



## Academic Calendar: Semester and Hours

The academic year is divided into two semesters of 16 weeks each. A semester hour represents one class period of 50 minutes per week for one semester. Students register for approximately 16 hours per semester. Students may register for more than 18 hours when a completed 18-hour limit waiver form is submitted to the Registrar's Office.

## Academic Calendar

### Fall 2002

Faculty Work Days	August 22-23
Classes Begin	August 28
Labor Day (No classes)	September 2
Registration Begins	October 28
Thanksgiving Break	November 27-29
Classes Resume	December 2
Senior Assessment	December 7
Final Day of Classes	December 13
Final Exams	December 16-19
Last day for withdrawal without W/P or W/E	November 6
Last day for withdrawal without W/E	December 4

### Spring 2003

J-Term	January 6-17
Classes Begin	January 20
Registration Begins	March 3
Spring Break	March 10-14
Classes Resume	March 17
Good Friday (No classes)	April 18
Easter Sunday	April 20
Classes Resume (Tues.)	April 22
Senior Assessment	May 3
Final Day of Classes	May 9
Final Exams	May 12-15
Commencement	May 17
Last day for withdrawal without W/P or W/E	March 31
Last day for withdrawal without W/E	April 28

Fall 2003

Faculty Work Days	August 21-22
Classes Begin	August 27
Labor Day (No classes)	September 1
Registration Begins	October 27
Thanksgiving Break	November 26-28
Classes Resume	December 1
Senior Assessment	December 6
Final Day of Classes	December 12
Final Exams	December 15-18
Last day for withdrawal without W/P or W/E	November 5
Last day for withdrawal without W/E	December 3

Spring 2004

J-Term	January 5-16
Classes Begin	January 19
Registration Begins	March 1
Spring Break	March 8-12
Classes Resume	March 15
Good Friday (No classes)	April 9
Easter Sunday	April 11
Classes Resume (Tues.)	April 13
Senior Assessment	May 1
Final Day of Classes	May 7
Final Exams	May 10-13
Commencement	May 15
Last day for withdrawal without W/P or W/E	March 29
Last day for withdrawal without W/E	April 26

Fall 2004

Faculty Work Days	August 19-20
Classes Begin	August 25
Labor Day (No classes)	September 6
Registration Begins	October 25
Thanksgiving Break	November 24-26
Classes Resume	November 29
Senior Assessment	December 4
Final Day of Classes	December 10
Final Exams	December 13-16
Last day for withdrawal without W/P or W/E	November 3
Last day for withdrawal without W/E	December 1

Spring 2005

J-Term	January 3-14
Classes Begin	January 17
Spring Break	March 7-11
Classes Resume	March 14
Registration Begins	March 14
Good Friday (No classes)	March 25
Easter Sunday	March 27
Classes Resume (Tues.)	March 29
Senior Assessment	April 30
Final Day of Classes	May 6
Final Exams	May 9-12
Commencement	May 14
Last day for withdrawal without W/P or W/E	March 28
Last day for withdrawal without W/E	April 25

Fall 2005

Faculty Work Days	August 18-19
Classes Begin	August 24
Labor Day (No classes)	September 5
Registration Begins	October 31
Thanksgiving Break	November 23-25
Classes Resume	November 28
Senior Assessment	December 3
Final Day of Classes	December 9
Final Exams	December 12-15
Last day for withdrawal without W/P or W/E	November 2
Last day for withdrawal without W/E	November 30

Spring 2006

J-Term	January 2-13
Classes Begin	January 16
Spring Break	March 6-10
Classes Resume	March 13
Registration Begins	March 13
Good Friday (No classes)	April 14
Easter Sunday	April 16
Classes Resume (Tues.)	April 18
Senior Assessment	April 29
Final Day of Classes	May 5
Final Exams	May 8-11
Commencement	May 13
Last day for withdrawal without W/P or W/E	March 27
Last day for withdrawal without W/E	April 24

## 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, and falsification of attendance on 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 class. Penalties are imposed at the discretion of the individual faculty member in cooperation with the appropriate dean. 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 of their students of “academic dishonesty” (cheating, plagiarism, etc.) should follow this policy:

1. Use sound judgment in responding to the student and the specific situation. In that response, the faculty member should deal with the student as he/she sees fit in congruence with the institution’s policy and within the guidelines of the course syllabus.
2. Allow students with grievances regarding faculty action in such cases to avail themselves of a request for review process through the appropriate division chair in keeping with policies stated in the catalog.
3. If a faculty member/chair/dean deems that the student behavior warrants a broader and more comprehensive institutional response, that person (through the dean) may refer the student to the Student Development disciplinary system by contacting the Dean of Students. Such referral should happen as quickly as possible to provide the students with a timely, fair and reasonable process, as well as to avoid any perception of the referral as potential reprisal for student’s use of the appeal/review process.
4. If such a request is made, that individual should avoid making recommendations as to the appropriate response to the student’s behavior, but instead state the reason(s) for referral and actions taken/pending up to that point.
5. The Dean of Students (or designate) will initiate a disciplinary process to consider the accusations and an appropriate response. This process will be separate from any other process initiated/taking place in the academic arena. However, if the student is found responsible for the actions for which he/she was referred, the person/group who conducts the disciplinary meeting may consider the academic penalty when formulating a disciplinary response.
6. After a disciplinary response is communicated to the student, that student has the right to request a review of the decision in accordance with the procedures outlined in the Student Handbook.

## Attendance Policy

Students are expected to attend all classes. Class attendance is directly related to a student's performance and performance is enhanced by class attendance.

Students who anticipate an absence due to official co-curricular participation should consult with the professor in advance and, if possible, complete any scheduled work in advance of the absence. Faculty or others in charge of a co-curricular activity will provide the faculty with a list of students participating prior to any activity that would remove students from classes.

All faculty are required to include an attendance policy in each course syllabus. In addition, faculty will record the absences of students in all classes. Whenever a student does not attend class in accordance with the attendance policy recorded in the syllabus, the professor will take appropriate action. The nature of the action should relate to the excessiveness of the absenteeism. Any student who misses 1/3 or more of the scheduled meetings of a class automatically fails the course.

As much as possible, official school functions that require student participation should not be scheduled as to require absence from classes. No official co-curricular participation may be scheduled during the final exam period.

## Auditing

Students may audit courses for the cost of \$150 per credit hour. Audited courses do not include honor points (GPA) or credits toward graduation.

## Classification of Students

Students are officially classified according to the semester hours of credit they earn:

Freshman . . . .1-31 semester hrs.	Junior . . . . .64-95 semester hrs.
Sophomore . . .32-63 semester hrs.	Senior . . . . .96+ semester hrs.

## Course Changes

All adjustments of academic schedules are processed in the Registrar's Office when accompanied by a Drop/Add form signed by appropriate faculty member(s). Courses that are dropped will be recorded as follows on the student's record:

Before end of Drop/Add Period . . . . .	No record on transcript
Before end of 10th week . . . . .	W – no effect on GPA
After end of 10th week . . . . .	W/P or W/E
	W/P – no effect on GPA
	WE – treated as an F for GPA calculation
After end of 14th week . . . . .	W/E – treated as an F for GPA calculation (no W/P option)

W = Withdrawn    W/P = Withdrawn - passing    W/E = Withdrawn - failing

At the conclusion of the drop/add period, students will be dropped from any classes they have not attended.

A student who wishes to withdraw from all of his or her classes shall complete a withdrawal form to be obtained from the Office of Retention. The student must obtain the proper signatures and return the form before being considered officially withdrawn. Any student leaving school during the semester without official withdrawal shall be academically suspended.

## Credit by Exam

A student may be granted advanced placement or college credit on the basis of examination. Amount of credit and level of placement are determined by the Undergraduate Academic Committee. Credit for advanced standing can be acquired by the following means:

1. 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 who intend to enter the university under this program should arrange to have their Advanced Placement examination records sent to the Office of Admissions.
2. College Level Examination Program (CLEP) with scores equivalent to "C." Credit will not be given for general examinations with the exception of the general math exam, which will meet a General Education Core requirement.
3. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST's) with scores meeting or exceeding the minimum score recommendation provided by the American Council on Education.

Credit awarded for examination (Advanced Placement, CLEP, or DANTES) will not be permitted for courses previously waived (on the basis of ACT scores or by instructor permission) to permit enrollment in an advanced course.

## Dean's List

At the end of each fall and spring semester the Dean's List will be published with the following requirements:

1. A student must earn a 3.50 grade point average for that semester.
2. A student must be enrolled as a full-time student (12 credit hours).
3. A student must complete all courses by the end of the semester when grades are reported by the faculty. Any "incomplete" will remove a student's eligibility for the Dean's List.

## Degrees Offered

1. Associate of Applied Science - Broadcast Media: (A.A.S.), 66 semester hours. See the Humanities Division for specific requirements.
2. Associate of Religious Education: (A.R.E.), 65 semester hours. See the Division of Bible, Religion and Ministries for specific requirements.
3. Associate of Science - Business Studies: (A.S.), 60 semester hours. See the Adult and Continuing Education Division for specific requirements.
4. Bachelor of Arts: (B.A.), 129 semester hours.  
Majors: See the complete listing of majors in the B.A. degree on page 73.
5. Bachelor of Music: (B.Mus.), 129 semester hours.  
Majors: Contemporary Christian Music, Composition, Music Education (K-12) and Performance. See the Division of Fine Arts for specific requirements.
6. Bachelor of Science: (B.S.), 120 semester hours.  
Majors: See complete listing of majors in the B.S. degree on page 75. (Business Administration, Management, Management with Ministry Leadership Specialization) See the Adult and Continuing Education Division for specific requirements.
7. Master of Arts: Education: (M.A.) See the Master Programs Section for specific requirements.
8. Master of Arts: Ministry Leadership: (M.A.) See the Master Programs Section for details.
9. Master of Science in Management: (M.S.M.) See the Master Programs Section for specific requirements.

## Directed Reading (470)

Directed Reading is an option in the major or minor for students who possess a 3.00 cumulative GPA and who have reached junior class standing. Students must secure the permission of the faculty member with whom they will be working as well as the chair of the division in which the study will be taken. Eligible students must complete the application form as well as a proposal of the title, tentative bibliography, nature and scope of the work to be accomplished before registering.

For each credit of Directed Reading desired, 1,500 pages of reading are required. Grades of "A" through "F" are assignable. The student is responsible to assume the initiative in completion of the course. Directed Reading courses may not be substituted for courses listed in the catalog.

A Directed Reading course not finished in the semester for which the student enrolled may be given an incomplete with approval from the appropriate Academic Dean. If unfinished by the deadline by which the incomplete must be removed (see Incomplete Grades), the grade will be changed to an "F."

Faculty members are limited to a total of two Independent Studies and/or Directed Readings during a given semester. Division chairs will be responsible for determining the appropriateness of the study plan and credits to be awarded for the Directed Reading.

## **Disability Accommodation**

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 1990. The purpose of accommodation is to provide equal access to educational opportunities to students with disabilities, and the university does not intend that academic standards be altered, nor that essential elements of programs or courses be changed. Accommodations are granted on the basis of determined needs and documentation of disabilities. In the event that students have questions regarding whether they are eligible for accommodation, how they might provide documentation of disabilities, or how they might handle a disagreement with a professor or administrator over questions of accommodation, the director of the Cornerstone Learning Center should be contacted immediately.

## **Educational Policy**

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or readmission to the university, any changes instituted by academic policy councils or faculty decision becomes effective immediately unless otherwise stated and may differ from the entering catalog.

## **Field Practicum**

In their senior year, social work students participate in a required field practicum experience under the supervision of an experienced social worker for a minimum of 400 hours. This provides opportunity for hands-on training and application of theory, knowledge, and skills to actual situations in a variety of settings. Student field practicum placements have included adoption and foster care agencies, crisis pregnancy centers, juvenile court, hospitals, nursing homes, child and adolescent group homes, community mental health and residential treatment centers.

To enroll in the field practicum, students must achieve senior status (i.e., completed 96 credit hours) and have approval from the Social Work Department faculty. Students register to take SWK 450 field Practicum and SWK 451 Field Practicum Seminar concurrently.

## Foundations of Inquiry (COR 100; 2 credit hours)

“Foundations of Inquiry” is offered as a two-hour course required for new students. The professor leads students in developing a Christian philosophy of learning and life, or what is called a Christian worldview. In addition, students will learn critical thinking skills, spiritual discernment, life and career assessment, the development of a personal mission statement, basics of the Christian faith, how to deal with change, the value of and how to succeed in higher education, and more. This course, offered at the beginning of a student’s education, will provide an important spiritual, theoretical and philosophical springboard for the rest of the student’s higher educational experience. (A \$25 fee is required.)

## 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:

<u>Grade</u>	<u>Interpretation</u>	<u>Honor Points (per class hour)</u>
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		0.00
I	Failure	0.00
	Incomplete	0.00

W	Withdrawn	NC	No Credit
CR	Credit Received	W/E	Withdrawn-failing
W/P	Withdrawn-passing	S	Satisfactory

## 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 grades “W/P,” “W/E,” and “I” have been received. “W/E” is considered when figuring the grade point average.

## Graduation Awards

The following departmental awards are presented at the annual Honors Convocation chapel in recognition of high academic achievements.

**Adult and Continuing Education** - A student is selected from each cohort group to receive the Distinguished Achievement Award. Criteria for the award is a 3.5 minimum cumulative grade point average in the major, supportive participation and leadership potential. Selection is made by the faculty members and awards are given at the Graduation and Program Completion Banquet.

**Bible, Religion & Ministries** - The criteria for the B.R.M. department award are: performance, attitude in the classroom, potential for ministry, involvement in ministry while at Cornerstone, evidence of God's calling for ministry in one's life, and attitude toward and acceptance of one's peers and professors. The recognized student is a positive catalyst for ministry among one's colleagues.

**Business** - Awards are given for academic excellence in Accounting, Business Administration, Marketing and Management. The Wall Street Journal Student Achievement Award is provided by Dow Jones and Company, publishers of the Wall Street Journal. This is the highest award for academic excellence granted to a business senior by the Division of Business.

**Fine Arts** - The Outstanding Senior Music Award is given to that senior who has exemplified the values of the division by a history of outstanding service to the collegiate community as demonstrated by high scholastic achievement and musical excellence. Through distinction in the area of performance, composition, music ministry or music education, this student has proven his or her potential to excel in the field of music as a profession.

**History and Social Sciences** - The History and Social Science Division award is given to the student who best exemplifies high academic achievement, spiritual maturity, involvement in on-campus and/or off-campus activities with plans for graduate work in one of the disciplines represented.

**Humanities** - The Humanities Division employs the following criteria when choosing its divisional award winner: academic performance, general attitude and outlook on life, on-campus involvement, community involvement, and other items of consideration.

**Kinesiology** - The Kinesiology Division award is given to a major or minor who strives for excellence in academic performance and classroom conduct, leadership in the department, campus and community, demonstrates appropriate skills and competencies in physical education and models what a Christian-physical educator should be.

**Science and Mathematics** - This award is given to a student who has exhibited commitment to academic excellence, very strong likelihood of professional success in a chosen field, impeccable moral character and desire to serve mankind for the glory of God, and significant contribution to the campus community with a positive attitude and spiritual sensitivity.

**Teacher Education** - The Outstanding Student Educator Award is given to a student

who has demonstrated in class, in field experiences, and in personal life the knowledge, skills and Christian character to think critically, to enable positive change in themselves, their society and the environment as servant leaders to their students and others to bring glory to God.

## Graduation Honors

Three groups are recognized at graduation. Those graduating Cum Laude must maintain an average of not less than 3.50; Magna Cum Laude, 3.65; and Summa Cum Laude, 3.80. For the purposes of Honors Convocation (awarding of honor cords) and recognition at Commencement, the determination of those eligible for honors will be made as of the end of the fall semester. The final transcript and diploma will record graduation honors as of the completion date of the student's entire program.

To be eligible for graduation honors for the Bachelor degree the student must complete 64 semester hours of credit in residence (32 hours for associate degrees). The grade point average will be calculated on work completed at Cornerstone University only.

For Honors in the Adult and Continuing Education program, please refer to the Student Handbook.

## Graduation Requirements

To be eligible for graduation, students must fulfill the following conditions:

1. General Education Core. Required for all majors unless otherwise specified. Where requirements for general education core differ from this listing, these core requirements are specified under individual majors. (Teacher Education students see additional requirements on page 279).
2. Associate of Applied Science degrees require completion of 66 credit hours. (An Associate of Science degree in ACE requires completion of 60 credit hours. See the Adult and Continuing Education section of the catalog.)
3. Associate of Religious Education degrees require completion of 65 credit hours.
4. Bachelor of Arts degrees require completion of 129 credit hours, including the hours prescribed for general education core, a major, and one minor (major = 30 minimum of credit hours; minor = minimum of 18 credit hours). (B.Mus. no minor required; Elementary Education students may have three minors or one major and a minor; Accounting, Business emphasis, Pre-Law, and Sports Management, and Philosophy/Worldview Studies majors do not need a minor). The number of hours required for graduation may exceed 129 hours when remedial courses are part of the student's program.
5. Bachelor of Science degrees require completion of 120 credits, including the hours prescribed for general education core, a major and one minor (major=minimum of 30 credit hours; minor=minimum of 18 credit hours). (Ministry majors in the B.S. with a second major in Bible, except the Youth Ministry major, do not need a minor.)

6. Master of Arts: Education. (See the Master Programs section for specific graduation requirements.)
7. Master of Arts: Ministry Leadership. (See the Master Programs section for specific requirements.)
8. Master of Science in Management. (See the Master Programs section for specific graduation requirements.)
9. A cumulative grade point average of 2.00 or higher in all work, 2.50 or higher in the major, and 2.00 or higher in the minor. All Teacher Education students must meet the following minimum cumulative grade point averages: 2.50 overall, 2.50 in education courses and 2.50 in their majors. Elementary Education students in the triple minor program must have a minimum combined GPA of 2.50 for the two minors other than the planned program minor and a minimum 2.00 GPA in each of the minors other than the planned program minor.
10. A mark of "C-" or better in ENG 113 and COM 111.
11. Transfer students are required residency for at least 32 hours. Non-transfer students are required residency for 24 of the last 33 hours. At least 12 hours of the major must be completed in residence. For Elementary Education students enrolled in the triple minor program, the two minors other than the planned program minor shall be equivalent to a major for the purpose of calculating residency requirements. (Associate degree programs require residency for at least 24 hours, residency for 24 of the last 33 hours, and residency for at least 12 hours of the major.)
12. A Ministry Covenant and chapel attendance requirements as outlined in the Student Handbook.
13. Graduation application to the Registrar's Office no later than Nov. 1 for December graduates and Feb. 1 for May/August graduates.
14. Completion of senior assessment testing.
15. Commencement participation will be limited to those who have completed their degree program.

All graduation requirements for a given degree must be met prior to posting an official graduation date and diploma. It follows that:

1. Students in the Teacher Education program will not receive a graduation date and diploma until they complete their entire program, including student teaching.
2. Students who begin the Teacher Education program and decide to drop it must complete a departmental major and minor to fulfill their graduation requirements. Group majors/minors, planned minors and triple minor programs allowed for Education students are not allowed for students graduating outside of the Education program.

3. Students who intend to pursue the Teacher Education program, but cannot meet the requirements to gain entrance into the program must complete a departmental major and minor to fulfill their graduation requirements.

Students taking credit at an institution other than Cornerstone University for completion of Cornerstone University degree requirements must have their final, official transcript from that institution on file in the Cornerstone University Registrar's Office by the following August 15 to maintain their May graduation date by the following November 15 to maintain their August graduation date and by the following March 15 to maintain their December graduation date.

Receipt of the transcript after that date will necessitate moving the graduation date to the next regularly occurring graduation date.

All Prior Learning petitions for credit must be processed by the Registrar's Office before students participate in the spring commencement ceremony.

## Incomplete

This is a temporary grade given for work that is passing in quality but lacking in quantity to meet course objectives. It may be assigned by the professor with the permission of the appropriate Academic Dean under the following conditions:

1. A student is unable to complete his or her work due to illness or other serious physical impairment or other unavoidable circumstance, and
2. The student has done satisfactory work in a course and in the professor's opinion can complete the work in a satisfactory manner.

This grade cannot be given for unsatisfactory work. Grade changes for incompletes from the spring semester must be turned in to the Registrar's Office no later than August 15, grades from summer session must be turned in no later than November 15, and grades from the fall semester must be turned in no later than March 15. Every effort should be made to have the incomplete work completed in the shortest time possible following the close of the academic term in which the work is taken. Incompletes will be assigned an "F" grade after the above dates. A "change of grade" is possible if it is processed within one (1) calendar year from receipt of initial incomplete.

The student is responsible for initiating the process to receive an incomplete. The application for an incomplete is available from the appropriate Academic Dean's Office and must be completed with the appropriate signatures of approval by the Thursday of final exam week.

## Independent Study (490)

Independent Studies are designed to challenge students academically with material not presented or undeveloped in currently cataloged courses offered at the university. Independent Study is an option for students in the area of their major or minor who possess a 2.75 cumulative GPA in the subject area of their study and who have reached junior class standing. Students may receive a maximum of six credits of

Independent Study during their studies at Cornerstone University. Students must secure the permission of the faculty member with whom they will be working as well as the chair of the division in which the study will be taken. Eligible students must complete the application form as well as a proposal of the title, tentative bibliography, nature and scope of the work to be accomplished before registering.

Grades of "A" through "F" are assignable. The student is responsible to assume the initiative in completion of the course. Independent Study courses may not be substituted for courses listed in the catalog.

An Independent Study course not finished in the semester for which the student enrolled may be given an incomplete with approval from the appropriate Academic Dean. If unfinished by the deadline by which the incomplete must be removed (see Incomplete Grades), the grade will be changed to an "F."

Faculty members are limited to a total of two Independent Studies and/or Directed Readings during a given semester. Division chairs will be responsible for determining the appropriateness of the study plan and credits to be awarded for the Independent Study.

## Internships

One of the distinguishing characteristics of the Cornerstone collegiate experience is completion of an internship. Recognizing that the classroom can never fully duplicate real-life circumstances, Cornerstone University requires students in every major complete either an internship, or for those students enrolled in social work or teacher education, a practicum or student teaching, respectively. A sample of organizations where interns have worked include the Mayo Clinic in Rochester, Minnesota; Steelcase, Inc. in Grand Rapids, Michigan, McDonald's Corporation in Oakbrook, Illinois; World Publishing and Zondervan Publishing House, both located in Grand Rapids, Michigan; Perrier Group of America in Washington, D.C.; the National Weather Service in Grand Rapids, Michigan. Interns have worked in 15 different states, the nation's capital and in South America.

To register for an internship a student must:

1. Properly complete the Application for Internship and the Course Request Form which are available from the Career Services Office.
2. Have achieved junior status, i.e., completed 64 credit hours (30 credit hours for a student enrolled in a two-year degree program).
3. Have a cumulative GPA of 2.00 or higher.
4. Have completed nine credit hours in the major or minor concentration where the internship credit is desired.
5. Select an internship in the student's major. An additional internship may be chosen in the student's minor if desired. No more than nine hours of internship credit can be counted in meeting major field requirements and no more than six hours in meeting minor field requirements.
6. Not take more than twelve hours of internship credit toward the 129 hours required for graduation and no more than six hours in any one internship experience.

## Language Requirement

All Bachelor of Arts students must fulfill one of the following language requirements:

1. Three years of the same foreign language in high school (meeting the minimum grade standard level) or “testing out” with language competency at the 102 level (DANTES - credit; CLEP - credit; or in-house testing - non-credit).
2. One year (6-8 hours) of collegiate level language (101,102).
3. A non-English speaking cultural life immersion experience for one year after the age of twelve.
4. Two years of high school same foreign language and one semester (102).
5. Either two years of high school same foreign language or choose SPA 101 or FRN 101 plus one of the following:
  - a. One twelve-week CCM experience.
  - b. One global awareness course (3 hours). Possible courses include:

BUS 317	International Business	REL 317	World Religions I
BUS 411	Cross-Cultural Business	REL 318	World Religions II
CMI 322	Missionary Apprenticeship	REL 351	World Mission/Church
CMI 432	Cross-Cultural Min./Youth	REL 432	History/Rel. of Near East
ENG 224	World Literature	SOC 352	Inter-Cultural Comm.
MGT 339	International Management	SOC 413	Minorities
MKT 359	International Marketing	SSC 312	World Affairs
		SSC 421	Applied Anthropology
  - c. An international internship experience (3 hours)
  - d. Completion of a TESL minor and one CCM experience.
  - e. Completion of a semester of one of the CCCU study abroad programs.
6. Students with English as a second language are exempt.
7. Two years of experience/portfolio with American Sign Language.

## Off-Campus Study Opportunities

Cornerstone students are encouraged to engage in an off-campus study program during their tenure at the university. Many of these programs offer college credit; special arrangements for credit may be made for other programs. For additional information and application materials, contact your Academic Dean’s Office.

### ARRIBA PROGRAM

This work-study program is sponsored by Baptist Bible College of Pennsylvania and Baptist Mid-Missions in Cuenca, Ecuador. Students may earn up to 30 semester hours of credit in Spanish (or Quenchua) and other courses that may apply to programs in sociology, religion, missions, cross-cultural studies, or general electives. This one-year program gives students an opportunity to combine study with a short-term missionary ministry. Tuition is paid to Baptist Bible College; Cornerstone University accepts transfer credit from BBC.

### **AUSABLE INSTITUTE\***

The AuSable Trails Institute of Environmental Studies in Mancelona, Michigan, offers courses in field ecology, entomology, land resources, water resources and environmental chemistry. Students may take j-term or summer courses for credit at AuSable and may also complete requirements for certification as a naturalist, environmental analysis, land resources analyst or water resources analyst. The focus of AuSable is on Christian stewardship of natural resources.

\*Note: Endorsed by the Council for Christian Colleges and Universities, but is not sponsored by it.

### **CHRISTIAN CENTER FOR URBAN STUDIES\***

As the education arm of the Olive Branch Mission, this center uses Chicago as an urban campus for fully accredited weekend, three-week and semester programs. Classes are offered for anthropology, culture, leadership, art, mission and service.

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### **FOCUS ON THE FAMILY INSTITUTE\***

The Institute for Family Studies was commissioned by Focus on the Family of Colorado Springs, Colorado, and exists to provide a unique Christian educational community that nurtures passionate and persuasive leaders who are committed to Jesus Christ, equipping them to promote healthy families, vibrant churches and a civil society. The program consists of a sixteen credit hour resident semester on the campus of Focus on the Family with a set of course/seminars addressing issues facing today's families and tailored to a student's interests, academic, professional, and life goals. Areas of study include:

- Christian Worldview Studies
- Family, Church and Society Studies
- Marriage and Family Life Studies
- Cultural Issues in Christian Perspective
- Family issues in Christian Perspective
- Practicum

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### **JERUSALEM UNIVERSITY COLLEGE\***

Juniors and seniors are encouraged to consider a semester, summer, or short-term period of study at the College, located in Jerusalem. Courses in the historical geography and archeology of the Holy Land are available. Tuition is paid to Cornerstone; Cornerstone accepts transfer credit from Jerusalem University College.

\*Endorsed by the Council for Christian Colleges and Universities, but is not sponsored by it.

### **OXFORD SUMMER SCHOOL**

This six-week program in renaissance and reformation Europe is administered by the Centre for Medieval and Renaissance Studies of Oxford, England. Seminar and tutorials are conducted by teaching staff of the Centre supported by distinguished scholars from Britain and America. Lectures are supplemented by field trips and seminars that enable students to obtain a comprehensive view of the subject. Students typically receive six hours of credit toward their undergraduate program, with honors students having a nine credit option.

## Off-Campus Study Opportunities - Programs with the Council for Christian Colleges and Universities

### AMERICAN STUDIES PROGRAM

The American Studies Program in Washington, D.C. is a semester-long (4 months) internship/seminar program for upper division students in most majors who are interested in "real world" on-the-job experiences and in exploring current national and international issues with Washington professionals. The program is designed to help students from Christian colleges throughout North America gain the experiences they need to live and work in a faithfully biblical way in society and in their chosen fields. Students maintain enrollment at their home institution. Students earn 16 semester hours of credit.

### CHINA STUDIES PROGRAM

The China Studies Program, started in the Spring of 1999, allows students to engage this large and intriguing country from the inside. While living and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographical and economic realities of this strategic and populous nation. In addition to the study of standard Chinese, students will be given such opportunities as assisting Chinese students learning English or working in an orphanage, allowing for one-on-one interaction. The program seeks to introduce students to the diversity of China, including Beijing, Shanghai and Xi'an. This interdisciplinary, cross-cultural program of student enables Christian students to deal with this increasingly important part of the world in an informed, Christ-centered way. Students earn 16 semester hours of credit.

### LATIN AMERICAN STUDIES PROGRAM

San Jose, Costa Rica, is the setting for the Latin American Studies Program. This semester abroad is designed for juniors and seniors who are seeking to integrate their faith with knowledge and experience in a Third World context. Students live with Central American families, engage in language classes and seminar courses, work on rural service projects and travel in Central American countries. Each spring semester LASP also offers a specialized "track" for Physical and Life Science majors entitled "Tropical Science and Sustainability/Environmental Studies." Participating natural science students branch off from the main LASP body for six weeks to earn six of their credits in the natural sciences. Students maintain enrollment at their home institution. Courses for which credit will be granted are:

IDS 341	Latin American Studies Travel/Service . . . . .	.4
IDS 342	Latin American Studies Seminar . . . . .	.6
IDS 343	Latin American Studies Spanish Language . . . . .	.6

### LOS ANGELES FILM STUDIES PROGRAM

The Los Angeles Film Studies Center, located in the Hollywood film area, is a semester-long internship/seminar program for upper division students who are interested in an introduction to the work and workings of the mainstream Hollywood film industry. Although not intended as a substitute for film school, the LAFSC curriculum is designed to expose students to the industry, to the many academic disciplines that might be appropriate to it and to critical thinking and reflection on what it means to be a Christian in this field of endeavor. As such, the curriculum is

balanced between courses of a theoretical nature and courses that offer students a more applied introduction to the world of film. Students maintain enrollment at their home institution. Courses for which credit will be granted are:

IDS 361	LAFSC Internships . . . . .	.6
IDS 362	Inside Hollywood: Workings of Film Industry . . . . .	.3
IDS 363	Keeping Conscience: Ethical Challenges in Entertainment . . . . .	.4
IDS 364	Film in Culture: A Christian Perspective . . . . .	.4
IDS 365	Introduction to Film making . . . . .	.3

### MIDDLE EASTERN STUDIES PROGRAM

This program based in Cairo, Egypt, is designed to integrate the study of culture, history, religion, politics, and language. It is comprised of three seminar courses and an Arabic language course which continues throughout the semester. The MESP is academically grounded in a Christian liberal arts context. Efforts are made to fully integrate the Christian faith with the curriculum and community life.

Arabic Language . . . . .	.4
Peoples and Cultures of the Middle East . . . . .	.4
Conflict and Change in the Middle East Today . . . . .	.4
Islam in the Modern World . . . . .	.4

### OXFORD HONOURS PROGRAMME

Honors and other highly qualified students of Council member institutions have the exciting opportunity to study in England through an interdisciplinary semester at Oxford University. The rigorous academic program, aimed at increasing critical thinking skills and scholarship from an integrated Christian perspective, allows participants to choose from a wide variety of tutorial study programs in numerous disciplines, including the arts, religion, history, literature and philosophy. In addition to two Oxford tutorials, students participate in a seminar and an integrative course through which they produce a scholarly project or term paper. Field trips provide opportunities for experiential learning in England’s rich historical setting. Students earn 16 semester hours of credit.

### RUSSIAN STUDIES PROGRAM

The Russian Studies Program is unique in that it draws on the resources of three Russian cities. Students spend two weeks in Moscow, 10 weeks in Nizhni Novgrad and three weeks in St. Petersburg studying the history, culture, religion, politics, language and current events of Russia. Lectures are combined with excursions to significant sites, and guest speakers expose students to a diversity of perspectives on Russian history and culture. During the last three weeks of the semester, students work as interns with various local community projects, church organizations, businesses or schools in St. Petersburg. Students maintain enrollment at their home institution. Courses for which credit will be granted are:

IDS 381	Introduction to the Russian Language . . . . .	.6
IDS 382	Russian History and Culture . . . . .	.4
IDS 383	Post-Communist Russia . . . . .	.4
IDS 384	Service Project . . . . .	.2

## SUMMER INSTITUTE OF JOURNALISM

Council campuses are invited to choose two student journalists to apply for this four-week, all-expenses paid experience in Washington, D.C. Fifteen students are selected to participate in the Institute, which lasts from mid-May to mid-June. The Institute blends classroom experience with hands-on work and is an excellent opportunity to learn through lectures and panels with leading journalists who share a strong Christian commitment. Participants also participate in seminars taught by communications professors from Council member institutions, take part in field trips, and complete workshop projects for local newspapers. The course provides valuable insight and training in gathering and writing news, editing copy and designing layout. The Institute seeks to develop students as Christian journalists – exhibiting both professionalism and legal/ethical integrity. Students earn four semester hours of credit.

## Orientation for New Students

An orientation program is held several days before registration each semester to help students in their adjustment to collegiate life. A full schedule of information sessions, group discussions, and testing make it imperative that every new student be present.

## Physical Education Requirement

Three hours of physical education will be required of all students in Bachelor degree programs. All students must take KIN149, Principles of Wellness and then a one-hour activity course of their choosing. Two hours of physical education are required for students graduating in Associate degree programs.

A maximum of two credits will be awarded for participation in two different varsity sports or two years of active duty or four years reserve duty of military service. These credits will be allowed as physical education electives only. They may not be used to fulfill any part of the three hour general education requirements. Persons with military experience, described above, must take KIN149 (Principles of Wellness). The division chair will give consideration to exempting students from the additional hour in physical education depending upon their activities within the military. Exemptions will be made for physically handicapped students who present doctor's certification to the Registrar's Office.

### ATTENDANCE POLICY FOR PHYSICAL EDUCATION ACTIVITY CLASSES:

1. An absence is an absence for activity classes regardless of the reason.
2. At the time the student misses class for the sixth time, the instructor will notify the student in person or by phone and in writing that he or she is now required to drop the class.
3. The student's responsibility is to obtain the drop form and obtain the appropriate signatures.
4. The student will be considered officially dropped when the signed form has been returned to the Registrar's Office. Failure to appropriately drop the class will result in a failing grade.

5. The dropped class will be recorded on the student's transcript according to the schedule under "Course Changes" in the catalog.
6. Any tuition refund will be made according to the schedule under "Withdrawal Refunds" in the catalog.
7. The student has the right of appeal through the division chair and during the appeal process should continue to attend class.

## Prior Learning Credit

Students who have skills and prior learning experiences in disciplines of the university, may be awarded college credit. Students must have completed two years of full-time employment since high school and be able to document their learning. Workshops, seminars, licenses, professional schools, or other significant learning experiences constitute possible credit awards. An academic advisor works with students in identifying experiences for possible credit awards. Life-learning papers identifying significant learning experiences are read and evaluated by appropriate faculty members. Student who are interested in pursuing such credit must attend the Prior Learning Seminar coordinated by the Registrar's Office.

## Registration Procedure

After acceptance, each student is assigned to a faculty advisor who offers counsel and direction and assists with registration. Every attempt will be made to assign a student to a faculty member in the student's major area of concentration. A schedule of registration and current course schedules are available on the website at [www.cornerstone.edu](http://www.cornerstone.edu), and special opportunities for early registration will be provided.

While the school offers help with planning a student's program, each student is responsible for meeting his or her graduation requirements. All students must register at the scheduled time and cannot be admitted to classes without formal registration. Students unable to complete their registration, according to the registration schedule, may register late through the end of the drop/add period. Academic records and transcripts are maintained by the Registrar's Office. Each student has access to his or her own personal file.

## Scholastic Probation, Academic Suspension and Academic Dismissal

Any student who does not earn for his/her work at Cornerstone University a cumulative grade point average in their classification of 1.50 or better for freshmen (0-31 credits), 1.70 or better for sophomores (32-63 credits), and a 2.00 or better for juniors and seniors (64+ credits) will be placed on academic probation.

The Academic Appeals Committee will notify each student placed on academic probation at the close of the semester. A student on academic probation will not be allowed to carry more than 14 credit hours and may be required to enroll in remedial courses. The purpose of probation is not designed to punish, but rather to serve as an indication to students that they are not progressing at a satisfactory rate toward

graduation. Thus, co-curricular activities will be limited in order that more time is devoted to academic concerns. During the probationary period, the student will not be allowed to participate in higher-level student leadership positions and will be restricted to one extracurricular activity (i.e. athletics, drama production, or off campus music performances).

Students who, after one semester of academic probation, do not reach the cumulative grade point average outlined for their class standing will be academically suspended. Students on suspension may be readmitted after one semester (or other specified length of time) or by petitioning the Academic Appeals Committee. In addition, any student academically suspended for the second time shall be dismissed with the right of an appeal for re-admittance through the Academic Appeals Committee.

**\*\*NOTE:** There are standards of satisfactory progress related to financial aid and Veterans' benefits.

## Teacher Education Program

Students may apply for admission to the Teacher Education program only after they have completed a year of college study. In addition, at least 9 semester hours must be completed at Cornerstone University, including at least 3 hours in the Department of Education. Transfer students, those entering Teacher Education late, and post-baccalaureate students must be admitted to the program if they seek teacher certification. Course work and the grade point average from other institutions may be used to meet admission requirements. For specific requirements, see the Division of Teacher Education on page 279.

## Transcripts

Transcripts will be issued with written authorization from the student. Transcripts are regularly printed. Receipt of transcript fee is required before any transcript request will be processed. Requests held due to unsatisfactory financial status will be kept on file for one month. If the financial status is cared for in that time, the transcript will be sent as requested.

Information regarding a student, other than that of a general directory nature, will not be issued or distributed without prior permission from the student.

## Transfer Credit

Applicants who are transferring from other colleges are required to have a transcript sent directly to the Admissions Office at Cornerstone University from all colleges previously attended. This is a condition for admission.

After being accepted for admission, an official credit evaluation is placed into the student's file with copies provided to the student and the academic advisor. Transcripts from foreign institutions will be evaluated by an outside agency. The student will be responsible for following the procedure required by that agency. Complete information is available in the Registrar's Office.

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

1. All regionally accredited institutions.
2. All AABC accredited institutions.
3. Non-accredited institutions if those institutions supply to the Registrar's Office three letters of acceptance from regionally accredited institutions.
4. These non-accredited institutions due to the nature of their relationship with Cornerstone University: Bob Jones University, Spurgeon Baptist Bible College, and Word of Life Bible Institute.
5. Technical and vocational institutions in the area of liberal arts course work; however, other credits may be accepted in consultation with divisional chairs.

Students planning to take courses at other institutions to apply to their degree program at Cornerstone University should contact the Registrar's Office to verify the acceptance of these courses.

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- was received. GPA does not transfer with the credit transferred.

Physical and biological science courses without labs are transferable, but a lab must be completed to satisfy departmental requirements for courses that contain labs.

Course work transferred will meet the requirements of any course if the course and its description indicate equivalency. No course work will transfer as upper level (300-400) unless the course is designated as such from the originating institution.

Veterans having advanced educational training while in the military may submit their transcripts or educational records for evaluation for transfer credit. The recommendation 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.

## Transfer of Majors and Minors

Transfer credit will be granted such that the equivalent of a minor is the maximum allowable in any discipline. A complete major may not be transferred without permission of the appropriate Academic Dean (at least 12 hours of the major must be completed in residence). An entire minor for which Cornerstone University has an equivalent may be transferred from another institution. A minor for which Cornerstone University has no equivalent may be transferred with the permission of the appropriate Academic Dean if the requirements for the minor at the sending institution have been completed.

## 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 additional semester will be reported to the Department of Veterans Affairs. (See Scholastic Probation, Academic Suspension and Academic Dismissal, page 63.) This action may result in 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 having 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 from School

A student who wishes to withdraw shall complete a withdrawal form, available from the Office of Retention. To complete the withdrawal process, the student should return the completed withdrawal form to the Registrar's Office. Any student leaving school during the semester without official withdrawal shall be academically suspended.

## Withdrawal Refunds

Students withdrawing from individual courses will receive refunds based upon the following schedule.

One week or less	.100%
Second week	.80%
Third week	.60%
Fourth week	.40%
Fifth week	.20%
Over five weeks	No refund

Appropriate adjustments will be made to financial aid programs following formulas mandated by federal, state, and institutional regulations. Students whose enrollment status (i.e. full-time, 3/4-time, 1/2-time) would change if classes were dropped should consult with the Student Financial Services Office to determine the extent of these adjustments.

Tuition refunds for students who withdraw from school during the course of the semester, as well as those who are dismissed or suspended will be computed as follows:

- 100% of tuition charges during week one.
- 80% of tuition charges during week two.
- 60% of tuition charges during week three.
- 40% of tuition charges during week four.
- 20% of tuition charged during weeks five through eight.
- No refund of tuition charges after week eight.

Room and board will be refunded on a prorated basis minus one week. Fees are not refundable.

Federal, state and institutional regulations may require that financial aid funds be returned if a student withdraws. See the "Financial Information" section (page 31) of this catalog for details.

