

# Academic Information

(Refer to the Adult and Continuing Education 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 issues resource 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> (See page 82 for codes)
CLC 100	CLC Learning Strategies	2/1
An individualized course designed to provide students with the basic skills needed for success in college. The emphasis is on the application of cognitive study skills and strategies such as SQ3R, and it 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
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
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. (Lab required.) Computer software and/or a graphing calculator (TI-83 Plus recommended) is a required tool.		
MAT 097	Elementary Algebra	2/2
Introduction to the language of algebra. Topics include: variables, operations in algebra, linear sentences, slopes, exponents, and quadratic equations. Emphasis on the reading and writing of mathematics, problem solving, and by using technology. Projects in polynomials, linear systems, factoring, functions, BASIC and calculator programming. Prerequisite: A continuation of MAT 096. Satisfactory score on the math placement test. (Lab required.) Computer software and/or a graphing calculator (TI-83 Plus recommended) is a required tool.		

## 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 2004

Faculty Work Days	August 19-20
Classes Begin	August 25
Labor Day (No classes)	September 6
Fall Break	October 14-15
Registration Begins	October 25
Senior Assessment	November 4 & 6
Thanksgiving Break	November 24-26
Classes Resume	November 29
Final Day of Classes	December 3
Final Exams	December 6-9
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	March 31 & April 2
Final Day of Classes	April 29
Final Exams	May 2-5
Commencement	May 7
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
Fall Break	October 13-14
Registration Begins	October 31
Senior Assessment	November 3 & 5
Thanksgiving Break	November 23-25
Classes Resume	November 28
Final Day of Classes	December 2
Final Exams	December 5-8
Last day for withdrawal without W/P or W/E	November 2
Last day for withdrawal without W/E	November 30

W/P = Withdrawn - passing

W/E = Withdrawn - failing

#### Spring 2006

J-Term	January 3-13
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	March 30 & April 1
Final Day of Classes	April 28
Final Exams	May 1-4
Commencement	May 6

Last day for withdrawal without W/P or W/E . . . . . March 27  
 Last day for withdrawal without W/E . . . . . April 24

#### Fall 2006

Faculty Work Days	August 17-18
Classes Begin	August 23
Labor Day (No classes)	September 4
Fall Break	October 12-13
Registration Begins	October 30
Senior Assessment	November 2 & 4
Thanksgiving Break	November 22-24
Classes Resume	November 27
Final Day of Classes	December 1
Final Exams	December 4-7

Last day for withdrawal without W/P or W/E . . . . . November 1  
 Last day for withdrawal without W/E . . . . . November 29

#### Spring 2007

J-Term	January 2-12
Classes Begin	January 15
Spring Break	March 5-9
Classes Resume	March 12
Registration Begins	March 12
Senior Assessment	March 29 & 31
Good Friday (No classes)	April 6
Easter Sunday	April 8
Classes Resume (Tues.)	April 10
Final Day of Classes	April 27
Final Exams	April 30-May 3
Commencement	May 5

Last day for withdrawal without W/P or W/E . . . . . March 26  
 Last day for withdrawal without W/E . . . . . April 23

W/P = Withdrawn - passing

W/E = Withdrawn - failing

Fall 2007

Faculty Work Days	August 16-17
Classes Begin	August 22
Labor Day (No classes)	September 3
Fall Break	October 11-12
Registration Begins	October 29
Senior Assessment	November 1 & 3
Thanksgiving Break	November 21-23
Classes Resume	November 26
Final Day of Classes	November 30
Final Exams	December 3-6

Last day for withdrawal without W/P or W/E . . . . .October 31

Last day for withdrawal without W/E . . . . .November 28

Spring 2008

J-Term	January 7-18
Classes Begin	January 21
Spring Break	March 10-14
Classes Resume	March 17
Registration Begins	March 17
Good Friday (No classes)	March 21
Easter Sunday	March 23
Classes Resume (Tues.)	March 25
Senior Assessment	April 3 & 5
Final Day of Classes	May 2
Final Exams	May 5-8
Commencement	May 10

Last day for withdrawal without W/P or W/E . . . . .March 31

Last day for withdrawal without W/E . . . . .April 28

W/P = Withdrawn - passing

W/E = Withdrawn - failing

**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 V.P. 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 V.P. 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 . . . .1-31 semester hrs.	Junior . . . . .64-95 semester hrs.
Sophomore . . .32-63 semester hrs.	Senior . . . . .96+ 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 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.

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 and must be signed by the student's faculty advisor. 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 Applied Science - Broadcast Media: (A.A.S.), 66 semester hours. See the Humanities Division for specific requirements.
2. Associate of Arts: (A.A.), 66 semester hours. See Division of Teacher Education for specific requirements.
3. Associate of Religious Education: (A.R.E.), 65 semester hours. See the Division of Bible, Religion and Ministries for specific requirements.
4. Associate of Science - Business Studies: (A.S.), 60 semester hours. See the Adult and Continuing Education catalog for specific requirements.
5. Bachelor of Arts: (B.A.), 129 semester hours.  
Majors: See the complete listing of majors in the B.A. degree on page 75.
6. Bachelor of Music: (B.Mus.), 129 semester hours.  
Majors: Composition, Contemporary Christian Music, Music Education (K-12) and Performance. See the Division of Fine Arts for specific requirements.
7. Bachelor of Science: (B.S.), 120 semester hours.  
Majors: See complete listing of majors in the B.S. degree starting on page 77. (For Business Administration, Management, Management with Ministry Leadership Specialization, see the Adult and Continuing Education catalog for specific requirements.)
8. Master of Arts: Education: (M.A.) See the Master Programs catalog for specific requirements.
9. Master of Arts: Ministry Leadership: (M.A.) See the Master Programs catalog for details.
10. Master of Science in Management: (M.S.M.) See the Master Programs 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.

## 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:

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

**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. (See the Adult and Continuing Education catalog.)

**Bible, Religion & Ministries** - The criteria for the B.R.M. department 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 Division of Business.

**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 and Social Sciences** - The History and 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** - 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 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.

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

## 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 245.)

2. Associate of Applied Science and Associate of Arts 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 catalog.)
3. Associate of Religious Education degrees require completion of 65 credit hours.
4. 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).
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). (Exceptions include: 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 catalog for specific graduation requirements.)
7. Master of Arts: Ministry Leadership. (See the Master Programs catalog for specific requirements.)
8. Master of Science in Management. (See the Master Programs catalog 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 grade of "C-" or better in ENG 113 Freshman Rhetoric and COM 111 Speech Communication.
11. 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.)
12. Ministry Covenant and chapel attendance requirements, as outlined in the Student Handbook.
13. A graduation application to the Registrar's Office no later than Nov. 1 for December graduates and February 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 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

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. Contact the Dean of Enrollment Services for additional information and application materials.

### ARRIBA PROGRAM

Contact: Mr. Dave Boehning 1.570.586.2400

Baptist Bible College of Pennsylvania and Baptist Mid-Missions in Cuenca, Ecuador sponsor this work-study program. 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. Cornerstone University accepts transfer credit from BBC. Students make tuition payment arrangements with Baptist Bible College.

### CHICAGO SEMESTER

info@chicagosemester.org

Chicago Semester is a program designed to provide an opportunity for undergraduate students to experience the challenges of living and working in the Chicago urban environment while pursuing career goals. In addition, the program challenges students to integrate their personal, professional and public lives through urban exposure, academic seminars and internships. Seminars and internships include anthropology, business, education, fine arts, history, religion and sociology. Credits are based on the number and types of seminars or internships chosen.

Tuition is paid to Cornerstone University.

### COMPASS ARTS

www.compassarts.org

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. The following courses can be used as electives in the Communication Arts major or minor, as electives in the Mass Communication Minor, and in the Media Studies Program.

COM 250	Writing for Film	.3 credits
COM 350	Film Production	.3 credits
COM 352	Faith – Film – Culture	.3 credits

Tuition is paid to Cornerstone University.

## CCCU Programs

(Council for Christian Colleges & Universities – www.cccu.org )

### Registered Programs

#### AUSABLE INSTITUTE OF ENVIRONMENTAL STUDIES \*

www.ausable.org

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, East Africa and South India. Students may also complete requirements for certification in the following: naturalist, environmental analysis, land resources analyst, or water resources analyst. The focus of AuSable is on Christian stewardship of natural resources. 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 Academic Catalog). Tuition is paid to Cornerstone University.

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

#### CHRISTIAN CENTER FOR URBAN STUDIES (CCUS) \*

www.obmission.org

The Christian Center for Urban Studies, located in Chicago, Illinois, links the needs and opportunities of the city with the faith and gifts of today's college and seminary students. As a cooperative venture of selected schools, CCUS prepares students for American's multi-cultural and urban future. Fully accredited three-week, semester and summer educational programs are designed to integrate theory and experience, action and reflection, practice and prayer. Tuition is paid to Cornerstone University.

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

**FOCUS ON THE FAMILY INSTITUTE \***

[www.focusinstitute.org](http://www.focusinstitute.org)

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 and academic, professional, and life goals. Areas of study include:

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

Cornerstone University accepts transfer credit from Focus on the Family Institute. Tuition is paid to Cornerstone University.

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

**JERUSALEM UNIVERSITY COLLEGE \***

[www.juc.edu](http://www.juc.edu)

Juniors and seniors are encouraged to consider a semester, summer, or short-term period of study at the Jerusalem University College, located on Mt. Zion, adjacent to Jerusalem's Old City. This program offers credit for semester and year-long study in courses including history, language, culture, archeology and geography of biblical lands as they relate to biblical interpretation and a better understanding of the Middle East. Cornerstone accepts transfer credit from Jerusalem University College. Tuition is paid to Cornerstone University.

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

**SEMESTER IN SPAIN \***

[www.semesterinspain.org](http://www.semesterinspain.org)

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 and an enriching homestay experience with Spanish families form the core of the program. Students choose semester, year-long, summer, and January interim programs in Spanish. Sixteen semester credits may be earned in courses including language and grammar, art, history, literature and business. May excursions are provided including Cordoba, Toledo, Ronda, Cadiz and Granada. Cornerstone University accepts transfer credit from Trinity Christian College. Tuition is paid to Cornerstone University.

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

**WORLD JOURNALISM INSTITUTE (WJI) \***

[www.worldji.com](http://www.worldji.com)

The World Journalism Institute in Asheville, North Carolina, 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, Los Angeles and Asheville, North Carolina. 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. Cornerstone University accepts transfer credit from WJI. Tuition is paid to Cornerstone University.

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

**CCCU Programs**

(Council for Christian Colleges & Universities – [www.cccu.org](http://www.cccu.org))

**Sponsored Programs****AMERICAN STUDIES PROGRAM (ASP)**

[asp@cccuc.org](mailto:asp@cccuc.org)

The American Studies Program in Washington, D.C. is a semester 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 faithfully in society and in their chosen fields as followers of Christ. Students maintain enrollment at Cornerstone University and earn 16 semester hours of credit in the following courses:

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

**CHINA STUDIES PROGRAM (CSP)**

csp@bestsemester.com

The China Studies Program allows students to engage this ancient 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 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 introduces students to the diversity of China, including Hong Kong, Beijing, Shanghai, Xi'an, and Xiamen. This interdisciplinary, cross-cultural program enables Christian students to deal with this increasingly important part of the world in an informed, Christ-centered way. Students maintain enrollment at Cornerstone University and earn 15-17 semester hours of credit in the following courses:

Conversational Chinese . . . . .	.3 credits
Chinese History, Geography and Culture . . . . .	.3 credits
Contemporary Society and Public Policy . . . . .	.3 credits
Modernization and Economic Development . . . . .	.3 credits
Intercultural Communication . . . . .	.3 credits
Local Art and Customs . . . . .	.1 credit
Tai Chi . . . . .	.1 credit

**CONTEMPORARY MUSIC CENTER (CMC)**

cmc@bestsemester.com

The Contemporary Music Center, located in Martha's Vineyard, Massachusetts, provides students 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. Students maintain enrollment at Cornerstone University and earn 16 semester hours of credit in either track as follows:

Artist Track

CMC 300	Faith, Music and Culture . . . . .	.3 credits
CMC 301	Inside the Music Industry . . . . .	.3 credits
CMC 302	Practicum . . . . .	.1 credit
CMC 400	Essentials of Songwriting . . . . .	.3 credits
CMC 401	Studio Recording . . . . .	.3 credits
CMC 402	Performance . . . . .	.3 credits

Executive Track

CMC 300	Faith, Music and Culture . . . . .	.3 credits
CMC 301	Inside the Music Industry . . . . .	.3 credits
CMC 302	Practicum . . . . .	.1 credit
CMC 403	Artist Management . . . . .	.3 credits
CMC 404	Artists & Repertoire . . . . .	.3 credits
CMC 405	Marketing and Sales . . . . .	.3 credits

**HONOURS PROGRAMME-CMRS, OXFORD (CMRS)**

cmrs@cccu.org

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 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 maintain enrollment at Cornerstone University and earn 16 semester hours of credit in the following:

Tutorial courses (students select two) . . . . .	.4 credits
Seminars . . . . .	.4 credits
Integral Courses . . . . .	.4 credits

**LATIN AMERICAN STUDIES PROGRAM (LASP)**

lasp@bestsemester.com

San Jose, Costa Rica, is the setting for the Latin American Studies Program. This 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 semesters); Advanced Language and Literature (limited to Spanish majors and offered both fall and spring semesters); International Business and Management (offered only in the fall semester); and Tropical Sciences (offered only in the spring semester). Students maintain enrollment at Cornerstone University. Examples of courses in which 16-18 semester hours of credits can be earned follow:

Latin American Studies Concentration

Spanish Language . . . . .	.6 credits
Core Seminar	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
Core Seminar . . . . .	.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
Core Seminar	3 credits
Business Seminar . . . . .	.3 credits
Service Opportunity/Internship . . . . .	.3 credits
Travel Practicum . . . . .	.1-3 credits

**Tropical Science & Sustainable Development Concentration**

- Spanish Language . . . . .6 credits
- Core Seminar 3 credits
- Science Seminar . . . . .4 credits
- Field Research . . . . .2 credits
- Travel Practicum . . . . .1-3 credits

**LOS ANGELES FILM STUDIES PROGRAM (LAFSC)**

lafsc@bestsemester.com

The Los Angeles Film Studies Center, located in the Hollywood film area, is designed to train students to serve in various aspects of the film industry with both professional skill and Christian integrity. Students live, learn and work in the Los Angeles area near major studios. The curriculum consists of two required seminars focusing on the role of film in culture and the relationship of faith to work in this very influential industry. In addition, students choose two elective courses 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 allow students to explore the film industry within a Christian context and from a liberal arts perspective. Students maintain enrollment at Cornerstone University. Examples of courses in which credits can be earned follow:

- LAFSC Internships . . . . .6 credits
- Inside Hollywood . . . . .1 credit
- Faith, Film and Culture . . . . .3 credits
- Introduction to Film Making . . . . .3 credits
- Screenwriting . . . . .3 credits
- Seminar in Producing the Independent Film . . . . .3 credits

**MIDDLE EASTERN STUDIES PROGRAM (MESP)**

mesp@bestsemester.com

This program based in Cairo, Egypt, allows 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 people. In addition to seminars, students study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Jordan, Syria and Turkey, students are exposed to the diversity and dynamism of the region. MESP encourages and equips students to relate to the Muslim world in an informed, constructive and Christ-centered manner at a time of tension and change. Students maintain enrollment at Cornerstone University and 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@cccu.org

The Oxford Summer Programme is a program of the Council of Christian Colleges & Universities and Wycliffe Hall, Oxford, England. 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, English, and history of science. The Programme is structured for rising college sophomores, juniors, and seniors, graduate and seminary students, non-traditional students, teachers, and those enrolled in continuing-education programs. Students maintain enrollment at Cornerstone University and earn 2-4 semester hours of credit.

**RUSSIAN STUDIES PROGRAM (RSP)**

rsp@bestsemester.com

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 Novgorad. In addition to three seminar courses, students receive instruction in the Russian language. 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 and participate in a service opportunity. The program also includes time in the complex and intriguing city of St. Petersburg, the Russian “window to the West.” Students maintain enrollment at Cornerstone University and earn 16 semester credits in the following tracks:

	<u>Track One</u>	<u>Track Two</u>
Russian Language . . . . .	.6 credits	. . .4 credits
International Relations and Business . . . . .	.NA	. . .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

**SUMMER INSTITUTE OF JOURNALISM (SIJ)**

sij@bestsemester.com

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 provides excellent opportunities to learn through lectures and panels with leading journalists who share a strong Christian commitment. Students also participate in seminars taught by communications professors from Council member institutions, take part in field trips and complete workshop projects for hometown newspapers. The course provides valuable insight and training in gathering and writing news in the most important news market in the world. The Institute seeks to develop students as Christian journalists—exhibiting both professionalism and legal/ethical integrity. Students maintain their enrollment at Cornerstone University and earn four semester.

## 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 KIN100, 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 KIN100 (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.

## 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 C.U. website.

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.

Registration is held the day before classes begin each semester. Students unable to complete their registration on the scheduled registration day may register through the end of the drop/add period (one full week). A late registration fee of \$10.00 per day (not to exceed \$30.00) will be assessed.

## 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 245.

## 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.

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.

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

## 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, page 67.) 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***

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 . . . . .	87%
Third week . . . . .	80%
Fourth week . . . . .	73%
Fifth week . . . . .	67%
Sixth week . . . . .	60%
Seventh week . . . . .	53%
Eighth week . . . . .	47%
Ninth week . . . . .	40%
Tenth week . . . . .	33%
Over 10 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.
- 87% of tuition charges during week two.
- 80% of tuition charges during week three.
- 73% of tuition charges during week four.
- 67% of tuition charges during week five.
- 60% of tuition charges during week six.
- 53% of tuition charges during week seven.
- 47% of tuition charges during week eight.
- 40% of tuition charges during week nine.
- 33% of tuition charges during week ten.
- No refund of tuition charges after week ten.

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.