

Academic Information

(Refer to the Professional & Graduate Studies catalog for academic information related to accelerated programs.)

Academic Assistance

The Cornerstone Learning Center (CLC) at Cornerstone functions in a dual role, as both an academic resource center and a disability accommodations center. In the first capacity, the CLC will provide tutoring services, including formal Writing and Mathematics Labs, for the entire university community on an “as needed” basis. The center will also house advanced academic initiatives. In the second capacity, the CLC will be the contact point for all disability services on campus, academic and otherwise. Diagnostic testing is available for possible learning disability accommodations for students of the university.

The following courses offered by the Cornerstone Learning Center may be counted for purposes of financial aid, sports eligibility, and GPA, but do not count toward the total hours required by the institution for graduation.

<u>Dept./Level</u>	<u>Course Name</u>	<u>Credits/Frequency</u>
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(See page 58 for codes)

CLC-100	CLC Learning Strategies	2/1
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An individualized course designed to provide students with the basic skills needed for success in college. The emphasis is on the application of a holistic balance of mind, body and spirit, as they apply to learning. The course is taught in the context of study for other college courses. An organizational notebook is developed as a course requirement. (Lab required with a \$30 fee.)

ENG-099	Basic Writing	2/1
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An individually paced course in the basic techniques for effective written communication as preparation for ENG-113 Freshman Rhetoric.

MAT-096	Pre-Algebra	2/1
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An individualized review of applied arithmetic. Patterns leading to operations with fractions, decimals, percents and proportions. Graphing, drawing, probability and spreadsheet tools are used in technology activities to learn problem-solving strategies, numerical geometry, pre-algebra, and basic statistics concepts. Prerequisite: Credits earned in this course do not count toward graduation.

Academic Calendar: Semester and Hours

The academic year is divided into two semesters of 15 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 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 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 class. Penalties are imposed at the discretion of the individual faculty member in cooperation with the appropriate division chair. 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 or 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 Vice President of Student Development. 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 Vice President of Student Development (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.

Audit Policy

Students may audit courses for the cost of \$150 per credit hour. Audited courses do not include honor points (GPA) or credits toward graduation. Applied music and physical education courses are not open to auditors. Audit status does not count toward full-time enrollment.

Changes from credit to audit and vice versa will not be permitted after the first week of the semester (drop/add period).

Classification of Students

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

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

Correspondence Credit

A maximum of 30 semester hours of credit earned by correspondence or extension may be applied toward a degree. Such work should be taken only from well recognized correspondence programs through accredited institutions. Currently, correspondence work is accepted from a number of accredited institutions. Check with the Registrar's Office for a list of approved courses.

Students interested in taking correspondence courses should receive approval from the Registrar's Office before registering for the courses. Correspondence courses intended to fulfill degree requirements should be certified as equivalent by Registrar's Office personnel before the course is taken and by completion of the transfer pre-approved form.

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. Courses may only be added before or during the first week of each semester. 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 Withdrawn/Failing (W/F) grade will be given.

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.

All adjustments of academic schedules must be made by permission of the Registrar's Office. Before such permission will be granted, the student must consult with their faculty advisor and needs the signature of the chair in some cases. Drop/Add slips are used to process such changes. After the drop/add period, the instructor of the course must also sign the drop/add slip.

No charge for dropping and adding courses will be made during the drop/add period designated in the university calendar (the first week of classes).

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 at or above 50.
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.

Students are encouraged to verify the course equivalent with the Registrar's Office prior to writing one of the exams. A maximum of 30 credit hours earned by CLEP, Advanced Placement and/or DANTES may be applied toward a degree program. No charge will be assessed for the processing of Advanced Placement, CLEP or DANTES credits.

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 Arts: (A.A.), 66 semester hours. See Teacher Education Division for specific requirements.
2. Associate of Science - Business Studies: (A.S.), 60 semester hours. See the Professional and Graduate Studies catalog for specific requirements.
3. Bachelor of Arts: (B.A.), 129 semester hours.
Majors: See the complete listing of majors in the B.A. degree in the Degree Information section.
4. Bachelor of Music: (B.Mus.), 129 semester hours.
Majors: Composition, Contemporary Christian Music, Music Education (K-12) and Performance. See the Fine Arts Division for specific requirements.
5. Bachelor of Science: (B.S.), 120 semester hours.
Majors: See complete listing of majors in the B.S. degree in the Degree Information section. For Business Administration, Management, Management with Ministry Leadership Specialization, see the Professional and Graduate Studies catalog for specific requirements.
6. Master of Arts: Education: (M.A.) See the Professional and Graduate Studies catalog for specific requirements.
7. Master of Arts: Ministry Leadership: (M.A.) See the Professional and Graduate Studies catalog for specific requirements.
8. Master of Science in Management: (M.S.M.) See the Professional and Graduate Studies catalog 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 assigned. 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 Chief Academic Officer or division chair. 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 of 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.

Enrollment Status

For federal financial aid calculations, all students are considered to be enrolled full-time if they are enrolled in 12 or more credits. 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 for a given term. The full-time enrollment status for state programs is 12 or more credits per term.

Field Practicum (Social Work)

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.

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</u> (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		0.00	
CR	Credit Received	S	Satisfactory
F/W	Failed to Withdraw	W	Withdrawn
I	Incomplete	W/E	Withdrawn-failing
NC	No Credit	W/P	Withdrawn-passing

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 typically presented at the annual Honors Convocation chapel in recognition of high academic achievements.

Professional and Graduate Studies – 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. (See the Professional and Graduate Studies catalog.)

Bible, Religion & Ministries – The criteria for the B.R.M. Division award are: academic 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 Business Division.

Communication & Media Studies – The Communication & Media Studies Division is pleased to give its highest award to the senior majoring in Communication Studies, Media, Theatre or Journalism who best demonstrates the following criteria: excellent academic performance and skills and proficiency in communication as well as Cornerstone University’s distinctives of leadership, citizenship, and Christian worldview.

Fine Arts – The Outstanding Senior Music Major 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 & Social Science – The History & Social Science Division award is given to the student who has exemplified 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, Science & 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 achieve a grade point 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.

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 in the Teacher Education Division section.)
2. Bachelor of Arts degrees and Bachelor of Music 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). (Exceptions include: B.Mus. no minor required; Elementary Education students may have three minors or one major and a minor; Accounting, Business emphasis, Pre-Law, Sports Management, and Philosophy/Worldview Studies majors do not need a minor).
3. 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). (Exceptions include: Ministry majors in the B.S. with a second major in Bible, except the Youth Ministry major, do not need a minor.)

4. Master of Arts: Education. (See the Professional and Graduate Studies catalog for specific requirements.)
5. Master of Arts: Ministry Leadership. (See the Professional and Graduate Studies catalog for specific requirements.)
6. Master of Science in Management. (See the Professional and Graduate Studies catalog for specific requirements.)
7. 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.
8. A grade of “C-” or better in ENG-113 Freshman Rhetoric and COM-111 Speech Communication.
9. Transfer students are required residency for at least 32 hours. All students are required residency for at least 24 of the last 33 hours, and 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.)
10. Chapel attendance requirements, as outlined in the Student Handbook.
11. Completion of junior writing assessment exam or portfolio presentation.
12. A graduation application to the Registrar’s Office no later than Nov. 1 for December graduates and February 1 for May/August graduates.
13. Completion of senior assessment testing.
14. Commencement participation will be limited to those who have completed their degree program or have no more than six credit hours to complete by August 15 of that same year.

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 dates:

<u>Graduation Date:</u>	<u>Transcripts due the following:</u>
December	March 15
May	August 15
August	November 15

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.

Honors Program

The Cornerstone University Honors Program provides an opportunity for academically gifted students to enhance their educational experience through special sections of classes and close work with faculty members on individual projects. Central to the program will be the on-going dialogue between the “Great Book” of the Western Intellectual Tradition, and the Book, the Bible, upon which all our intellectual endeavors are based. Another strong emphasis will be focused preparation for graduate studies in each honors student’s field of study. The objective of the program is to produce scholars who will take this synthesis of biblical and classically based education into their professional careers.

Admissions: 3.70 GPA and 26 ACT required for admission. Students will be admitted to the honors program up to, and including, their fifth semester. Transfer students may apply up to their fifth semester or its equivalent. Aggressive recruiting will be done for the National Merit finalist and semi-finalists and Advanced Placement graduates.

Curricular Requirements: 12 semester hours of honors courses must be taken in the general education core, 12 semester hours

of honors courses must be taken in upper division courses and a Senior Honors Thesis/Project must be completed.

Program Benefits for Honors Students: Priority pre-registration, honors scholarships, on-campus housing (honors roommate), opportunities to participate in NCHC conference, advanced credit here (including a “break” in credit assignment), weighted GPA for honors courses, “honors” designation on transcripts and diplomas and graduation distinction.

Honors Scholarships: National Merit finalist and semi-finalists receive full tuition. In the second and subsequent years in the honors program, these Merit scholars receive the same amount of scholarship aid as all other members, dependent on their GPA.

Organization: Director of Honors - Tenured, terminally degreed faculty member (nominated by the faculty; appointed by the Academic Vice President) receiving a stipend or 3 hours per semester release from teaching load for the administrative work.

Honors Council: 3 or 4 faculty to assist Director in admitting prospective honors students, monitoring student progress and overseeing the senior honors thesis and appeals.

Eligible Courses: Only academic, not skills or professional, courses qualify for honors designation. Each division will submit a list of appropriate courses for honors designation to the Director of the Honors Program for presentation to the Honors Council for action.

Incomplete Grade

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 Division Chair 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 Division Chair 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 Division Chair 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” will be assigned. 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 Division Chair. 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; McDonald’s Corporation in Oakbrook, Illinois; Steelcase, Inc., World Publishing and Zondervan Publishing House, all 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
COM-311	Inter-Cultural Communication	SOC-352	Inter-Cultural Comm.
ECN-335	International Economics	SOC-417	Minorities
ENG-224	World Literature	SSC-312	World Affairs
MGT-339	International Management	SSC-421	Applied Anthropology
MKT-359	International Marketing	SWK-417	Minorities
 - 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 Programs

The Off-Campus Study Programs provide students the opportunity to broaden and deepen their educational experience and to further prepare them to impact the Kingdom. Interested students should consider the impact of an OCSP on their overall educational program and make adjustments in their schedules and financial planning early on. Students typically earn 12-16 academic credits in a semester-long program. Some summer programs are also available.

Cornerstone University is a member of the Council for Christian Colleges and Universities (CCCCU). Because of this affiliation, Cornerstone participates in a number of off-campus academic study programs in which qualified students may participate upon application and acceptance. There are also several other independent programs with which Cornerstone is an affiliate. Approved programs in which Cornerstone participates are grounded in Christian worldview.

Students enrolled in an approved Off-Campus Study Program (OCSP) maintain their enrollment at Cornerstone University and may receive federal, state, and institutional aid based on the following guidelines:

- a. The student must be a junior or senior.
- b. The student must have been enrolled at least half-time at Cornerstone during the semester immediately preceding the semester of the OCSP and plan to return to Cornerstone at least half-time upon completion of the OCSP (Exceptions for student teachers and social work practicum students.)
- c. The student must have declared a major or program.
- d. The student meets all financial aid requirements.
- e. Students may participate in only one summer or semester OCSP.

- f. Students will pay a technology fee to Cornerstone University in addition to the OCSF costs.
- g. Payment plans are not available for OCSF's. Payment in full is due by May 1 for summer programs, August 1 for fall programs and January 1 for spring programs.
- h. Employee remission and National Merit Scholarship Awards may not be used to cover OCSF's.

Interested students should meet with off-campus program coordinator, Kay Landrum (Director of Student Retention) to discuss eligibility, policy and process. They will then complete a Cornerstone University Off-Campus Program application on the CU portal as well as the specific program application, which is usually located on each program's Web site. Students should consult the program's Web site for the most up-to-date information, deadlines and credit information.

The student should confer with the registrar's office in determining course equivalencies prior to enrollment in the program, and discuss with their faculty advisor how the OCSF courses mesh with their program of study at Cornerstone. Additional information regarding specific programs may also be gained from the campus contacts listed beside each program.

Independent Programs:

CHICAGO SEMESTER (CSM)

www.chicagosemester.org

CU contact: Kay Landrum

The Chicago Semester is an off-campus program that offers qualified (2.5 or higher GPA required) juniors and seniors the opportunity to gain a semester's worth of credit, living and working in Chicago. Students spend four days a week at an internship related to their career interest and academic major and participate in classes one day per week at the Chicago Semester office in downtown Chicago. Internships are open to every academic major. Placements include but are not limited to: finance, advertising, law, medicine, journalism, graphic design, law enforcement, film, television, fine art, and political science. Social work and education majors can fulfill fieldwork and student teaching requirements on the program. Students earn 15 semester hours of credit.

General Student Internship with Practicum.....	9 credits
Plus 2 from the following:	
Arts in the City Seminar	3 credits
Metropolitan Seminar.....	3 credits
Values and Vocation Seminar	3 credits
History of Religion and Society in Urban America Seminar.....	3 credits
Social Work Practicum and Professional Seminar	15 credits
Student Teaching and Professional Seminar.....	15 credits

COMPASS ACADEMY

www.compassacademy.org

CU contact: Prof. Michael Cuffman

Compass Arts Academy is a Biblically based nonprofit organization, located in Grand Rapids, Michigan. Courses offered train students to effectively impact culture through the media by communicating God's light into popular culture through film, hands-on instruction and mentoring relationships with film production professionals. A number of Compass Academy courses are offered as a part of the media major within the Communication & Media Studies Division. They may also count as general electives. Please consult the Communication & Media Studies section of the Cornerstone academic catalog for further information.

ROMANIAN STUDIES PROGRAM

www.veritas.ro

CU contact: Dr. Scott Sanders

The Romanian Studies Program has brought over 350 American college students to Romania since it began in 1994 through semester long, January term, and summer term programs. The program is based in the historic Transylvanian town of Sighisoara, whose population is a fascinating mix of Romanians, Hungarians, Germans and Gypsies. The focus of the RSP is cross-cultural service learning, which can fulfill a student's internship or practicum in a variety of majors. They also take classes in Romanian language and enroll in one or two other courses. Students live with a Romanian family and travel to places of historical and cultural significance within the country.

Cross-cultural Service Learning.....	4 credits
Romanian Language and Culture	4-8 credits
Readings in Romanian Literature.....	3-4 credits
Survey of Romanian Art	2-3 credits
Survey of Western Art	3 credits
Introduction to Environmental Science	4 credits
History of Central Europe.....	3 credits
Hiking.....	1 credit
Internships, practicum, directed studies	credits vary

ROTHBERG INTERNATIONAL SCHOOL (OF THE HEBREW UNIVERSITY OF JERUSALEM)

overseas.huji.ac.il

CU contact: Prof. Andrew Smith

One Year/Semester Program (OYP) students receive a diversified academic experience. A wide variety of courses, offered mainly in English, may provide credit in such areas as archaeology, history, literature, philosophy, religion, communications, international relations, political science, psychology, sociology and life sciences.

Council for Christian Colleges & Universities Programs (www.cccu.org)*Registered Programs (Registered by the CCCU, but not sponsored by it):***AUSABLE INSTITUTE OF ENVIRONMENTAL STUDIES**

www.ausable.org

CU contact: Dr. Rob Keys

The AuSable Trails Institute of Environmental Studies in Mancelona, Michigan, offers courses in field ecology, entomology, land resources, water resources and environmental chemistry at various locations – Great Lakes Forest of northern Michigan, Puget Sound in the Pacific Northwest, South Florida, and South India. Students may also complete requirements for certification in the following: stewardship ecologist, naturalist, environmental analyst, land resources analyst, or water resources analyst. Students maintain enrollment at Cornerstone University while taking J-term or summer courses for credit at AuSable. Courses are listed in the Science & Mathematics section of the Cornerstone academic catalog.

In the academic program for college and university students, participants take courses, engage in scholarship, gain field experience, confer, and develop practical tools for environmental stewardship in programs that take seriously both science and theology.

CHRISTIAN CENTER FOR URBAN STUDIES (CUS)

www.obmission.org

CU contact: Dr. Scott Sanders

The Christian Center for Urban Studies at Olive Branch Mission links the needs and opportunities of the city of Chicago with the faith and gifts of today's college and graduate level students. As a cooperative venture of academic institutions across the country, CCUS seeks to prepare individuals for the growing impact of urban and cross-cultural dynamics at work in our world today. Fully accredited three-week, semester and summer educational programs are designed to integrate theory and experience, action and reflection, practice and prayer.

FOCUS ON THE FAMILY INSTITUTE (FOF)

www.focusinstitute.org

CU contact: Dr. Dan Ehnis

The Focus on the Family Institute 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 fifteen credit hour resident semester (eight credit hours during the summer semester) on the campus of Focus on the Family with a set of courses/seminars addressing issues facing today's families and tailored to a student's interests and academic, professional, and life goals.

Areas of study include:

Fall/Spring Semester Courses:

Christian Worldview Studies.....	3 credits
Family, Church, and Society Studies.....	3 credits
Family Life Studies	3 credits
Marriage Studies	3 credits
Practicum.....	3 credits

Summer Semester Courses:

Cultural Issues in Christian Perspective	4 credits
Family Issues in Christian Perspective	4 credits

JERUSALEM UNIVERSITY COLLEGE (JER)

www.juc.edu

CU contact: Prof. Andrew Smith

Jerusalem University College is located on Mt. Zion, adjacent to Jerusalem's Old City. Courses in the history, geography, culture, religions, and languages of ancient biblical times and the modern Middle East provide rich insights into the past and a meaningful cross-cultural experience.

SEMESTER IN SPAIN (SIS)

www.semesterinspain.org

CU contact: Dr. Michael Sullivan

Trinity Christian College Semester in Spain, located in sunny Seville, Spain, strives to provide a comprehensive living and learning environment. Excellent teaching by native Spaniards, exciting faith opportunities, travel, and an enriching home

stay experience with Spanish families form the core of the program. Typically sixteen semester credits may be earned in courses including language and grammar, art, history, literature and business. Classes are offered at three proficiency levels of Spanish.

WORLD JOURNALISM INSTITUTE (WJI)

www.worldji.com CU contact: Prof. Alan Blanchard

The World Journalism Institute in New York City was established to help train a cadre of young Christians who can write well, observe keenly and think biblically. WJI holds its journalism courses in New York City, Washington, DC, and Los Angeles. Drawing its faculty from the ranks of working journalists as well as academic journalists, WJI offers classroom instruction, writing assignments, field trips and internships throughout the year.

CCCU Sponsored Programs: General information for all CCCU sponsored programs is found at www.bestsemester.com.

AMERICAN STUDIES PROGRAM (ASP)

asp.bestsemester.com CU contact: Dr. Erik Benson

Founded in 1976, the American Studies Program has served hundreds of students as a “Washington, D.C. campus.” ASP uses Washington as a stimulating educational laboratory where collegians gain hands-on experience with an internship in their chosen field. Internships are tailored to fit the students’ talents and aspirations and are available in a wide range of fields. Participants also explore pressing national and international issues in public policy seminars that are issue-oriented, interdisciplinary and led by ASP faculty and Washington professionals. The ASP bridges classroom and marketplace, combining biblical reflection, policy analysis and real world experience. Students are exposed to on-the-job learning that helps them build for their futures and gain perspective on the calling of God for their lives. They are challenged in a rigorous course of study to discover for themselves the meaning of Christ’s lordship by putting their beliefs into practice. The aim of the program is to help Council schools prepare their students to live faithfully in contemporary society as followers of Christ. Students earn 16 semester hours of credit.

Foundations for Policy Analysis & Public Involvement.....	2 credits
Topics in Domestic Policy	3 credits
Topics in International Policy.....	3 credits
Internship.....	8 credits

AUSTRALIA STUDIES CENTRE (ASC)

asc.bestsemester.com CU contact: Kay Landrum

Since Spring 2004, the CCCU has partnered with the Wesley Institute for Ministry and the Arts in Sydney, Australia to offer the Australian Studies Centre. Throughout the semester, students examine the many faces of Australia and explore both the myths and identities of Australians by better understanding the indigenous people and their interactions with “White Australia.” Every student is required to take the courses *Indigenous History, Culture & Identity* and *The View from Australia: Issues in Religion, Politics, Economics & Cultural Values*. Additionally, students choose from electives in theology/ministry, music, drawing/graphic design, dance and/or drama. Faculty trained and working in the professional performing arts scene in Sydney guide students in their thinking through the Christian’s role in culture, whether classical or pop culture. The ASC utilizes a combination of classroom training at the Wesley Institute and experiential learning in the beautiful Australian context. Home stays, service learning and travel around Australia are important components of the ASC. Students observe Australia’s beautiful landscape, live in the cosmopolitan melting pot of Sydney, serve the poor of Sydney’s multi-cultural ghettos, and engage the political capital Canberra and its power players. Students also come to know the traditions of Aboriginal people during an Outback excursion and spend the last week of each semester traveling to New Zealand to meet with Maori people, explore the beautiful terrain, and compare and contrast the two cultures of their off-campus semester. ASC students receive 16-17 semester hours of credit. (Students are required to enroll in at least 16 credits while attending the ASC.)

The Australian school year is divided into two semesters, Semester 1 (Feb.-June) and Semester 2 (July-Nov.).

CULTURE EMPHASIS	
The View From Australia: Issues in Religion, Economics and Cultural Values (<i>required</i>).....	3 credits
Indigenous History, Culture & Identity (<i>required</i>)	3 credits
DISCIPLINE EMPHASIS	
Integrative Studies course (<i>recommended</i>)	0-2 credits
Discipline Courses (<i>2-3 required - at least 6 hours required in one of four fields</i>)	6-11 credits
Theology/Ministry	
Drawing/Graphic Design	
Music	
Drama/Dance	
ELECTIVE COURSES	
Choose from any other WI courses.....	0-5 credits

TOTAL CREDITS.....16-17 credits

CHINA STUDIES PROGRAM (CSP)

csp.bestsemester.com

CU contact: Dr. Michael Pasquale

The China Studies Program enables students to engage this ancient and intriguing country from the inside. While living in and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographic and economic realities of this strategic and populous nation. In addition to the study of standard Chinese language, students are given opportunities such as assisting Chinese students learning English or working in an orphanage, allowing for one-on-one interaction. Students choose between completing a broad Chinese Studies concentration or a Business Concentration including an internship in an international business in Shanghai. The program introduces students to the diversity of China, including Beijing, Shanghai, Xi'an and Xiamen. This interdisciplinary, cross cultural program enables students to deal with this increasingly important part of the world in an informed, Christ centered way. Students earn 16-17 semester hours of credit.

Business Concentration

Chinese 1	2 credits
Chinese History.....	3 credits
Intercultural Communication.....	3 credits
Contemporary Society and Public Policy	3 credits
Business Concentration Syllabus	3 credits
Business Internship	3 credits

Chinese Studies Concentration

Chinese 1	3 credits
Chinese History.....	3 credits
Intercultural Communication.....	3 credits
Contemporary Society and Public Policy	3 credits
Chinese II or Eastern philosophy & religion.....	3 credits
Chinese Art and/ or Tai Chi	1-2 credits

CONTEMPORARY MUSIC CENTER (CMC)

cmc.bestsemester.com

CU contact: Prof. Forrest Wakeman

The Contemporary Music Center provides students with the opportunity to live and work in community while seeking to understand how God will have them integrate music, faith and business. Both interdisciplinary and multidisciplinary in nature, the CMC offers two tracks: the Artist Track and the Executive Track. The Artist Track is tailored to students considering careers as vocalists, musicians, songwriters, recording artists, performers, producers and recording engineers. The Executive Track is designed for business, arts management, marketing, communications and related majors interested in possible careers as artist managers, agents, record company executives, music publishers, concert promoters and entertainment industry entrepreneurs. Both Artist and Executive track students receive instruction, experience and a uniquely Christian perspective on creativity and the marketplace, while working together to create and market a recording of original music. Both tracks include course work, labs, directed study and a practicum. Students earn 16 semester hours of credit.

Core Courses for both tracks

CMC-300	Faith, Music and Culture (CU: MUS elective)	3 credits
CMC-301	Inside the Music Industry (CU: MUS-460)	3 credits
CMC-302	Practicum (CU: MUS-380)	1 credit

Artist Track

CMC-400	Essentials of Song writing (CU: MUS-315).....	2 credits
CMC-401	Studio Recording (CU: MUS-472 & MUS475)	4 credits
CMC-402	Performance (CU: MUS-340, MUP-X41, MUS-380)	3 credits

Executive Track

CMC-403	Artist Management (CU: General elective).....	3 credits
CMC-404	Artists & Repertoire (CU: General elective)	3 credits
CMC-405	Marketing and Sales (CU: General elective)	3 credits

LATIN AMERICAN STUDIES PROGRAM (LAS)

lasp.bestsemester.com

CU contact: Dr. Michael Sullivan

Students of CCCU colleges have the opportunity to live and learn in Latin America through the Latin American Studies Program, based in San Jose, Costa Rica. The program introduces students to a wide range of experiences through the study of the language, literature, culture, politics, history, economics, ecology and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also take part in a service opportunity and travel for three weeks to nearby Central American nations. Students participate in one of four concentrations: Latin American Studies (offered both fall and spring terms); Advanced Language and Literature (designed for

Spanish majors and offered both fall and spring terms); International Business: Management and Marketing (offered only in fall terms); and Environmental Science (offered only during spring terms). Students in all concentrations earn 16-18 semester credits.

Latin American Studies Concentration

Spanish Language	6 credits
Latin American History, Contemporary Issues & Perspective	3 credits
Faith and Practice Seminar	3 credits
Service Opportunity/Internship.....	3 credits
Travel Practicum.....	1-3 credits

Advanced Language & Literature Concentration

Spanish Language	6 credits
Latin American History, Contemporary Issues & Perspective.....	3 credits
Language and Literature Seminar.....	3 credits
Service Opportunity/Internship.....	3 credits
Travel Practicum.....	1-3 credits

International Business: Management and Marketing Concentration

Spanish Language	6 credits
Latin American History, Contemporary Issues & Perspective.....	3 credits
Business Seminar	3 credits
Case Study Project/Internship	3 credits
Travel Practicum.....	1-3 credits

Environmental Science & Sustainable Development Concentration

Spanish Language	6 credits
Latin American History, Contemporary Issues & Perspective.....	3 credits
Science Seminar	4 credits
Field Research	2 credits
Travel Practicum.....	1-3 credits

LOS ANGELES FILM STUDIES PROGRAM (LAF)

lafsc.bestsemester.com CU contact: Prof. Michael Cuffman

Founded in 1991, the Los Angeles Film Studies Center is designed to train students to serve in various aspects of the film industry with both professional skill and Christian integrity. Each semester, students live, learn, and work in L.A. The curriculum consists of two required seminars, Hollywood Production Workshop and Theology in Hollywood, focusing on the role of film in culture and the relationship of faith to work in this very influential industry. In addition, students choose one elective course from a variety of offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allows students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn 16 semester hours of credit, 6 from the internship and 10 from seminar study.

Core Courses

Hollywood Production Workshop.....	3 credits
Theology in Hollywood	4 credit
Internship: Inside Hollywood	6 credits

Elective Courses: Choose one

Motion Picture Production.....	3 credits
Professional Screenwriting.....	3 credits
Independent Study.....	3 credits

MIDDLE EASTERN STUDIES PROGRAM (MEP)

mesp.bestsemester.com CU contact: Prof. Andrew Smith

This program, based in Cairo, Egypt, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern peoples. Students also study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Lebanon, Jordan, Syria and Turkey, students are exposed to the diversity and dynamism of the region. At a time of tension and change in the Middle East, MESP encourages and equips students to relate to the Muslim world in an informed, constructive and Christ centered manner. Students earn 16 semester hours of credit in the following areas:

Introduction to Arabic Language.....	4 credits
Islamic Thought and Practice.....	4 credits
Conflict and Change in the Middle East.....	4 credits

Peoples and Cultures of the Middle East 4 credits

OXFORD SUMMER PROGRAMME (OSP)

osp.bestsemester.com

CU contact: Dr. Michael Stevens

The Oxford Summer Programme (OSP) is a program of the Council for Christian Colleges & Universities and Wycliffe Hall, Oxford. The program is designed for students wishing to gain a more comprehensive understanding of the relationship between Christianity and the development of the West and who wish to do specialized work under expert Oxford academics in the areas of History, Religious Studies, Political Theory, Philosophy, English, and History of Science. Students earn 6 semester hours of credit:

Topical and Field/Discipline Seminar, presentation and additional required essays6 credits

RUSSIAN STUDIES PROGRAM (RSP)

rsp.bestsemester.com

CU contact: Dr. Michael Stevens

RSP students are exposed to the depth and diversity of the culture during a semester spent in Russia’s three largest cities: Moscow, St. Petersburg and Nizhni Novgorod. In addition to three seminar courses entitled *History and Sociology of Religion in Russia*; *Russian Peoples, Culture and Literature*; and *Russia in Transition*, students receive instruction in the Russian language, choosing either 4 or 6 semester hours of language coursework. For those choosing 4 hours of Russian, a seminar course, *International Relations and Business in Russia*, is available. RSP strives to give students as wide an experience as possible in this complex nation. Students spend time in Moscow, the heart of both medieval and modern Russia. Students also spend 12 weeks in Nizhni Novgorod, a strategic city on the Volga River. After six weeks of language instruction, students live with a Russian family for the remainder of their stay in this city. Students participate in a service opportunity in Nizhni Novgorod. The program also includes time in the complex and intriguing city of St. Petersburg, the Russian “window to the West.” Students earn 16 semester hours of credit.

	<u>Track One</u>	<u>Track Two</u>
Russian Language	6 credits.....	4 credits
International Relations and Business	N/A	2 credits
History and Sociology of Religion.....	3 credits.....	3 credits
Russian Peoples, Culture & Literature.....	4 credits.....	4 credits
Russia in Transition	3 credits.....	3 credits

SCHOLAR’S SEMESTER IN OXFORD (SSO)

sso.bestsemester.com

CU contact: Dr. Michael Stevens

SSO is designed for students interested in doing intensive scholarship in this historic seat of learning. Working with academic tutors, students hone their skills and delve into the areas that interest them most. As Visiting Students of Oxford University and members of Wycliffe Hall, students have the privilege to study and learn in one of university’s historic halls. SSO students enroll in a Primary and Secondary Tutorial, an Integrative Seminar and the course Christianity and Cultures. The SSO is designed for students interested in the fields of Classics, English & Literature, Theology & Religious Studies, Philosophy, and History, though all majors may apply. Applicants are generally honors and other very high-achieving students. Students earn 17 semester hours of credit.

Christianity and Cultures	4 credits
Integrative Seminar.....	4 credits
Primary Tutorial.....	6 credits
Secondary Tutorial	3 credits

UGANDA STUDIES PROGRAM (USP)

www.ugandastudies.com

CU contact: Kay Landrum

Winston Churchill is credited with nicknaming Uganda the “Pearl of Africa,” and many visitors since his time have come to agree with him. The USP offers students a very personal encounter with this African success story, which has become an economic and public health model in its region. Another success story, Uganda Christian University (UCU), serves as the base of study for students in the USP. Set on the outskirts of the capital city Kampala, this rapidly growing institution brings USP students together with the UCU Honours College. Courses taught by local faculty in the English tutorial tradition will immerse students in a uniquely African education. Topics such as Christianity and Islam in Contemporary Africa, African Literature and East African History will present many insights into African life because of the guidance of faculty who live in and love Uganda and East Africa. Home stays, travel, service learning and daily interaction with Honours College students form the backbone of the USP experience. In addition to the core experiential course, students will choose from an approved selection of courses from the UCU Honours College to earn up to 16 hours of credit.

All USP students take the USP Seminar (*Faith & Action in the Ugandan Context*) along with two core classes and electives. In addition, students in the general program take two core courses and two elective courses. Students in the intercultural/mission emphasis also take two core courses, an elective course and a missions course.

Core courses include:

African Literature
 African Traditional Religions, Islam and Christianity in Contemporary Uganda
 East African History from 1800 to Independence
 East African Politics since Independence

WASHINGTON JOURNALISM CENTER (WJC)

wjc.bestsemester.com CU contact: Prof. Alan Blanchard

The Washington Journalism Center (WJC) is a semester-long study program in Washington, DC created for students interested in the field of journalism. While in Washington students take classes focusing on their personal writing skills and on the history and future of the media. These classes – *Foundations for Media Involvement*; *Reporting in Washington*; and *Washington, News and Public Discourse* – combined with an internship at a top news publication help students learn to integrate their faith in a journalism career. Students also participate in service learning opportunities as well as live with families in home stays as part of the WJC experience. Students earn 16 credits.

Foundations for Media Involvement.....	4 credits
Reporting in Washington.....	3 credits
Washington, News and Public Discourse.....	3 credits
Internship.....	6 credits

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 KIN-100 Foundations 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 KIN-100 (Foundations 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 Chief Academic Officer.

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.

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 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 was an “F”.

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 schedule is available on the CU Web site.

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.

All continuing students are required to indicate their schedule for the coming semester during the scheduled registration period. This proposed schedule may be changed during the official registration procedure required of all students at the beginning of each semester.

New and re-admitting students are sent registration materials and notification of academic advisor prior to the official registration. They have the opportunity to register for classes immediately following the scheduled registration for current students.

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 (0-25 credits), 1.70 or better for sophomores (26-57 credits), and a 2.00 or better for juniors and seniors (58+ 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 CLC-100. 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 section.

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 Accrediting Association of Bible Colleges accredited institutions.
3. Non-accredited institutions, if those institutions supply three letters of acceptance from regionally accredited institutions (to the Registrar's Office.)
4. These institutions due to the nature of their relationship with Cornerstone University: Bob Jones University, Spurgeon Baptist Bible College, and Word of Life Bible Institute since they have not met the above stated requirements.
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. Some transfer credits may not necessarily apply toward a particular degree program. The applicability of credits may be determined in counsel with the appropriate division chairperson.

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

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

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

The minimum hours to be taken at CU to be eligible for graduation honors is 64 for B.A./B.S. degrees and 32 for Associate degrees.

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 Division Chair (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 Division Chair 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.) 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 Institution

Students who do not officially withdraw from a course will receive a failing grade for that course. 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.

Students receiving Federal Title IV aid who cease attending all of their classes during the semester and receive all F's will be unofficially withdrawn. This could result in a loss of financial aid. More information regarding unofficial withdrawals can be found in the Refund and Repayment policy from the Student Financial Services Office.

Withdrawal Refunds

Students who do not officially withdraw from a course will receive a failing grade for that course. Students withdrawing from individual courses will receive refunds based upon the following schedule:

One week or less.....	100 %
Second week.....	86 %
Third week.....	80 %
Fourth week.....	73 %
Fifth week.....	66 %
Sixth week.....	60 %
Seventh week.....	53 %
Eighth week.....	46 %
Ninth week.....	40 %
After nine 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.
- 86 % of tuition charges during week two.
- 80 % of tuition charges during week three.
- 73 % of tuition charges during week four.
- 66 % of tuition charges during week five.
- 60 % of tuition charges during week six.
- 53 % of tuition charges during week seven.
- 46 % of tuition charges during week eight.
- 40 % of tuition charges during week nine.
- No refund of tuition charges after week nine.

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 of this catalog for details.

Writing Across the Curriculum

Written communication continues to be important in every avenue of life. Beginning with the fall semester of 2006, all students must prepare to document their ability to write effectively before they can graduate. Preparation and documentation may be accomplished in two ways:

Junior Writing Exam/Portfolio

Option 1: During the fall semester of their junior year, students may present to the WAC Administrator a hard copy portfolio which includes one graded paper from each undergraduate semester, dated and bearing the signature of the assigning professor. These papers shall include:

From the Core:

1 from ENG-113 Freshman Rhetoric.

(If the student is exempt from this course, a paper from another course may be substituted. Please consult the WAC Administrator for an acceptable substitution.)

1 from PHI-211 Introduction to Philosophy.

1 from REL-101/131 Christian Foundation II.

From the Major:

1 from 200 or 300 level course in the student's major.

Option 2: Students may elect to take the junior writing exam.

Assessment: Papers will be assessed on the merits of writing, not content; portfolio papers should be selected by the student with this in mind. Portfolios will be graded as “Exceptional,” “Satisfactory,” or “Unsatisfactory.”

Remedial work: Those students who are unable to produce satisfactory work will participate in a remedial seminar during their senior year which is designed to meet the needs of the participants. The writing exam will be the final for this course.

Senior Seminar: The Senior Seminar course required of each major should be not only the capstone course for content and ethics in a subject, but a capstone for writing as well. Each capstone course will require a passing grade in a major writing project.

Transfer students: Transfer students may elect the writing exam or, if available, may submit a portfolio of verifiable papers from previous educational experiences.



Academic Information