

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. In the second capacity, the CLC will be the contact point for all disability services on campus, academic and otherwise.

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

<u>Dept./Level</u> (See page 58 for codes)	<u>Course Name</u>	<u>Credits/Frequency</u>
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 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.		
ENG-099	Basic Writing	2/1
An individually paced course in the basic techniques for effective written communication as preparation for ENG-114 College Composition.		
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. Prerequisite: The Math Placement Examination. 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 60 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 INTEGRITY

As a Christian institution of higher education, Cornerstone University seeks to maintain the highest standards of academic integrity. The faculty trusts the integrity of Cornerstone students and encourages them to maintain the integrity of the faculty-student relationship. Academic dishonesty, therefore, is a serious breach of university standards and will result in substantial penalties. Violations of academic integrity include:

- **Plagiarism:** Willfully submitting as part or all of one’s own work material that is copied or paraphrased from another source, including on-line sources, without proper acknowledgment of that source.
- **Cheating:** Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include but are not limited to: looking at a peer’s exam, altering a graded exam, using notes without permission, etc.

- **Fabrication:** Submitting altered or contrived information in any academic assignment. Examples include but are not limited to: falsifying data, text material, or sources.
- **Facilitating academic dishonesty:** Helping another student violate this policy. Examples include but are not limited to: allowing one's work to be copied, working together on an assignment where collaboration is not allowed, doing work for another student.

Appeals Process

- A student who feels that he or she has been unfairly accused or unjustly treated may appeal the decision to the appropriate division chair. Such appeals shall be made in writing within seven days of notification of the decision.
- If a professor or student deems that the case has not been resolved satisfactorily and that a more comprehensive university response is needed, he or she may appeal to the Associate Provost.
- Final appeals shall be made to the Provost.
- In the case of a successful student appeal, the record of the offense will be expunged from the student's life.

Action Regarding Violations of Academic Integrity

Violations of the academic integrity policy will result in the following actions

First Offense

Faculty Response:

- File a written report with the Associate Provost for Undergraduate Education.
- The student will receive no credit for the assignment or test on which he or she has been dishonest. More severe penalties may be imposed if such penalties are announced in the course syllabus.

Associate Provost Response:

- A file will be created recording the student's violation of the academic integrity policy.

Second Offense

Faculty Response:

- File a written report with the Associate Provost for Undergraduate Education.

Associate Provost Response:

- The student's file will be updated to reflect a second violation of the academic integrity policy.
- Written notification will be given to the faculty member who reported the academic integrity policy violation indicating that the student who violated the academic integrity policy will fail the course.
- Written notification will be given to the Vice President for Spiritual Formation who will implement an accountability and mentoring plan for the student.

Third Offense

Faculty Response:

- File a written report with the Associate Provost for Undergraduate Education.

Associate Provost Response:

- The student's file will be updated to reflect a third violation of the academic integrity policy.
- Written notification will be given to the faculty member who reported the academic integrity policy violation indicating that the student who violated the academic integrity policy will fail the course.
- The student will face suspension or dismissal from the university.

The student's Academic Integrity file will be destroyed upon graduation.

Education Regarding Academic Integrity Policy

Cornerstone University shall make all students and faculty aware of this policy by publishing it in the Student Handbook and the Faculty Handbook. Furthermore, faculty will reference the policy in their course syllabi. However, ultimate responsibility for knowledge of and compliance with this policy rests with the student.

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 \$191 per credit hour. Audited courses do not include honor points (G.P.A.) 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.

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 10 th week	W – no effect on G.P.A.
After end of 10 th week	W/P or W/E
	W/P – no effect on G.P.A.
	WE – treated as an F for G.P.A. calculation
After end of 14 th week	W/E – treated as an F for G.P.A. calculation (no W/P option)

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

A student who wishes to withdraw from all of his or her classes shall complete a withdrawal form to be obtained from the Retention Office. 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 DAN TES may be applied toward a degree program. No charge will be assessed for the processing of Advanced Placement, CLEP or DAN TES 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 3.5 G.P.A. 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.), 59 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: Music Education (K-12), Performance and Performance (Contemporary Christian Music). (See the Music 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 Grand Rapids Theological Seminary catalog for specific requirements.
8. Master of Business Administration: (M.B.A.) See the Professional and Graduate Studies catalog for specific requirements.
9. Master of Science (Management): (M.S.) 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 3.0 cumulative G.P.A. 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. The faculty and student will interact on a regular and substantive basis to assure progress of the directed reading. A fee of \$250 will be charged to the student for each Directed Reading.

EDUCATIONAL POLICY

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or re-admission 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.

ENGLISH COMPETENCY

English placement is based upon ACT information provided at the time of enrollment. Students placed in classes lower than ENG-212 must progressively move to the next level course (i.e. A student enrolled in ENG-099 must also take ENG-114 and ENG-212.)

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.

GLOBAL STUDIES REQUIREMENT

In order to fulfill the Global Studies requirement in the core, students must choose **one** of the following options:

1. Minimum two-week international study experience as approved by International Programs Committee.
2. A minimum three-credit cross-cultural internship as approved by the division.
3. A Global studies course as approved by the International Programs Committee, UAC and Faculty Senate.

BUS-215	International Business Experience	MGT-339	International Management
BUS-317	International Business	MKT-359	International Marketing
BUS-411	Cross-Culture Business	REL-243	The Intercultural Mandate
EDU-363	Diverse Populations/Diff. Instruction	SOC-352	Intercultural Communication
ECN-215	International Business Experience	SOC-417	Minorities
COM-311	Intercultural Communication	SSC-312	World Affairs
ECN-335	International Economics	SWK-417	Human Diversity
LIN-100	Language in Culture		

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	Failure	0.00	
CR	Credit Received	W	Withdrawn
F/W	Failed to Withdraw	W/E	Withdrawn – Failing
I	Incomplete	W/P	Withdrawn – Passing
NC	No Credit		

GRADE POINT AVERAGE (G.P.A.)

The G.P.A. 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/I," "W/E" and "I" have been received. "W/E" is considered when figuring the G.P.A..

GRADUATION AWARDS

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

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 Division Academic Excellence Award – The Business Division Academic Excellence Award is presented to the student in the Business Division who demonstrates the highest degree of academic excellence, exhibits leadership within the division, promotes a Christian worldview through their character, community and campus involvement and exhibits a high level of business competency.

Communication & Media Studies – The Communication & Media Studies Division is pleased to give its highest award to the senior majoring in audio production, 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.

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.

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

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 himself/herself, society and the environment as servant leaders to students and others to bring glory to God.

GRADUATION HONORS

Three groups are recognized at graduation. Those graduating Cum Laude must achieve a G.P.A. of not less than 3.60; Magna Cum Laude, 3.70; and Summa Cum Laude, 3.85. 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 G.P.A. 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 (see pages 53-55 for specific degree requirements). 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 do not need a minor.)
4. Double counting of courses/hours is not allowed between majors and minors. Additional appropriate courses must be taken in order to complete the sum of the required hours for the major or minor. The Business Division and social work department allows limited double counting. Multiple counting of general education courses is allowed. Any questions regarding double counting should be directed to the appropriate division chairperson or the Registrar's Office. The only condition is that the student must have completed non-duplicated hours for his/her degree program (i.e. B.A. – 129 hrs; B.S. – 120 hrs).
5. Master of Arts in Education. (See the Professional & Graduate Studies catalog for specific requirements.)
6. Master of Arts in Ministry Leadership. (See the Professional & Graduate Studies catalog for specific requirements.)
7. Master of Science in Management. (See the Professional & Graduate Studies catalog for specific requirements.)
8. A cumulative G.P.A. of 2.0 or higher in all work, 2.50 or higher in the major and 2.0 or higher in the minor. All teacher education students must meet the following minimum cumulative G.P.A.: 2.7 overall, C- in education courses and 2.7 in their majors. Elementary education students in the triple minor program must have a minimum combined G.P.A. of 2.7 for the two minors other than the planned program minor and a minimum 2.3 G.P.A. in each of the minors other than the planned program minor.
9. A grade of "C-" or better in ENG-212 Writing In Culture and COM-112 Communication In Culture.
10. 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. (Students enrolled in the associate degree program 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.)
11. Chapel attendance requirements, as outlined in the Student Handbook.
12. Completion of junior writing assessment exam or portfolio presentation.
13. A graduation application to the Registrar's Office no later than Nov. 1 for December, May and August graduates.
14. Completion of senior assessment testing. Social Science majors must attain the 30th percentile on Senior Assessment Exam to graduate.
15. Commencement participation will be limited to those who have completed their degree program or have no more than six credit hours to complete by Aug. 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.
4. 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	Aug. 15
August	Nov. 15

Transfer course work must be completed within the term of the student's intended graduation date. The same applies to the August and December graduation dates.

Transfer work completed after that date will necessitate moving the graduation date to the next regularly occurring graduation date.

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

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 Aug. 15, grades from summer session must be turned in no later than Nov. 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 calendar year from receipt of initial incomplete.

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 G.P.A. 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. The faculty member and the student will interact on a regular and substantive basis to assure progress of the independent study. A fee of \$250 will be charged to the student for each 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 Steelcase, Inc.; Zondervan Publishing House; Mill Steel; Greatland Corporation; YMCA; Gerald R. Ford Museum; and Wood TV-8. Interns have worked in 15 different states, the nation's capital and in South America.

Internships can be taken for up to six credits per internship per semester, and up to 12 credits per semester may be taken with permission of the Division Chair and Head of Career Services on a per case basis. A maximum of 12 internship credits are allowed toward graduation requirements. One credit hour will be awarded for a minimum of 40 clock hours worked at the internship site. No more than 9 credit hours can be counted in meeting minor requirements. (Interns may be required, by the employing organization, to work more clock hours than are required for the credit a student is seeking). Students should work with their academic advisor to determine the advantages and disadvantages of taking more than the credits required to complete their major. NOTE: A student must enroll in an internship during the semester that the student is doing the majority of their on-site work experience.

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 58 credit hours (30 credit hours for a student enrolled in a two-year degree program).
3. Have a cumulative G.P.A. of 2.0 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.

J-TERM ENROLLMENT POLICY

Students who choose to enroll in a J-term course are allowed to register for no more than three credit hours unless:

- the second course is a one credit hour course
- or the course is a four credit hour course

LANGUAGE REQUIREMENT

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

1. Language 101 and LIN-100 Language in Culture.
2. Language 101 and Language 102.
3. Two years of the same high school foreign language and LIN-100 Language in Culture.
4. Two years of the same high school foreign language and Language 102.
5. Three years of the same high school foreign language.
6. Students who have English as their second language are exempt.

MATHEMATICS CORE COMPETENCY: CREDIT BY EXAM AND TRANSFER OPTIONS

There are several courses that fulfill Cornerstone University's core mathematics competency requirement. These include MAT-110 College Mathematics, MAT-121 College Algebra, MAT-122 Trigonometry, MAT-131 Calculus I and MAT-132 Calculus II. Credit can be earned in most, but not all, of these courses by standardized examination or transfer credit. Options are:

1. Either the MAT-110 or MAT-121 final examination can be used to fulfill the Math Core Competency requirement. There is no fee, but this option does not grant college credit. See the Mathematics Coordinator for details.
2. CLEP offers an examination in College Algebra which can be used for credit in MAT-121 College Algebra.
3. Adequate scores on the Calculus AP examination grants credit in one or both of MAT-131 Calculus I and MAT-132 Calculus II. Either fulfills the core requirement.
4. Many community colleges and universities offer courses which transfer to Cornerstone University as MAT-121 College Algebra, MAT-122 Trigonometry, MAT-131 Calculus I or MAT-132 Calculus II.
5. Transfer credit for MAT-110 is not likely. This is a course of custom design, intended to prepare Cornerstone students for success in later core courses, and to meet the general education objectives of this university.

STUDENT DISABILITY SERVICES (SDS)

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

Students having documented disabilities may apply for accommodations through Student Disability Services (SDS), which is part of the Cornerstone University Learning Center located in Miller Hall on the main campus. Disability accommodations for students from the traditional Cornerstone University undergraduate program, Professional & Graduate Studies programs, and Grand Rapids Theological Seminary are addressed centrally in SDS. Accommodations are granted on the basis of determined need and appropriate documentation of disabilities. Students must complete an application and submit appropriate documentation, which will be reviewed by the Accommodations Officer and the Accommodations Review Committee. Upon acceptance, the student will meet with the Director of Learning Operations to develop an Individualized Student Accommodation Plan (ISAP) based on the ARC recommendations. Students will be given a green Verification Letter to give to their professors, and students should schedule a meeting with each professor at the beginning of each semester to discuss their needs. In the event that students have questions regarding whether they are eligible for accommodations, how they might provide appropriate documentation of disabilities, or how they might handle a disagreement with a professor over questions of accommodation, the Director of Learning Operations should be contacted immediately at 616.222.1596 or at learningcenter@cornerstone.edu. If a disagreement arises surrounding eligibility for services, or the manner in which a specific accommodation is being implemented, the student has a right to informal and

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

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

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 a study abroad program 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. Cornerstone University also has partnerships with Christian colleges in Korea and the Netherlands. These partnerships enable students to spend a semester at the partner institution for the same tuition cost of attendance at Cornerstone. 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 study abroad program maintain their enrollment at Cornerstone University and may receive financial aid based on the following guidelines and according to current university policy:

- a. The student must have declared a major or program.
- b. The student meets all financial aid requirements.
- c. Students must be able to use the credits from the study abroad program in their academic program prior to degree completion.
- d. Students will pay a technology fee to Cornerstone University in addition to the study abroad program costs.
- e. Payment plans are not available for study abroad programs. Payment in full is due by May 1 for summer programs; Aug. 1 for fall programs and Jan. 1 for spring programs.
- f. Employee remission may not be used to cover study abroad programs.

Interested students should meet with off-campus program coordinator, Nic Babarskis, 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 website. Students should consult the program's Website 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 adviser how the study abroad program 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.

CORNERSTONE UNIVERSITY SPONSORED TRIPS

SEMESTER IN NORTHERN IRELAND

CU Contact: Nic Babarskis

Northern Ireland, with its rich historical, cultural and religious legacy, provides an ideal venue for a semester abroad program. Cornerstone University, in partnership with John Brown University, operates a semester program housed in Lakeside Manor, a historic 19th century mansion located in Belfast, Northern Ireland. Students complete fifteen hours of credit in the core curriculum and/or their major field of study. In the course of the semester, students travel extensively throughout Ireland, including Dublin. They also have the option of independent travel to continental Europe during Fall Break and Thanksgiving Break.

J-TERM IN NORTHERN IRELAND

CU Contact: Nic Babarskis

Cornerstone University also operates a two-week January Term program at Lakeside Manor in Belfast, Northern Ireland. Students complete three credit hours while living in Belfast and traveling throughout Ireland. Course offerings vary by year but typically include imagination in Culture or Christian Theology.

OXFORD SUMMER STUDY PROGRAM (OSAP)

CU Contact: Dr. Michael Pasquale

Cornerstone students (any major eligible, though particularly designed for the Humanities major) participate in a three credit tutorial in Oxford taught by Oxford professors. Students also take a three credit course taught by Cornerstone faculty. Cornerstone students receive Cornerstone credits, but are also considered associate members (students) of an Oxford college giving them all of the privileges of Oxford students (such as the use of the Bodleian Library, participation in campus clubs and dining in hall).

INTERNATIONAL PARTNERS

EDE CHRISTIAN UNIVERSITY (THE NETHERLANDS)

CU Contact: Nic Babarskis

Cornerstone University partners with Ede Christian University in Ede, Holland to offer semester-long student exchanges. Ede Christian is a Christian university of applied sciences that is the top-ranked university of its kind in the Netherlands. It is located in a Ede, a lively city of over 100,000 residents that is one hour south of Amsterdam. Cornerstone students can spend a semester at Ede Christian and complete coursework in Business, Communications, Education and Theology.

HANDONG GLOBAL UNIVERSITY (SOUTH KOREA)

CU Contact: Nic Babarskis

Cornerstone University partners with Handong Global University in Pohang, South Korea to offer semester-long student exchanges. Handong Global is a Christian university that is one of the most academically selective institutions in South Korea. The semester includes cultural excursions to China and Japan. Students can complete coursework in their major as well as core curriculum classes.

INDEPENDENT PROGRAMS

CHICAGO SEMESTER (CSM)

CU Contact: Nic Babarskis • www.chicagosemester.org

The Chicago Semester is an off-campus program that offers qualified (2.5 or higher G.P.A. 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.

LCC INTERNATIONAL UNIVERSITY

CU Contact: Nic Babarskis • www.lcc.lt/study-abroad-lithuania

Immerse yourself in the culture of four countries in four months – Lithuania, Latvia, Estonia and Russia. Live like a local in an urban setting. Experience Lithuania, a unique country where a walk along cobblestone streets reveals not only the history of a people once conquered and now liberated but also the spirit of a nation that is determined to maintain its identity. The course offerings are posted on the LCC website by semester. The largest academic majors are Business, English, Psychology and Theology. LCC offers a wide variety of Sociology and Conflict Studies courses as well. There are a wide range of courses that could meet general education (core) requirements or requirements for your major. *All courses are taught in English.*

LITHUANIAN CHRISTIAN COLLEGE (LCC)

CU Contact: Dr. Brad Stamm • www.lcc.lt/study-abroad-lithuanian

Lithuanian Christian College (LCC) in Klaipeda, Lithuania, is located on the Baltic Sea. The city is quite European and Vilnius, the capital city, is full of history, rich in culture, and a major center for business. As an LCC student, you will be registered for up to 17 credits, which will include a recommendation of courses in Baltic History and Culture and in the Lithuanian language. Because LCC is a fully accredited college with majors in business, education, theology, literature, and psychology, you will be able to fulfill any number of your required courses toward your degree at Cornerstone. Instructional fees cover the 15-17 semester-credit program; orientation travel in Lithuania; weekend excursions to Riga, Latvia and Tallinn, Estonia; and a one-week semester break trip to St. Petersburg and Moscow, Russia.

QUITO SEMESTER

CU Contact: Nic Babarskis • www.quitosemester.com

Living and Learning in Quito is part of a 15 year old organization called Youth World. This 13 week program offers an amazing

mixture of *Adventure, Academic Excellence, Culture, Practical Experience, Language, Mission and Integrated Living*. This semester abroad opportunity is based in Quito, Ecuador's capitol. Quito has amazing weather and is famous for its eternal spring time conditions. The city offers rich history, architecture, friendly people and safe living conditions in which to grow and learn. Course information, and curriculum available online.

ROMANIAN STUDIES PROGRAM (ROM)

CU Contact: Dr. Scott Sanders • www.veritas.ro/romanian.htm

The Romanian Studies Program has brought over 350 American college students to Romania since it began in 1994 through semester-long term, 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.

ROTHBERG INTERNATIONAL SCHOOL (OF THE HEBREW UNIVERSITY OF JERUSALEM) (HUP)

CU Contact: Prof. Andrew Smith • overseas.huji.ac.il

One Year/Semester Program (OYP) students receive a diversified academic experience. Students will enroll in a flexible program consisting of Hebrew language instruction and a variety of courses taught in English in the following areas: archaeology, business, communications, history, international relations, literature, philosophy, political science, psychology, religion, science and sociology.

BEST SEMESTER PROGRAMS (WWW.BESTSEMESTER.COM)

ASIA

CHINA STUDIES PROGRAM:

You will never be the same after your semester at the China Studies Program (CSP). From the first time you eat baozi for breakfast till your teary goodbye with Chinese friends, you will see your world view changing in ways you'd never imagined. Dynamic balance is the way the Chinese mind perceives life. It is in understanding that low profile and high expectations, generosity and obligation, sweet and sour, activity and passivity, are opposites that compliment each other for a full life. After spending the first eight days of CSP in Hong Kong, students are then hosted by Xiamen University for ten weeks throughout the semester. Xiamen University is located by the South China Sea in sub-tropical southeastern China. CSP also spends two weeks in the ancient capital city of Xi'an (as part of the History module), a week in rural China for a service project, and a week touring sites in Beijing (the Great Wall, the Summer Palace, the Temple of Heaven, Tian'anmen Square, the Forbidden City) and Shanghai. Overall, you'll spend time in the northwest, northeast and southern regions of China — a wide sampling of a huge and diverse country.

INDIA STUDIES PROGRAM:

"Unity in Diversity" is the hallmark of the nation of India. There are 28 states and 7 union territories, 22 officially recognized languages and numerous dialects, about 9 religions and nearly 2000 ethnic groups across India. The India Studies Program offers a unique opportunity to encounter one of today's most fascinating and diverse cultures. This diversity, as well as the call to be an obedient witness for Christ throughout the world, provides a rich and engaging setting to equip students to be servant-leaders in a pluralistic world of beliefs, cultures and needs.

In particular, the India Studies Program will challenge students to discover for themselves a variety of ways to address the needs of the poor and disenfranchised, acting as agent of salt and light in broken world.

The India Studies Program is structured to provide students with both immersion in a local community and broad exposure to a variety of peoples, places and customs in India including an extensive two-week travel portion of the program to provide students a close up look at India's diversity. Students will participate in two core courses designed to provide a broad overview of the historical, religious, geographical and economic landscape of India. Building on their basic understanding of India's past and contemporary realities students will have opportunities to explore a variety of issues -poverty, social justice, rapid social change, religious pluralism – through the eyes and experience of Indian Christians. Rounding out the semester experience, students will also have the opportunity to take courses in their major areas with Indian students and professors. At its heart, the India Studies Program strives to encourage and equip students to effectively relate to India and its people in an informed, constructive and Christ-centered manner.

MIDDLE EAST STUDIES PROGRAM:

Program Update: MESP to begin the Fall 2011 Semester in Jerusalem

You can sit at a desk and experience the head rush of answering a test question correctly. Or... you can experience another kind of rush that comes with seeing and touching thousands of years of history at ancient sites like the Sphinx, Al Azhar

Mosque, the Citadel, Old Cairo, Jerusalem or the street called “Straight” in Damascus. Whether sitting with Bedouins for dinner, hearing the opinions of Israeli and Palestinian youth or bargaining in Cairo’s Khan al Khalili souk, you realize that experiences like this embed life lessons in ways that mere book learning never can. Are you ready to give it a try?

The Middle East Studies Program (MESP) seeks to prepare students to live the Christian life in a world that is religiously and culturally pluralistic, whether that’s in the Middle East, North America or other parts of the world. Students experience intense encounters with different worldviews while the MESP community offers a supportive environment.

AUSTRALIA

AUSTRALIA STUDIES PROGRAM:

The Australia Studies Centre is a cultural studies program with an arts focus, based in Sydney, Australia. The program is run by the Council for Christian Colleges & Universities (CCCU), an international association of intentionally Christian colleges and universities. Designed to provide undergraduates of all majors and career interests with the opportunity to study the arts and theology in Sydney, the program also emphasizes Indigenous studies and faithful, global involvement.

Cultural Interaction is a large factor of the ASC semester. Students participate in service projects and live in homestays with local families to help them encounter the Australia that tourists never see. From art and ministry to drama and dance, students attending ASC have every opportunity to pursue their passions and interests with other Christians from around North America and the world even as they compare and contrast the Australia of myths and movies with the realities of everyday life. Throughout the semester, ASC students engage the history of Australia’s Indigenous peoples and discover their modern identities and present realities.

EUROPE

OXFORD SUMMER PROGRAMME:

Keats thought it the finest city in the world. Granted, it averages 172 rainy days a year, but it also breeds some of history’s most notable people. JFK had 16 Oxford graduates in his administration, 24 of Britain’s 49 prime ministers studied at the University and the list of distinguished graduates grows ever longer. Maybe it’s all that time spent indoors, sheltered from the rain that leads to such genius. Maybe it’s that studying, learning and growing is the purpose of the place. It’s developing your grey matter that brings rejoicing in those moments of sunlight and understanding.

Read, learn, and live in the “city of dreaming spires.” The Oxford Summer Programme allows you, as an affiliate member of Wycliffe Hall, University of Oxford, to do intensive scholarship in this historic seat of learning. Work with world-class academics to hone your skills and delve into the areas that interest you most. Broaden your thinking by living and learning in this major crossroads of the academic world.

The Oxford Summer Programme (OSP) is a programme of the Council for Christian Colleges & Universities and Wycliffe Hall, Oxford. Wycliffe Hall was established in Oxford in 1877 with a vision for training Christian leaders for the church and is a centre for both ministerial training and academic study. The programme is designed to enable students to gain a more comprehensive understanding of the Christian tradition in the British Isles and to do specialized work under Oxford academics. The Oxford Summer Programme may be taken for 6 credits and is appropriate for a variety of academic levels including graduate students and seminary students (see Academics).

OSP is now extended to a fifth week in order to allow students to participate in tutorials as part of the curriculum. Each student will have two tutorial meetings, the quintessential form of Oxford pedagogy, as part of each seminar.

SCHOLARS’ SEMESTER IN OXFORD:

Keats thought it the finest city in the world. Granted, it averages 172 rainy days a year, but it also breeds some of history’s most notable people. JFK had 16 Oxford graduates in his administration, 25 of Britain’s 50 prime ministers studied at the University and the list of distinguished graduates grows ever longer. Maybe it’s all that time spent indoors, sheltering from the rain that leads to such genius. Maybe it’s that learning has been the purpose of the place for a thousand years. It’s developing your grey matter that brings rejoicing in those moments of sunlight and understanding.

The Scholars’ Semester programme is designed to accommodate your individual academic interests and requirements. Study within one of the disciplinary concentrations (classics, English and literature, History, history of art, musicology, philosophy, psychology, theology and religious studies, and history), or build a programme around a thematic concentration such as religion and literature, gender studies, or colonialism and postcolonialism (see Putting together a programme of study at Oxford for more details). However you want to build your individual programme in Oxford, expert tutors, like-minded students, and 107 libraries will help you to achieve your goals.

Read, learn and live in the “City of Dreaming Spires.” The Scholars’ Semester in Oxford allows you, as a member of Wycliffe Hall and a Visiting Student of Oxford University, to do intensive scholarship in this historic seat of learning. Work with academic tutors to hone your skills and delve into the areas that interest you most. Broaden your thinking by living and learning in this major crossroads of the academic world.

THE AMERICAS

AMERICAN STUDIES PROGRAM:

THE ASP SEMESTER is designed with your professional future in mind. Your experiences provide greater clarity and confidence to pursue what comes next after graduation. ASP is the Washington, D.C. semester program that:

- Puts a priority on connecting biblical faith with public life and vocation
- Places you in a diverse community of committed believers
- Provides regular and direct engagement with expert scholars and practitioners leading in their respective fields
- Complements your internship experience with the opportunity to be mentored by established Christian professionals in your field of interest
- Ensures you finish with an original piece of global development or public policy research supported by D.C.-based field research
- Invites you to join a vibrant alumni community of over 2700 professionals, which will continue to serve you long after your semester on the program

CONTEMPORARY MUSIC CENTER:

Ever listen to a song on the radio and think you could do it better? Wish you had the inside scoop on how the music industry really works? Would you spend hours and hours of free time writing your own songs? What if you could record them in a world-class studio? Do you ever think about using your God-given musical talents and interests to make people think a little more? Answer these questions at the Contemporary Music Center (CMC).

This interdisciplinary off-campus study program provides a community for young musicians, engineers and aspiring music executives to plumb the depths of their creative souls and test the waters of a career in popular music. Designed as an artists' community, the program seeks to develop artists, technicians and music executives with a Christ-centered vision for music content, production and delivery. The mission of the CMC is to prepare students academically and creatively for potential careers in the music.

"The CMC is a dream come true, never did I think that my college education would encompass such fun, interesting, and relative classes. I'm on my way to a psychology degree... with a music education included!" – Mark Preston, Gordon College

LATIN AMERICA STUDIES PROGRAM:

Engage the complexity of Latin America at the Latin American Studies Program! Homestays, field studies, and lively classroom exchanges, will expose you to the many realities of Latin America. Enrich your university experience by developing relationships with Latin Americans from diverse walks of life: politicians, religious leaders, community development workers, laborers, youth, elderly, wealthy, and impoverished. Engage these new friends in discussions about the role of the United States in Latin America, responses to poverty, the environmental crisis, economics, human rights, and more...

LASP gives you the opportunity to leave your familiar North American campus to experience firsthand the diversity of Latin America. Become equipped to critically examine and respond to global challenges. Consider joining LASP to experience Latin America for yourself!

LOS ANGELES FILM STUDIES CENTER:

Once upon a time...

A long time ago, in a galaxy far far away...

In the beginning...

These words have drawn us into some of the most powerful stories the world has known; stories that have shaped our lives and how we see the world. Stories have long been one of the most powerful forces in the human experience. Those who can communicate a story in a visual way have the attention of the culture and those around the water cooler.

At the LA Film Studies Center, we carefully fuse cutting-edge technology with the timeless principles of story to train those who desire to join the community that creates the motion pictures of Hollywood. If faith, technology and the storytelling of films and television have been areas you find yourself drawn to, we are here to help you explore their intersection. Whether you simply have an interest in these matters or know in your heart you are called to this industry, the LAFSC will help guide you in finding the next step in your journey.

Located in one of the primary film and television production centers in L.A. and utilizing state of the art camera and editing equipment, LAFSC is designed to integrate a Christian world view with an introductory exploration of the work and workings of mainstream Hollywood entertainment.

WASHINGTON JOURNALISM CENTER:

The Washington Journalism Center is an advanced, experiential semester on Capitol Hill that will cultivate professional news skills and encourage students to think through the implications of being a Christian working in the news media in a city that is home to the powerful and the powerless.

Check out the WJC blog: <http://www.wjcinktank.org>

"The first thing I had to do was walk into my congressman's office and try to schedule an interview with his press secretary. I was terrified....By the last week in D.C., I was eating lunch with my congressman, in the congressional cafeteria, and discussing the politics of our region with him. I couldn't believe how far I had come." – Hannah Horton, Asbury College

AFRICA

UGANDA STUDIES PROGRAM:

Why do YOU belong in Uganda next semester?

The Uganda Studies Program . . .

". . . will change your life!! It enabled me to see outside of my 'American Christian' box and motivated me to faithfully follow Christ's teachings and commands to the end of serving others in so many ways." – Scott, Indiana Wesleyan University

". . . touched every area of my life. I learned about faith, politics, and relationships and what those things should look like in my life if I take Jesus seriously." – Annie, John Brown University

". . . is challenging, amazing, safe, fun and intense. It makes you grow in every situation; the program opens up your mind to new people and stamps out stereotypes about African." – Kim, The King's University College

". . . is about challenging students to consider their presuppositions as they are met with people, culture, and life in the Ugandan context, widening their global perspective and encouraging intentional, kingdom living as a result." – Phil, Crown College

". . . was the most amazing 4 months of my college life. Studying in Africa opened my eyes to the world outside of America. Never have I met more amazing, generous people. I am returning home with a completely new outlook on life." – Holly, Northwestern College, MN

". . . broadened my view of what my responsibilities are as a global Christian citizen and forced me to go outside of my comfort zone and wholly depend on God." – Kara, Eastern University

"I have had many overseas experiences, even in Africa, but the Uganda Studies Program provided various types of incredible experiential learning balanced with tough and challenging academics that gave me both knowledge and experience. My fellow USPers, Ugandan friends, trips all over Uganda and Rwanda, engaging speakers, incredible professors, and intriguing academics truly transformed my worldview and faith more than I ever thought possible." – Nicole, John Brown University

POLICY FOR SEMESTER ABROAD PROGRAMS

ACADEMIC POLICIES FOR OFF-CAMPUS PROGRAMS:

1. For Cornerstone University credit to be awarded, the program or experience must be approved in advance by the International Programs Committee.
2. Students in such programs are designated as enrolled at Cornerstone University.

FINANCIAL AID POLICY FOR SEMESTER ABROAD PROGRAMS:

This information applies only to aid directly from Cornerstone University. It does not affect any federal or state aid or loans that a student may have.

Off-Campus study is a valuable part of a student's education. Therefore, Cornerstone University allows a certain number of students per year to apply a portion of their institutional financial aid to semester abroad programs. In allocating financial aid funds to semester abroad programs and selecting students to receive such a benefit, the university's policy is driven by two guiding principles:

1. Study abroad programs that immerse students in a foreign culture are some of the most valuable, life-changing educational experiences that a student can have.
2. Cross-cultural study that occurs in a Christian context and is motivated from a Christian worldview is the most meaningful kind of semester abroad experience. Therefore, Cornerstone University seeks to give priority in financial aid support and student selection to cross-cultural programs that share its Christian mission and educational perspective.

AMOUNT OF STUDY ABROAD FINANCIAL AID:

Amount of Study Abroad Financial Aid

1. Up to 100% of institutional financial aid, depending on available funds: All international CCCU programs and other Christian-based cross cultural programs approved by the International Programs Committee, such as Semester in Ireland.
2. Up to 75% of institutional financial aid, depending on available funds: All domestic CCCU programs (such as the Contemporary Music program) and IPC-approved domestic programs (such as the Chicago Semester).

PROCEDURE FOR AWARDING STUDY ABROAD FINANCIAL AID:

1. By March 1 of the preceding semester, any student planning to apply Cornerstone University financial aid to a study abroad program for the fall semester must notify the Global Opportunities Office in writing. The International Programs Committee will allocate up to 75% of available financial aid funds to students studying abroad in the fall semester.
2. By October 1 of the fall semester, any student planning to apply Cornerstone University financial aid to a study abroad program for the spring semester must notify the International Programs Office in writing. The International Programs Committee will allocate the remaining available financial aid funds to eligible students studying abroad in the spring semester.
3. Award amounts for each individual student will vary based on the overall number of students applying for study abroad, the particular program attended, and the amount of aid that the student is eligible for. In addition, the following factors will affect award amounts: prior participation in semester abroad programs, financial need, year of study at Cornerstone University, cost of the off-campus program, and overall GPA.

OTHER STIPULATIONS

Students attending Cornerstone University under a tuition exchange program from another college cannot carry that exchange to an off-campus program.

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 (Education students: KIN-147). 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.

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 adviser 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. Students who are interested in pursuing such credit must attend the Prior Learning Seminar coordinated by the Registrar's Office.

RE-TAKE 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 G.P.A. calculation, though the initial grade will remain on the permanent transcript record.

Federal rules allow a student to receive federal aid for a course more than once as long as it is not a result of more than one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework.

REGISTRATION PROCEDURE

After acceptance, each student is assigned to a faculty adviser 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 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 adviser 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 or her work at Cornerstone University a cumulative G.P.A. in his or her classification of 1.6 or better for freshmen (0-25 credits), 1.85 or better for sophomores (26-57 credits) and 2.0 or better for juniors and seniors (58+ credits) will be placed on academic probation.

The Academic Office 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, theatre production or off-campus music performances).

Students who, after one semester of academic probation, do not reach the cumulative G.P.A. outlined for their class standing will be academically suspended. Students on suspension may be re-admitted 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 G.P.A. from other institutions may be used to meet admission requirements. For specific requirements, see the Teacher Education Division section.

TERRA FIRMA

Terra Firma First Year Experience provides a curricular/co-curricular environment to introduce CU students to the purposes and aims of Cornerstone University and to equip them to fulfil God's call on their lives.

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 at 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 adviser. 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. G.P.A. 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.

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. Students taking a minor at another institution must complete the minor prior to their final 24 hours at Cornerstone. The residency hour graduation requirement is still enforced. All students must complete 24 of their last 33 hours at CU. Students are not eligible to receive financial aid at both institutions if enrolled during the same semester. Also, students may not be considered full-time for insurance purposes. Please take these matters into serious consideration when making this decision. A complete major may not be transferred without permission of the associate provost (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 associate provost 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 G.P.A. 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 students 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 stop attending but 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 Retention Office. To complete the withdrawal process, the student should return the completed withdrawal form to the Registrar's Office. Any student leaving the university during the semester without officially withdrawing shall be academically suspended.

Students receiving Federal Title IV aid who cease attending all of their classes during the semester and receive all "F's" will be administratively withdrawn. This could result in a loss of financial aid. More information regarding administrative 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:

First week	100 percent
Second week.....	86 percent
Third week	80 percent
Fourth week	73 percent
Fifth week	66 percent
Sixth week	60 percent
Seventh week	53 percent
Eighth week.....	46 percent
Ninth week.....	40 percent
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 percent of tuition charges during week one.
- 86 percent of tuition charges during week two.
- 80 percent of tuition charges during week three.
- 73 percent of tuition charges during week four.
- 66 percent of tuition charges during week five.
- 60 percent of tuition charges during week six.
- 53 percent of tuition charges during week seven.
- 46 percent of tuition charges during week eight.
- 40 percent 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 Portfolio

During the first semester of their junior year, students will be required to register for the Writing Portfolio (a no-credit, no-cost course) and to submit an electronic portfolio which includes at least four papers from courses in the core or in their major which best demonstrate their writing ability. A total of 10-15 pages of writing will be required.

As part of the Writing Portfolio, students will also be required to submit a one-page essay summarizing the following: the course each paper is from, the assignment for each paper and why the student chose the paper for his or her portfolio.

Students who transfer to Cornerstone University after the second semester of their junior year will be required to register for the Writing Portfolio their second semester at Cornerstone.

Assessment

Papers will be assessed on the merits of writing; students should keep this in mind when selecting their portfolio papers. Portfolios will be graded as “satisfactory” or “unsatisfactory.” Students who are unable to submit a “satisfactory” portfolio will be required to take a junior writing exam.

Remedial Work

Students who are unable to either produce a “satisfactory” portfolio or pass the junior writing exam will be required to participate in ENG-098 Personalized Writing Seminar (0 credits) which is designed to meet the needs of the participants. The junior writing exam will be the final for this course.