

Academic Information



Academic Appeals

Students may appeal a grade issued by an instructor if the student believes the grade has been miscalculated or graded unfairly (beginning with Step I below). Students may also appeal decisions related to probation, dismissal, suspension and satisfactory academic progress (beginning with Step II below).

- Step I Student approaches the instructor within six (6) weeks from the time the instructor issued the grade and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II Student presents the grievance in writing to the Director of Student Services within two (2) months from the time the instructor issued the grade, or the time the decision was put in writing in the case of other academic-related appeals. If the issue is not resolved at this level, the student moves to Step III.
- Step III Student presents the grievance and supporting data in writing to the Associate Provost of Professional & Graduate Studies within four (4) months from the time the instructor issued the grade, or the time the decision was put in writing in the case of other academic-related appeals. If the appeal reaches this Step, then Step IV is also initiated.
- Step IV The Associate Provost initiates and sets a meeting of the Academic Appeals Committee within three (3) weeks after the appeal is received. The decision of the Appeals Committee is final. A written response will be sent to the student as soon as a decision has been reached.

Students have a period of four (4) months from the date grades are issued by the Registrar's office to question the accuracy and completeness of the grade posted by the faculty member. Questions should be directed to the Registrar's office. The academic record after four (4) months will be considered final.

Academic Honesty

The university is committed to a high standard of academic honesty among its students. Dishonesty in any form – cheating on examinations or quizzes, plagiarism on papers and reports, submitting the same paper in more than one course and falsification of attendance or reading reports—is not acceptable. Penalties for academic dishonesty may include grade reduction or failure on the particular paper, test or assignment. Violations could also result in failure or dismissal from a course. Penalties are imposed at the discretion of the individual faculty member in cooperation with the program director. The faculty manifests its confidence in the integrity of the student and encourages the student to exercise good judgment in fulfilling this responsibility.

Faculty members who suspect any student of “academic dishonesty” (cheating, plagiarism, etc.) will deal with the student as he/she sees fit in congruence with the institution’s policy and within the guidelines of the course syllabus. Students with grievances regarding faculty action should follow the appeal process stated under Academic Appeals.

Academic Honors

To be eligible for graduation honors for the bachelor’s degree the student must complete 64-semester hours in residence; 32 semester hours for the associate degree; 24 semester hours for the master’s degree. The grade-point average will be calculated on work completed at Cornerstone University only.

For the purpose of recognizing honor graduates in the commencement program and awarding of honor cords at the ceremony, the following guidelines have been established:

- A student’s cumulative grade-point average for honor recognition will be determined on April 1.
- A student must meet all eligibility requirements for participating in commencement activities.
- A student must be enrolled in classes at Cornerstone University by April 1 for purposes of fulfilling residence requirements for honor recognition.

After the April 1 deadline and upon program completion, honor criteria will be applied and appropriate recognition will be represented on the student’s diploma.

Attendance

Faithful attendance in an accelerated degree completion program is a prerequisite for student success. While the expectation and desire is attendance at all class meetings, there may be occasions in which an absence is unavoidable. For this reason the following attendance policy has been established for each course.

Class Meeting Attendance

A student is allowed one (1) absence from a class meeting. If a second absence occurs, the student must generally repeat the course. Under unusual circumstances, the instructor may permit a second absence. Absences must be arranged with the instructor before the class meets. The student may be required to complete make-up assignments for any absences.

Online Attendance Policy

Attendance in an online class session is determined by activity during the class either through discussions or submission of assignments. A student is reported absent for a class session if there is not at least one (1) submission or posting of an assignment or participation in a discussion forum assigned during that class session. Participating in discussions does not guarantee full participation points. The criteria for full participation points will be determined by the faculty member.

Make-Up Assignments

Make-up assignments are determined by the instructor. In their assignments, students must demonstrate that they have interacted with and applied the theories and concepts for each class missed. These assignments do not void absences, but are intended to enable the student to meet course objectives.

Attendance and Grading

The instructor has the authority to establish procedures and grade adjustments regarding attendance, tardiness and early departure. Absences from class meetings must be considered by the faculty member in the grading process. Specific policies will be issued in writing to each student on or before the first night of class.

Lack of Adherence

In most cases, students who do not meet minimum attendance requirements in a course will receive a failing grade. At the student’s written request, a leave of absence from a degree completion program may be granted. Generally, a leave of absence can be granted for a maximum of two (2) courses.

Exceptions will be considered on a case-by-case basis. The student should contact the Student Services department as soon as he/she becomes aware of a potential need for a leave of absence.

Program Attendance Policy

A student who does not attend class for 40 consecutive days (except while on a scheduled break, leave of absence, etc.) will be withdrawn effective his/her last date of attendance. A student who is not in class for over 150 days in

any 12-month period (including scheduled breaks and leaves of absence) will be withdrawn effective the last date of attendance prior to the break that caused the student to exceed the limit.

Classification of Students

Students in undergraduate degree completion programs requiring 120 semester hours for graduation are officially classified according to the semester hours of credit earned using the following guidelines:

Freshman	1-25 semester hours
Sophomore	26-57 semester hours
Junior	58-89 semester hours
Senior	90+ semester hours

Cohort Dissolution

Cornerstone University reserves the right to dissolve a cohort with fewer than six (6) members. This policy will assure a minimum number of students for appropriate interaction in class and at least two professional learning teams with a minimum of three students per group. If a cohort is dissolved, every effort will be made to enable the remaining students to pursue their educational goals with as little interruption as possible.

Course Repetition and Retake Policy

Students are permitted to retake a course in which an unsatisfactory grade was achieved during a previous period of enrollment. In such situations, registration for the course and payment of the related tuition and fees at the current tuition rates are required. The grade achieved by the retake course replaces the initial grade in relation to the grade point average (GPA) calculation, though the initial grade will remain on the permanent transcript record. Students may only receive federal financial aid when retaking a course if it is the first time they have retaken the course and if the original grade in the course does not meet the minimum grade requirement for a student's program.

When a course taken at Cornerstone is repeated at another accredited institution, that course will transfer and replace the equivalent course at Cornerstone providing the transfer grade earned is C- or better and providing it is not replacing a course in the student's major or core. The original grade will be removed from GPA computation, but the transfer grade will not be used in that computation in accordance with the policy of not accepting grades in transfer. A student planning to repeat a course should have the course approved as equivalent prior to enrolling in the course.

Credit by Exam

Students may be granted college credit on the basis of examination through the following means:

1. College Level Examination Program (CLEP) tests, with scores according to a predetermined list.
2. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST's) with scores according to a pre-determined list. DANTES exams listed as "technical" are applicable only to certain Professional & Graduate Studies programs.
3. Advanced Placement Program of the College Board with scores of 3, 4, or 5. Scores of 4 or 5 are necessary for awarding credit; a score of 3 will permit waiver of the course.

Students are encouraged to verify the course equivalent with the Registrar's office prior to writing an exam. A maximum of 30 credit hours earned by CLEP and/or DANTES testing may be applied to a degree program. No charge will be assessed to the student for the processing of these credits.

Drop-In Program

Students enrolled in Professional & Graduate Studies degree programs at Cornerstone University often “drop-in” to a cohort other than their own to take one course or a series of courses. This is most commonly done by students who need individual courses to meet general education or elective requirements. Students who are eligible to “drop-in” will fit into one of the following five (5) categories:

- Students who need to make up a course due to a leave of absence.
- Students who fail a course in a program and must retake the course.
- Students already enrolled in a bachelor’s or an associate program with Professional & Graduate Studies and need a course or courses to meet graduation requirements.
- Students who applied and have been accepted into a degree program at Cornerstone University and have met with an academic advisor.
- Students who have completed an appropriate non-degree application form

Each quarter, schedules and enrollment forms are distributed to cohorts and are available online at any time. Additional copies may be obtained from an academic advisor or Student Services in the Professional & Graduate Studies office. Students must submit a completed Drop-In Enrollment form to Student Services at least four (4) weeks prior to the first night of class to allow time for processing and ordering of educational resources.

Enrollment Status

For federal financial aid calculations, all degree-seeking students are considered to be enrolled full-time. Aid is calculated based on formulas related to a student’s academic year, federal payment periods and the federal award year.

For state financial aid calculations, enrollment status is based on the number of credits for which a student is enrolled between the periods of July 1 - December 31 and January 1 - June 30 each year. A course which crosses periods is included in the period in which the course begins. The full-time enrollment status for state programs is listed below.

Program	Full-time status for state programs
Undergraduate	12+ credits
Graduate	9+ credits

General Graduation Requirements

Participation in Commencement

Students with six (6) semester hours or less to complete after the May commencement ceremony are eligible to participate in commencement, if he or she has a written plan on file in the Registrar’s office by March 15. The written plan must document how those credits will be fulfilled by August 31 of the same year. Any outstanding credits beyond six (6) credit hours must be completed prior to commencement of the same year.

All prior-learning assessment petitions (Life Learning Essays and/or Professional Schools and Training documentation) for credit must be submitted for evaluation by March 1.

Graduation Dates & Diplomas

- Students may receive a double major from the university if they have fulfilled all requirements for both majors. If there is an overlap of courses between the two majors, additional courses must be taken in that field of study.
- Students in the bachelor programs may earn a minor by fulfilling additional credits in another area of study. Students should contact their academic advisor for information.
- There are three graduation dates during the year: May, August and December. Transcripts and diplomas will specify one of these dates. Students who complete all degree requirements by the last day of classes in the spring session (traditional program calendar) will receive a May date on their diploma. Students who complete their degree requirements after the May graduation date, but by the August graduation date (which changes annually) will receive an August graduation date. Students who complete their degree requirements after the August graduation date, but by the December graduation date (which changes annually), will receive a December graduation date.

- Students taking credit at an institution other than Cornerstone University for completion of Cornerstone University's degree requirements must have their final, official transcript from that institution on file in the Registrar's office by the following August 15 to maintain a May graduation date; by the following November 15 to maintain an August graduation date; by the following March 15 to maintain a December graduation date. Receipt of the transcript after that date will necessitate moving the graduation date to the next regularly occurring graduation date.
- Students must submit a graduation/diploma application and order form to the Registrar's office by November 1 for December graduates or February 1 for May or August graduates. The form is available
- All financial obligations must be met. No diploma will be released if any balance remains on the student's account.
- Students who find they will not complete their requirements by the anticipated date may call or write the Registrar's office to request a change in their graduation date.

Grades and Honor Points

The student's scholastic standing is indicated both by grades and honor points. The student earns honor points in accordance with grades as follows:

Grade	Interpretation	Honor Points (per class hour)
A	Exceptional	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Below Average	1.00
D-		0.70
F	Failure	0.00
CR		Credit Received
I		Incomplete
NC		No Credit
W		Withdrawn

Grade Point Average

The grade point average is computed by dividing the total number of credits attempted into the total number of honor or quality points. Credits and honor points are not given for courses in which the grade "I" (incomplete) has been received.

Grade Reports

Current students can access grade information and unofficial transcripts at any time online at http://pgs.cornerstone.edu/current_students. Select Registrar's office and Grade/Transcripts. If further instructions are needed, contact an academic advisor or the Professional & Graduate Studies office.

Grades will not be given over the phone, via fax or e-mail due to university policy and the Family Educational Rights and Privacy Act (FERPA).

Grading System

Cornerstone University uses the alpha grading system in which the alpha grades are given numerical weight for the purpose of determining grade point averages. Grades and numerical weights are as follows:

A = 4.00	B - = 2.70	D+ = 1.30
A- = 3.70	C+ = 2.30	D = 1.00
B+ = 3.30	C = 2.00	D- = 0.70
B = 3.00	C- = 1.70	F = 0.00

A – Indicates superior quality work.

B – Indicates above average work.

C – Indicates satisfactory or average work.

D – Indicates passing but below average work.

F – Indicates unsatisfactory work. No credit is given, but the number of hours is included when computing grade point average.

W – Indicates that the student withdrew from the program after the second class of a course.

I – Indicates a temporary grade given for work that is passing in quality but lacking in quantity to meet course objectives, not for unsatisfactory work or failure to submit work through negligence.

Note: Prior Learning Assessment credits, Professional Schools and Training (PST) and Life Learning Essay (LLE) are not awarded letter grades but given credit value. They are also not included in the total number of credits for determining honors.

Incomplete Grade

An incomplete grade may be assigned by the instructor with the permission of the Associate Provost of Professional & Graduate Studies only if a student is unable to complete his/her work due to illness or other physical impairment or other unavoidable circumstances, and if the student has done satisfactory work in the course and, in the instructor's opinion, can complete the work in a satisfactory manner. The student is responsible to initiate the process for securing permission to receive an incomplete by contacting the instructor. For each "I" (incomplete), the instructor informs the student of the specific work to be completed and requires a scheduled completion date which is within six (6) weeks of the end of the course. If the incomplete work is not finished and submitted in the time specified by the instructor or within six (6) weeks of the end of class, the I grade is converted to an F or the letter grade specified at the time the I was first given. The time limit for a student to change an F to another grade is one (1) calendar year from the receipt of the initial incomplete.

Late Paper Policy

Written reports and other assignments received past the due date may be marked down at the discretion of the instructor unless prior arrangements have been made with the instructor.

Learning Assistance

Online resources and tutorials are available for students who need help with math, writing and biblical studies by logging into http://pgs.cornerstone.edu/current_students/learning_assistance. In-person tutoring is not offered in the Professional & Graduate Studies programs. Students desiring in-person tutoring are responsible for securing and paying for such services if they desire to do so.

Whether enrolled in an accelerated on-ground, online or blended program, students should expect a fast-paced program in which they will spend several hours per week reading materials, completing assignments and preparing for tests. Students with learning disabilities often find difficulty completing the weekly reading assignments and written projects. Weekly class participation is required, meaning assigned readings and other work must be completed prior to coming to class. Therefore, falling behind in reading will negatively affect students' test grades as well as their ability to actively participate in classroom and group discussions based on textbook and outside reading assignments. Accommodations, such as extra time on tests and papers, do not alter academic expectations. Students affected by learning disabilities are encouraged to consider seriously the accelerated nature of the program when they weigh their educational program options.

Leave of Absence

At the student's written request, a leave of absence from a degree completion program may be granted. Generally, a leave of absence can be granted for a maximum of 120 days. Exceptions will be considered on a case-by-case basis. The primary criteria for granting a leave of absence are (1) a circumstance that prohibits the student from continuing, and (2) the realistic probability that the circumstance can be remedied during the time of the leave of

absence, enabling the student to continue. If a student believes he/she qualifies for a leave of absence, a Request for Leave of Absence form must be completed and returned to the Student Services office.

Because a student is expected to return to his/her original enrollment at the conclusion of a leave of absence, a leave of absence will not be granted for the last course in the student's program.

Online Elective Courses

Cornerstone University's online courses were created to provide accredited courses for students that are looking to start or finish a degree or simply take a course or two. Students participate in online courses with the convenience of working from home, office or virtually any place in the world.

Students complete one class session per week, but may do so in asynchronous time (not necessarily at the same time as the other students and instructor). Most courses are contained within a five- or six-week format with specific beginning and ending dates. Using Cornerstone's Odyssey class-management system students have the ability to communicate by e-mail with their instructor; while electronic bulletin board capabilities allow students and instructor to post, share and read threaded discussions, questions and comments. Assignments and feedback are exchanged via e-mail and attachments. Grades are posted in a private box for each student to access.

Generally registration procedures and requirements are the same as those for on-site courses. For more details visit the Web site at cuonline.cornerstone.edu.

Prior Learning Assessment Credit

Often students have learning experiences in subject areas for which accredited colleges offer coursework. These students may be awarded college credit for those learning experiences if they are able to document their learning. Learning may have occurred through workshops, seminars, licenses, professional schools or other significant learning experiences. An academic advisor works with students to help them identify life-learning experiences or professional schools and training worthy of potential credit consideration. Upon submission, Life-learning essays (LLE) and professional schools and training (PST) petitions are evaluated by appropriate faculty members. A student may petition for up to 30 credit hours in LLE or PST.

Adult students interested in pursuing potential prior learning assessment credit should contact their academic advisor regarding the prior-learning assessment seminars that are offered three to four times throughout the year. Students should check with their advisor for the seminar schedule. The \$50 registration fee includes participant workbooks that are distributed at the seminar. Attendance is required in order to petition for potential life-learning credits.

Appeal Process

The appeal process may be enacted when a student feels that his/her life-learning essay or PST submission has not been evaluated fairly. This process will not be initiated until after the second rewrite and must begin within 30 days of the evaluation.

The first step of appeal will be to the original evaluator in the form of a petition requesting the credit and giving the rationale. The evaluator will either grant or deny the petition request. If the petition request is denied, the appeal will go to the Registrar. The Registrar will have two (2) options: 1) agreeing with the original evaluator; or 2) sending the essay or PST submission to a different evaluator for a second opinion. If the essay or PST submission goes to a second evaluator, it will be sent as an original with no indication that it is an appeal. The credit determination from the second evaluation will be considered final.

Scheduled Breaks

A break from one (1) or two (2) courses (seven-credit hours maximum) may be granted to a student when transferred course work duplicates a course(s) in the student's degree completion program. Programs are divided into associate, bachelor's and master's level. Courses accepted for transfer in the graduate programs must have been completed in the last seven (7) years.

A transferred course may replace a course in the student's degree completion program only if:

- The course was completed prior to enrollment at Cornerstone University; and
- The course duplicates a course in the student's degree completion program (associate, bachelor's or master's) or the course meets a general education requirement in the student's associate program.

Students who are granted a scheduled break for courses in a degree completion program will be required to meet the residency requirement as stated in the graduation requirements section of the university catalog and the Student Handbook.

Students enrolled in an associate program (either Step I or Step II) that are not seeking an associate degree are not subject to certain scheduled break restrictions. Students may request and be granted a scheduled break for more than six (6) credit hours, and it is not required that the duplicate course (or a course that meets a general education requirement) be completed prior to their enrollment at Cornerstone University. Students are encouraged to take a non-duplicating course (even if the general education requirement has been met) in the associate program if the student will need elective credits for the bachelor's program.

Scholastic Probation, Academic Suspension and Academic Dismissal

The Director of Student Services may suspend or dismiss a student that is not meeting attendance requirements, is violating lifestyle standards during university activities and/or is not making satisfactory academic progress. A recommendation for dismissal will be sent to the program director, who will in turn review and approve each suspension or dismissal. The student will be notified of the decision. Students may appeal the decision to the Academic Appeals Committee.

At the end of an enrollment block, the student's academic standing is reviewed by the Registrar's office and deficiencies are reported to the Director of Student Services. Any student who does not earn the minimum cumulative GPA for his/her classification will be placed on academic probation. Classifications and minimum GPAs are as follows:

Undergraduate:	
1-25 semester hours completed	1.5 GPA
26-57 semester hours completed	1.7 GPA
58+ semester hours completed	2.0 GPA
Graduate	3.0 GPA

Student Disability Services (SDS)

The university will make reasonable accommodations for students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students affected by disabilities and the university does not intend that the standards be altered nor that the essential elements of programs or courses be changed.

Students having documented disabilities may apply for accommodations through Student Disability Services (SDS), which is part of the Cornerstone University Learning Center located in Miller Hall on the main campus. Disability accommodations for students from the traditional Cornerstone University Undergraduate program, Professional & Graduate Studies programs and Grand Rapids Theological Seminary are addressed centrally in SDS. Accommodations are granted on the basis of determined need and appropriate documentation of disabilities. Students must complete an application and submit appropriate documentation, which will be reviewed by the Accommodations officer and the Accommodations Review Committee. Upon acceptance, the student will meet with the Director of Academic Support to develop an Individualized Student Accommodation Plan (ISAP) based on the ARC recommendations. Students will be given a green Verification Letter to give to their professors and students should schedule a meeting with each professor at the beginning of each semester to discuss their needs. In the event that students have questions regarding whether they are eligible for accommodations, how they might provide appropriate documentation of disabilities, or how they might handle a disagreement with a professor over questions of accommodation, the Director of Academic Support should be contacted immediately at (616) 222-1596 or at learningcenter@cornerstone.edu. If a disagreement arises surrounding eligibility for services, or the manner in which a specific accommodation is being implemented, the student has a right to informal and formal grievance

procedures. A copy of the grievance procedures is available at the Learning Center in Miller Hall, or online at www.cornerstone.edu.

Please note that the process for determining eligibility for accommodations can take 5-6 weeks, so students should complete an application and submit appropriate documentation well in advance of the period in which accommodations are required to begin. To be deemed appropriate documentation, testing and assessment of disability must have been completed no more than three (3) years prior to the application for accommodations at Cornerstone University.

Technology Requirements

Undergraduate

Students in the Professional & Graduate Studies program can expect to incorporate technology into their educational experience. Familiarity with a variety of technology media, such as the following, is necessary:

- E-mail
- Creating attachments
- Using word processing programs (MS Word, MS Excel) and PowerPoint™
- Navigating the Internet
- Learning how to communicate using a discussion board and uploading assignments to a classroom Web site.

In addition, students should have access to the following minimum technology requirements:

- Access to Internet at home and the ability to locate high-speed access as necessary (such as using a local library).
- Access to a computer (PC or Mac).

Graduate/Online

Students in the Professional & Graduate Studies online and graduate programs can expect a much different “classroom” experience. In order to make sure students are fully prepared for online and graduate level courses a list of expectations and requirements follow.

Students in an online or graduate program should possess the following:

- Self-discipline
- Problem-solving skills
- Critical-thinking skills
- Written communication proficiency

As part of their program, students should expect to experience a variety of technology mediums such as:

- Communicating frequently using e-mail and attachments
- Using Microsoft Office (or similar) applications such as Word, Excel and PowerPoint
- Navigating the Internet
- Learning to communicate using discussion boards and uploading assignments to a classroom Web site

In addition, students should have access to the following minimum technology requirements:

- Access to the Internet at home and the ability to locate high-speed access as necessary (such as using a local library).
- Have access to a computer (PC or Mac).

Transcripts

An official transcript is available and sent upon request. The fee for each official transcript is \$5. No transcript will be released if any unpaid balance remains on the student’s account.

Transcript requests must be made in writing or by fax to the Registrar’s office and should contain the following information:

- Student’s name at time of attendance
- Student’s current address and phone number
- Student’s date of birth
- Student’s Social Security number and student ID number

- Name(s) and address(es) where the transcript(s) is (are) to be sent
- Student's legal signature

If making an official transcript request by fax, a credit card (Visa, MasterCard, or Discover) number with expiration date should be included.

If specific terms or specific course grades are to be included, that information should be noted so that the transcript is not sent before the data is posted to the record.

Unofficial transcripts are available to current students at http://www.cornerstone.edu/current_students. Select the Registrar's office and then Grades/Transcripts to log into WebAdvisor.

Transfer Credit

Applicants who are transferring from other colleges/universities are required to have a transcript from all colleges/universities previously attended, sent directly to the Professional & Graduate Studies Admissions office at Cornerstone University.

After being accepted for admission, an official credit evaluation is placed in the student's file with copies provided to the student and the academic advisor.

Cornerstone University will accept transfer credit from the following types of institutions:

1. All regionally accredited institutions.
2. All Accrediting Association of Bible Colleges accredited institutions or institutions with a G listing or higher in the AACRAO Information Bulletin.
3. Non-accredited institutions, if those institutions supply three letters of acceptance from regionally accredited institutions to the Registrar's office.

Credits from non-accredited institutions are limited as follows:

75 semester hours from a 4-year institution
 62 semester hours from a 3-year institution
 40 semester hours from a 2-year institution
 25 semester hours from a 1-year institution
 30 semester hours in practical nursing

4. The following non-accredited institutions due to the nature of their relationship to Cornerstone: Bob Jones University, Grand Rapids School of Bible and Music, Spurgeon Baptist College and Word of Life Bible Institute.

Transfer credit will not be given for remedial or non-college level work or for any course in which a grade lower than a C- (1.7) was received. GPA does not transfer with the credit transferred.

No course work will transfer as upper level (300-400) unless the course is designated as such from the originating institution.

Recommendations for credit as written in published guides by the American Council on Education will be recognized and accepted as transfer credit.

Credit transferred from schools that are on a quarter system will be transferred as .66 (2/3) semester hours for every quarter hour.

If a student wishes to take a course at another institution after transcript evaluation is complete, he/she should contact a Professional & Graduate Studies academic advisor and complete a Guest Application/Transfer Credit Pre-Approval form before the beginning of the class in order to verify the acceptance of these courses.

The evaluation of foreign educational credentials for possible transfer credit to Cornerstone University must be evaluated by an outside agency. The student is responsible for following the procedure required by the agency and for paying the required fees. Cornerstone University recommends the following agency:

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org

Technical Credit

A maximum of 40 technical hours may be transferred into a Bachelor of Science degree completion program.

Course Duplication

Two (2) courses (maximum of eight credit hours) may replace courses in the student's associate or bachelor's degree completion program. A maximum of six (6) semester hours (500 or higher course number) may replace courses in the student's master's program.

A transferred course may replace a course in the student's degree completion program only if:

1. The course was completed prior to enrollment at Cornerstone University; and
2. The course duplicates a course in the student's degree completion program (associate, bachelor's, or master's), or the course meets a general education requirement in the student's associate program. A course must be at least two (2) semester hours to meet equivalency requirements. Duplicate courses accepted for transfer in the graduate program must have been completed in the last seven (7) years.

Students who replace courses in a degree completion program will be required to meet the residency requirement as stated in the graduation requirements of the Undergraduate and Graduate Programs sections in the academic catalog.

Military Credit

Military training must be documented by a copy of DD214, SMART, or AARTS transcripts showing completion date and evaluation of military specialty held.

1. Air Force transcripts may be obtained from the Community College of the Air Force. (CCAF/RRR, Maxwell AFB AL 36112-6655).
2. Army transcripts may be obtained from AARTS, Ft. Leavenworth, Kansas 66027-5010. Soldiers who enlisted after October 1981 are eligible to receive a transcript at no charge.

Nursing Credit

A maximum of 62 semester hours (including technical hours) may be transferred from an accredited nursing program.

Prior Learning Assessment Credit

Students may apply a maximum of 30-semester hours of prior learning assessment credits toward a bachelor's degree. Life-learning credits from other institutions are subject to review by the Registrar's office. If the life-learning credits are approved for transfer, the amount transferred is subtracted from 30 to determine the number of credits that may be awarded at Cornerstone University.

Prior learning assessment credits will be accepted from other accredited institutions that follow the Council for Adult and Experiential Learning (CAEL) Handbook, "Ten Standards for Quality Assurance in Assessing Learning for Credit." Before credits are accepted, documentation on the institution's assessment process for experiential learning will be requested.

Veterans

Cornerstone University cooperates with the U.S. Department of Veterans Affairs in processing benefits for the training of honorably discharged service members. Veterans who wish to use the benefits should obtain the necessary forms and instructions from the nearest office of the Veterans Affairs or the Cornerstone University Student Financial Services office.

It should be understood by veterans that they would be reimbursed directly by the Department of Veterans Affairs. Veterans should plan to pay their bills in accordance with the payment schedule.

The grade point average of veterans will be monitored at the end of each semester. Veterans who are placed on academic probation and fail to change this status within one (1) additional semester will be reported to the Department of Veterans Affairs. This action may result in the termination of benefits by the Department of Veterans Affairs. If benefits are terminated, a veteran may reapply to the university for re-certification of veteran's benefits after the probationary status has been removed.

Veterans entering as transfer students will be provided a written statement of the number of credits accepted in transfer and the number of credits remaining that are required to complete the program in which they are enrolling. This information will be provided to the Department of Veterans Affairs. This information will also be provided to the student prior to submission of their enrollment certification and will be based on the student's stated educational plans as to degree program and major. This transfer credit evaluation may be subject to change should the student decide to change majors or degree programs.

Veterans with advanced educational training while in the military may submit their transcripts or educational records for evaluation for transfer credit. The recommendations in the "Guide to the Evaluation of Educational Experiences in the Armed Services" produced by the American Council on Education will be followed in the evaluation of such credit.

Withdrawal Policy

To withdraw enrollment from a degree completion program, the student must complete a withdrawal form that is available from the Student Services office. Withdrawal from a program may jeopardize financial aid for the rest of that academic year due to federal and state government regulations. Timely withdrawal of students is imperative for compliance with these federal regulations. Before withdrawing from a program, students are advised to consult with the Student Financial Services office about their particular situation.

Academic credit will be given for completed courses as follows:

- If a student withdraws before the second night of a course, no grade is given and no tuition is charged.
- If a student withdraws after the second night of the course but before the end of the course, a grade of *W* will be given and the student will be charged according to the Refund of Tuition schedule.
- If a student withdraws after the course is completed, a grade of *F* will be given and the student will be charged full tuition for the course.

Copies of the entire withdrawal policy are available upon request from the Professional & Graduate Studies office.