



Cornerstone
UNIVERSITY®
BUILD A LIFE THAT MATTERS

Grand Rapids, Michigan

ACADEMIC INFORMATION



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

ACADEMIC ASSISTANCE

The Center for Student Success at Cornerstone functions in a dual role as both an academic resource center and a disability accommodations center. In the first capacity, the Center for Student Success will provide tutoring services and academic support to the traditional undergraduate community on an “as needed” basis. In the second capacity, the Center for Student Success will be the contact point for all disability services on campus, including academic and otherwise. In addition to the Center for Student Success, the Writing Center provides writing tutors for the traditional undergraduate community.

The following courses are offered for students requiring additional academic support.

DEPARTMENT AND LEVEL/COURSE NAME CREDITS/FREQUENCY

(See page 59 for codes)

CSS-097 Academic Accountability 1/1

This course is a continuation of academic support for students admitted to the university conditionally and probationary students who have completed CSS-100. This flexible course is designed to provide accountability and resources for students as they transition to good academic standing. The course will feature a combination of self-directed projects, progress reports, and individual and group meetings. Credit earned in this course does not count toward graduation.

CSS-100 Learning Strategies 2/1

An introduction to university learning strategies designed to provide each student with an opportunity to assess learning styles, priorities, values and cognitive skills. The course will feature a combination of lectures, group activities, guest speakers, personal assessment inventories and study skills development exercises.

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: 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 14 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 Dean of Assessment and Student Success.
- Final appeals shall be made to the Vice President for Traditional Undergraduate Academics.
- In the case of a successful student appeal, the record of the offense will be expunged from the student's file.

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 Dean of Assessment and Student Success.
- 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 Dean of Assessment and Student Success 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 Dean of Assessment and Student Success.

Associate Dean of Assessment and Student Success 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 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 Student Development who will implement an accountability and mentoring plan for the student.

Third Offense: Faculty Response:

- File a written report with the Associate Dean of Assessment and Student Success.

Associate Dean of Assessment and Student Success 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.

ACADEMIC PROBATION, ACADEMIC SUSPENSION AND ACADEMIC DISMISSAL

Any student who does not earn for his or her work at Cornerstone University a cumulative GPA 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 should not enroll in more than 14 credit hours and may be required to enroll in CSS-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 should be limited in order to devote more time to academic concerns.

Students who, after one semester of academic probation, do not reach the cumulative GPA outlined for their class standing will be academically suspended. Students on suspension may appeal to the Academic Appeals Committee.

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

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 (see the Financial Information section for the current rate). 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).

CENTER FOR CAREER AND LIFE CALLING

The Center for Career and Life Calling exists to assist Cornerstone University students with finding and developing their unique, God-given potential to become all God has called them to be as individuals and professionals.

Throughout your Cornerstone years, our Career and Life Calling team commits to partner with students to:

- Develop an accurate knowledge of self to make informed decisions on choice of majors and curricular/co-curricular involvement
- Offer goal-oriented career planning appointments
- Integrate LifePath Initiatives within academic advising
- Moderate career-related workshops and presentations
- Provide opportunities to network with alumni
- Assist with resume and online brand development
- Provide internship and job search assistance
- Maintain an online internship and job bank

Various career-related resources (resume development, interviewing, etc.) and instructions on how to register for internships can be found on the CU Portal under Student Services. Students can search for jobs (off-campus and on-campus), internships, and professional employment opportunities through Cornerstone's Handshake online career platform at cornerstone.joinhandshake.com.

CENTER FOR STUDENT SUCCESS

The Center for Student Success team will empower you to develop an individualized four-year plan, provide academic counseling and support, and assist you in developing skills that will help you thrive as a student. A variety of resources are available to students through the Center for Student Success, including:

- **Academic advising and strengths-centered coaching** - The Center for Student Success team provides academic advising for all enrolled first-year students.
- **Peer tutoring** - Enrolled students may request a tutor at any time throughout the semester. Private, one-hour weekly sessions are held in the Center for Student Success.
- **Learning Strategies Course (CSS-100)** - Students enrolled in CSS-100 enhance their academic skills in this 2-credit hour course through participation in discussions on goal formation strategies and strengths, as well as best practices for engaging course work as a student.
- **Connections to campus resources and contacts** - Maximize the experience of your undergraduate years through campus networks.
- **Tailored academic support services** - The Center for Student Success team assists with testing strategies, establishment of an academic organizational system, time management, and the development of effective study skills.
- **Disability services for Traditional Undergraduate and adult students** - Cornerstone University offers both academic and housing accommodations. For additional information and application instructions, see the Student Disability Services section on page 41.

CLASSIFICATION OF STUDENTS

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

Freshman: 1-25 semester hrs.
Sophomore: 26-57 semester hrs.

Junior: 58-89 semester hrs.
Senior: 90 + semester hrs.

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. 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. (*Some exceptions for a score of 3 are noted on the CU website.)
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.
4. A student may be awarded college credit on the basis of International Baccalaureate (IB) examinations. The amount of credit and level of placement are approved by the Cornerstone Education Policy Committee. IB Higher Learning (HL) exams will be accepted with scores of 5, 6, or 7. Letter grades are not given in any course for which credit is granted. These credits may be used to satisfy degree requirements, but do not apply to the residency requirement and are treated as transfer credit. Students must provide an official IB transcript to the university admissions office at the point of admission.

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 taking an exam. A maximum of 30 credit hours earned by CLEP, Advanced Placement, DANTES and/or IB may be applied toward a degree program. No charge will be assessed for the processing of these examinations.

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 GPA 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.), 65 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) & Health Services (A.S.), 71 semester hours (See K.S.E.M. Division for specific requirements)
3. Bachelor of Arts: (B.A.), 120 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: Commercial 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.
6. Bachelor of Science in Engineering: (B.S.E.), 140 semester hours minimum. Engineering major - concentrations: Data Science, Design and Innovation, Environmental and Management. (See Kinesiology, Science, Engineering & Mathematics section.)
7. Bachelor of Social Work: (B.S.W.), 120 semester hours. Majors: Social Work
8. Master of Arts: (Education) (M.A.) See the Professional and Graduate Studies catalog for specific requirements.
9. Master of Arts: (Ministry Leadership) (M.A.) See the Graduate Programs catalog for specific requirements.
10. Master of Business Administration: (M.B.A.) See the Professional and Graduate Studies catalog for specific requirements.
11. 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 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. The faculty and student will interact on a regular and substantive basis to assure progress of the directed reading. A fee of \$95/credit hour will be charged to the student for each Directed Reading.

DROP/ADD/WITHDRAW COURSE POLICY

Students are strongly encouraged to finalize their course schedule during the first five business days of each term. Students may drop or add courses without penalty or charges only during the first five (5) business days of each term. After the fifth business day, courses cannot be added and refunds for withdrawn courses will be calculated using the chart listed under the Financial Information section of the current catalog entitled, "Refunds: Withdrawal from Individual Courses."

Drop Courses (during Drop/Add Period):

- No record on transcript

Withdrawn Courses (after Drop/Add Period):

- After Drop/Add and before the end of 9th week: W - no effect on GPA
- After end of 9th week: W/P or W/E (W/P - no effect on GPA; W/E - treated as an F for GPA calculation)
- After end of 12th week: W/E - treated as an F for GPA 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 full 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. See "Withdrawal From Institution" on page 43 for more details.

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 SAT 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-100 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 440 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 I and SWK-451 Field Practicum Seminar I concurrently in the fall, then SWK-460 Field Practicum II and SWK-461 Field Practicum Seminar II concurrently in the spring.

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.
 - Cross-cultural internships are approved by the division. However, the International Programs Committee advises that to be considered cross-cultural, an internship should include significant immersion in a cultural setting different from the predominant cultural experience of the student intern.
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
CMI-243	Introduction to Intercultural Studies	PSY-448	Cross-Cultural Psychology
COM-311	Intercultural Communication	SOC-352	Intercultural Communication
ECN-335	International Economics	SOC-417	Minorities
ECN-215	International Business Experience	SSC-312	World Affairs
EDU-363	Diverse Populations/Diff. Instruction	SWK-417	Human Diversity
LIN-100	Language in Culture		

4. Students with non-U.S. high school diploma are exempt.

GRADES AND HONOR POINTS

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

<u>Grade</u>	<u>Interpretation</u>	<u>Honor Points (per class hour)</u>
A	Exceptional	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Below Average	1.00
D-		0.70
F	Failure	0.00
CR	Credit Received	
F/W	Failed to Withdraw	W (Withdrawn)
I	Incomplete	W/E (Withdrawn - Failing)
NC	No Credit	W/P (Withdrawn - Passing)

GRADE POINT AVERAGE (GPA)

The GPA 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 calculating GPA

GRADUATION AWARDS

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

Bible, Religion & Ministry – The criteria for the Bible, Religion, and Ministry 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 by 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 Division of Business who demonstrates the highest degree of academic excellence, exhibits leadership within the division, promotes a Christian worldview through his or her character, community and campus involvement and exhibits a high level of business competency.

Communication & Media – The Division of Communication and Media is pleased to give its highest award to the senior majoring in Communication, Audio Production, Digital Media or Film & Video Production who best demonstrates the following criteria: excellent academic performance, skills and proficiency in communication, and Cornerstone University's distinctives of leadership, citizenship and Christian world view.

Music – 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 professional.

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 special 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 Social Sciences Division award is given to the student who best 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.

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 GPA 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's degree the student must complete 60 semester hours of credit in residence (32 hours for associate degrees). The GPA 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 49-55 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 Music degree requires 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).
3. Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work 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).
4. Bachelor of Science in Engineering degree requires completion of a minimum of 140 credit hours prescribed in general education core and a major.
5. 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. Business and Social Science allow 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.
6. Master of Arts in Education. (See the Professional & Graduate Studies catalog for specific requirements.)
7. Master of Arts in Ministry Leadership. (See the Graduate Programs catalog for specific requirements.)
8. Master of Science in Management. (See the Professional & Graduate Studies catalog for specific requirements.)
9. A cumulative GPA of 2.0 or higher in all work, 2.5 or higher in the major and 2.0 or higher in the minor. All teacher education students must meet the following minimum cumulative GPA: 2.5 overall, C- in education courses and 2.5 in their majors. Elementary education students in the triple minor program must have a minimum combined GPA of 2.5 for the two minors other than the planned program minor and a minimum 2.0 GPA in each of the minors other than the planned program minor.
10. A grade of "C-" or better in ENG-212 Writing In Culture and COM-112 Communication In Culture.
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. (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.)
12. 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, 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 the end of August 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 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. The faculty member and the student will interact on a regular and substantive basis to assure progress of the independent study. A fee of \$95/credit hour will be charged to the student for each independent study.

INTERSHIPS

One of the distinguishing characteristics of the Cornerstone collegiate experience is completion of at least one 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. Students have completed local internships with organizations including Alpha Women's Center, Kentwood Community Church, Gerald R. Ford Museum, Mary Free Bed Rehabilitation Hospital, Kellogg, Our Daily Bread and WOOD-TV 8. Interns have also worked across the United States and around the world.

Internship Policy reminders:

- Up to six (6) internship credit hours may be taken each semester.
- A maximum of twelve (12) internship credit hours may be applied toward the 120 hours required for graduation.
- No more than six (6) credit hours are allowed in any one internship experience unless additional hours are required in specific degree programs.
- One credit hour will be awarded for a minimum of 40 clock hours worked at the internship site. These hours must be completed within the first day and last day of the semester.
- Additional credits beyond the major requirements will be applied as general elective credit only and not applied to major GPA.
- Students taking two majors must complete an internship in each major.

To register for an internship, a student must:

1. Follow the instructions listed on the CU Portal under the Office of Career and Life Calling.
2. Have completed 58 or more credits (junior status) or 30 credits for any two-year program.
3. Have a cumulative GPA of 2.0 or higher.

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
- 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 Pre-calculus, 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 Pre-calculus, 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.

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 *Total Fitness and 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 (*Total Fitness and 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 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. Students who are interested in pursuing such credit must attend the Prior Learning Seminar coordinated by the division of Professional and Graduate Studies (PGS).

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 GPA 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 new student is assigned to a professional 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 after their freshman year. A schedule of registration and current course schedule is available on the CU Website. See Center for Student Success on page 33 for more details.

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.

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 Center for Student Success 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 (ARC). Upon acceptance, the student will meet with the Director of the Center for Student Success 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 the Center for Student Success should be contacted immediately at 616.222.1596 or at learning.center@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 Center for Student Success 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 five years prior to the application for accommodations at Cornerstone University. Applications for disability-related accommodations, as well as other helpful information, can be obtained online at: <https://www.cornerstone.edu/academics/student-disability-services/>, by calling (616) 222-1596, or by visiting the Center for Student Success in Miller Hall.

SUMMER ON-LINE ENROLLMENT POLICY

Students who choose to enroll in a summer on-line course are allowed to register for only two on-line courses each summer term.

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 Teacher Education Division. 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 GPA from other institutions may be used to meet admission requirements. For specific requirements, see the Teacher Education Division section.

TERRA FIRMA

The first-year experience course provides a curricular/co-curricular community where CU students are introduced to the “4 C’s” of Christ, Character, Community, and Culture that form a foundation for their college experience through a relational lens. The course includes academic readings and discussions, focusing on college transition and both local and global perspectives. Students participate in a two semester long Grand Rapids service-learning opportunity and selected global initiative.

TRANSCRIPTS

Transcripts will be issued with written authorization from the student. 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 all financial obligations have been met at that time, the transcript will be sent as requested.

The release of an unofficial transcript if a restriction/hold is placed on the student's record is stated below:

1. Cornerstone University will provide only one unofficial copy of an academic transcript (one per student per lifetime) if there is a current restriction on his/her record and the student specifically inquires. The \$5 fee is waived.
2. The transcript will clearly note it is an “Unofficial Copy” and “Student Reference Only” and if appropriate, “Transcript Hold: Financial Obligation.”
3. Cornerstone University will only release the unofficial transcript to the student and not to any third party.

TRANSFER CREDIT

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

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

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

1. All regionally accredited institutions.
2. All Accrediting Association of Bible Colleges accredited institutions.
3. Non-accredited institutions, if those institutions supply three letters of acceptance from regionally accredited institutions (to the Registrar's Office).
4. These institutions, due to the nature of their relationship with Cornerstone University: Bob Jones University, Spurgeon Baptist Bible College and Word of Life Bible Institute, since they have not met the above stated requirements.
5. Technical and vocational institutions in the area of liberal arts course work; however, other credits may be accepted in consultation with divisional chairs.

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

Transfer credit will not be given for remedial or non-college level work or for any course in which a grade lower than a "C-" was received. GPA does not transfer with the credit transferred. Some transfer credits may not necessarily apply toward a particular degree program. The applicability of credits may be determined in counsel with the appropriate division chair.

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 60 for BA/BS/BSE 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 Dean of Accreditation & Curriculum (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 Dean of Undergraduate Education 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 that some benefits are paid directly to veterans, while others are paid to the school by the Department of Veterans Affairs. Veterans should plan to pay their bills in accordance with the CU payment schedule. Cornerstone will work with students to reduce the amount due if there are anticipated benefits that will be paid directly to the school.

The GPA 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 by completing a drop/add form will receive a failing grade for that course.

A student who wishes to withdraw from all courses should complete a withdrawal form, available from the Retention Office. To complete the withdrawal process, the student should return the completed withdrawal form to the Retention Office.

Students who cease attending all of their classes during the semester and receive all "F's" will be administratively withdrawn and placed on academic suspension. 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.

WRITING ACROSS THE CURRICULUM (WAC)

Written communication is important for learning and discovery in every avenue of life. At Cornerstone, we strive to foster a culture of writing across all programs. To that end, the WAC initiative supports a campus-wide commitment to student writers and writing-rich coursework.

This is accomplished through the Writing Center and the College Writing Program:

1. Each semester, the Writing Center offers one-on-one peer tutoring to all traditional undergraduate students. Research shows that writers benefit from meaningful feedback on their writing, and working collaboratively, tutors support students revising and editing their own work. Writing Center tutors will also assist students with formatting, researching, and avoiding plagiarism.
2. The Writing Center provides consultation, workshops, and resources for faculty and students throughout the year both in the classroom and through mini-workshops in Miller Library.
3. The College Writing Program offers an early identification system to assist faculty in identifying student writers who could use extra writing support. These students are referred to the Director of the Writing Center to be matched with a writing tutor for weekly tutoring.
4. An important aspect of the College Writing Program is the continuous evaluation of student writing at all levels. This evaluation helps foster a culture of writing improvement and excellence across all divisions and programs.