu/graddeposit). Students are strongly encouraged to take advantage of this early registration opportunity. Students who register early for a term but do not enroll for the following semester must notify the office of the registrar of their change in status.

Registration information and instructions are distributed from the office of the registrar by e-mail prior to the respective registration periods. Additionally, information regarding course offerings and sections, is available online at [cedarville.edu/registrar/graduate](http://cedarville.edu/registrar/graduate).

Prior to submitting a course registration, 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, course of study, and progress through the program.

Graduate students may register online using a web-based interface called WebAdvisor. The online registration process may be completed from any computer through which the student has internet access. Instructions for using the WebAdvisor program are available on the registrar's website or from the office of the registrar. After the online registration process has been completed, the student's confirmed schedule becomes an active registration in the administrative computer system.

To complete registration, students must make financial arrangements for payment of the amount due. (See Financial Registration Policy on page 11.) To register for graduate courses please visit [cedarville.edu/gradregister](http://cedarville.edu/gradregister).

## 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, have been admitted to 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, have been admitted to a degree program, and are taking fewer than eight semester hours.
- **Non-degree seeking students** are those who are taking graduate courses but have not yet been admitted to a specific degree program or do not intend to work toward a graduate degree.

Graduate students are also classified according to their relationship to formal programs, as follows:

- **Regular students** have met all of the requirements for admission to the graduate program.
- **Conditionally accepted students** have 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.
- **Transient students** are enrolled and in good standing in a graduate degree program at another institution, have written authorization from the appropriate officials at that institution to take graduate courses at Cedarville University, meet all the registration requirements for the course (for example, prerequisites), and have been accepted for transient status by the Graduate Admissions Committee.

## Drop/Add Policy

Changes in the course schedule made after the beginning of a course must be made through the office of the registrar. Course drop/add forms are available on the registrar's website. The form must be signed by the students and submitted to the office of the registrar in person, by e-mail, or by fax. No courses may be added after the first class without the additional approval of the appointed director of the particular graduate program and the approval of the faculty member teaching the course. 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.

Failure to properly drop a class will result in a grade of "Z." (See Grading System on page 8.) When a course is dropped properly during the fall or spring terms, the action is recorded as follows:

### Online Courses

Week Course Is Dropped	Action
Within the 1st full calendar week	No record on transcript
During the 2nd full calendar week through the next to last calendar week	W – Withdrawn
During the last calendar week of the course	Drops not permitted

*Fall and Spring Saturday-Only Format*

<b>Week Course Is Dropped</b>	<b>Action</b>
Before the start of the second class	No record on transcript
After the start of the second class	W – Withdrawn
During the last calendar week of the course	Drops not permitted

*Summer Modules*

<b>Week Course Is Dropped</b>	<b>Action</b>
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 the last calendar week (two- or three-week module)	W – Withdrawn
After the start of the third class (one-week module) or the last calendar week (two- or three-week module)	Drops not permitted

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

For information concerning refunds due for dropped courses, see Financial Information. Visit [cedarville.edu/webadvisor](http://cedarville.edu/webadvisor) to drop or add a course

**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 completely from the University:

1. Notify the office of the registrar in person or by telephone of intent to withdraw, and complete a withdraw interview with a representative of the office of the registrar.
2. Request a refund for any credit balance on your account from the cashiers office after the official withdraw process has been completed, and all appropriate adjustments to the students registration has been completed. 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 from the office of the registrar. This date may extend to the end of the semester following the one in which the course was taken, excluding summer. If the work is not completed by the end of the following semester, excluding summer, 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 associate academic vice president 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.
- W** The mark "W" is used to indicate that the student withdrew from the course during the second, third, or fourth week.
- 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.

## Grade Appeal Process

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

## Petitions and Student Complaints

Student complaints about any aspect of a graduate program or requests for exceptions to an academic regulation should first be discussed with the appropriate faculty member, director or associate academic vice president of the program. If those discussions fail to resolve the complaint a written request must be initiated by the student and must be submitted to the office of the associate academic vice president or director of the program.

## Probation and Suspension Policies

Students placed on academic probation or dismissal will be notified in writing by their academic department.

**Academic Probation** status refers to any student whose cumulative graduate grade point average falls below 3.00 and is no longer in good academic standing. Students placed on academic probation are expected to return to good academic standing (overall GPA of 3.00 or above) within the attempting of 15 additional graduate credits. Failure to return to good academic standing may result in academic dismissal.

**Academic Dismissal** status refers to any student who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of "C+" or below. The accumulation of six semester credits of "F" will result in mandatory dismissal. A student who is dismissed from a graduate program may not be readmitted for one calendar year and then only if evidence for expecting satisfactory performance is submitted and found to be acceptable.

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.

## 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.

## Course Load

A student's academic load for any given term is subject to reduction or limitation by the associate academic vice president or director of a particular graduate program for poor scholarship or excessive work responsibilities outside of college hours.

Students who wish to take more than 12 credit hours in a given term must obtain permission from the associate academic vice president or director of their graduate program.

## Repeating Courses

Any graduate course may be repeated once with the approval of the associate academic vice president or director of the program. When a student repeats a course only the most recent grade is calculated into the cumulative grade point average. Credit hours for a repeated course count only once toward the credits needed for graduation. Students have up to 2 years from the end of the original course to repeat a course.

Students repeating courses are required to pay all applicable tuition and fees for those courses. Other program-specific requirements may be listed under the academic program.

## 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, reward self-motivated students, and encourage 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 associate academic vice president 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

Graduate transfer credit is allowed at the discretion of the University for courses that clearly correspond to courses offered in the graduate and first professional degree programs at Cedarville University.

The associate academic vice president or director of the academic program is responsible for evaluating all requests for transfer credit within that program. Institutions from which courses are transferred must meet accreditation standards required of the individual program.

Transfer credit will not be granted for grades of B- or less. "Credit" or "pass" grades are accepted only if approved by the associate academic vice president or director of the program. The number of allowable transfer credits and the number of years since completion of those credits are detailed within each program.

To transfer credit an official transcript must be sent directly from the transfer institution to the registrar at Cedarville. Once received, a copy of the transcript will be sent the director of the graduate program for approval. The director will complete a transfer credit evaluation and identify the approved course equivalencies. This information will be provided to the registrar, after which the credits will be posted to the student's transcript. Grades of transferred credit are not posted to a Cedarville University transcript or counted in the Cedarville grade point average.

Credit hours transferred from institutions where quarter hours are awarded will be assigned the equivalent number of semester hours using the formula of three quarter hours being equivalent to two semester hours.

### Transient Study

Coursework to be completed at other institutions by a student enrolled at Cedarville University must be approved by the associate academic vice president 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 student must complete a graduate application and be accepted prior to registering for classes. A maximum of six credit hours may be taken at Cedarville University by a transient graduate student.

### 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 associate academic vice president of the respective college.

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 associate academic vice president of the college 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.

