

# ACADEMIC INFORMATION

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## Graduate and Professional Education

In 2000 Cedarville University launched its first graduate degree program to meet the professional and advanced education needs of Christian teachers. That first Master of Education program was designed to extend Cedarville University's undergraduate reputation for quality academics and biblical integration while offering convenient delivery and affordable pricing for working professionals.

During the last decade, the University has expanded its graduate and first-professional degree programs, serving students from the local region and around the world. Equipping Christian professionals for lifelong leadership and service, Cedarville provides an education that is marked by excellence and grounded in biblical truth.

Every Cedarville University graduate or first-professional degree program is built on four distinctives: biblical integration, practical application, collaborative engagement, and technological innovation. Graduate faculty challenge students to think critically, communicate effectively, excel professionally, and engage their world with the heart and mind of Jesus Christ.

Courses are delivered both online and in a traditional on-campus format. Class schedules are convenient for graduate students. To ensure access, costs are very competitive with comparable universities and financial aid options are available.

Current graduate and first-professional degree programs:

- The 34-semester hour Master of Education (M.Ed.) Teacher-Leader program, offered fully online, prepares educators interested in enhancing their classroom effectiveness and becoming instructional leaders in their schools.
- The 42- or 43-semester hour Master of Science in Nursing (M.S.N.) program prepares nurses for advanced nursing practice with two areas of focus: global health ministries and family nurse practitioner.
- The Doctor of Pharmacy (Pharm. D.) program is a seven-year curriculum consisting of three years of prepharmacy studies followed by a four-year advanced professional-level segment. The final year of the pharmacy program involves advanced clinical rotations in a variety of inpatient and outpatient settings around the region and nation. Students may gain preferred admission to the program as an undergraduate freshman or transfer student. Admission to the final, four-year advanced professional segment is also available to candidates who have earned a bachelor's degree with prepharmacy coursework from another institution.

For information about available graduate opportunities, contact University Admissions at 1-888-CEDARVILLE (233-2784), email [gradadmissions@cedarville.edu](mailto:gradadmissions@cedarville.edu), or visit [cedarville.edu/graduate](http://cedarville.edu/graduate).

## Undergraduate Study

The Cedarville University undergraduate academic program is designed to meet the educational, moral, physical, social, and spiritual needs of young people who desire to honor God with their lives. The total program represents a balance between the knowledge gained through the courses studied, the cocurricular activities, and worship in the regular chapel and church services. In such a setting, truth from Scripture is integrated with the knowledge taught in each course to provide effective learning and enduring life values. The knowledge and skills learned from the courses give students an excellent background for professional competence in their chosen fields.

## Calendar and Credits

The regular college year consists of two semesters of 15 weeks each plus final exam days, extending from August to May. Credits are earned in terms of semester hours; a semester hour equals one 50-minute period each week for one term. As an illustration, a student completing a course that meets 50 minutes a day, three days a week, for 15 weeks receives three semester hours credit. Laboratory sessions, applied music courses, physical education courses, compressed courses, and internships are exceptions to this pattern.

## Classification of Students

**Regular students** are those who have met the requirements for admission, are enrolled in a degree program, and are carrying at least 12 semester hours of credit from Cedarville University in that academic semester. **Nondegree students** are those taking courses but not enrolled in degree programs. **Part-time students** are those who have met all admission requirements, are seeking a degree, and are taking fewer than 12 semester hours. **Transfer students** are those who have studied full time for at least one term at another accredited college or university after graduation from high school. **High school students** are those who have not completed high school graduation requirements.

## Assignment to Classes

Official class membership is determined according to the following schedule:

Class	Hours Completed
Freshman	0–30.99
Sophomore	31–60.99
Junior	61–90.99
Senior	91+
Nondegree	Assigned

## Class Attendance

In general, regular attendance is necessary for the student to receive full benefit from the college experience. Since there are several different ways in which ideal class attendance may be achieved, official faculty policy allows each faculty member to determine and develop attendance standards that will meet the particular needs of the course.



## Degree Requirements

Cedarville University offers eight baccalaureate degrees: Bachelor of Arts (B.A.), Bachelor of Music (B.M.), Bachelor of Music Education (B.M.E.), Bachelor of Science (B.S.), Bachelor of Science in Computer Engineering (B.S.Cp.E.), Bachelor of Science in Electrical Engineering (B.S.E.E.), Bachelor of Science in Mechanical Engineering (B.S.M.E.), and Bachelor of Science in Nursing (B.S.N.).

A degree candidate should carefully study the requirements for that degree as well as the special requirements for graduation found in this catalog. Careful attention to these requirements will enable the student to avoid doing unnecessary work.

**Students are responsible to see that graduation requirements are met.** Bachelor's degree requirements are listed below.

1. Meet all admission and proficiency requirements.
2. Complete at least 128 semester hours (not including proficiency), 32 hours of which must be of upper-division work (3000–4000 level courses).
3. Maintain an overall cumulative GPA of not less than 2.0.
4. Maintain a GPA in the major of not less than 2.0.
5. Establish minimum residency of one year (32 semester hours, normally the senior year).
6. Complete the general education requirements.
7. Complete the specific course and professional requirements for the desired major. At least one-third of the course requirements within a major must be taken from Cedarville University.
8. Pass ENG-1400 Composition.
9. Satisfy the appropriate global awareness requirement.
10. Participate in the University testing and assessment program when asked.
11. Complete an application for graduation.

Specific curricular requirements are outlined in each departmental section of the catalog.

### Requirements for a Second Degree

If a student has a baccalaureate degree from Cedarville University and desires to earn a second degree, the student must:

1. Meet all the admission requirements.
2. Have fulfilled each of the general education courses in biblical education.
3. Earn a minimum of 160 credits (32 credits beyond the 128 minimum required for a first baccalaureate degree). At least 22 of the credits earned after 128 must be taken at Cedarville University.
4. Earn at least 43 credits in upper-division courses (3000–4000 level courses).
5. Fulfill the requirements of a designated major of the second baccalaureate degree. Any appropriate coursework from the first degree may be applied toward the second degree.
6. Earn at least a 2.0 GPA in the major.
7. Participate in the University testing and assessment program when asked.
8. Complete an application for graduation.

If a student has a baccalaureate degree from another institution and desires to earn a second degree, the student must:

1. Have earned the first baccalaureate degree from a regionally accredited institution of higher education or from an institution specifically approved by Cedarville University.
2. Meet all the admission and proficiency requirements.
3. Earn at least 32 credits from Cedarville University, including at least 22 credits of upper-division courses (3000–4000 level courses).
4. Fulfill the equivalent of the Cedarville University general education requirements.
5. Fulfill the requirements of a designated major for the second baccalaureate degree.
6. Earn at least a 2.0 GPA in the major.
7. Participate in the University testing and assessment program when asked.
8. Complete an application for graduation.

### Graduation

All students must realize that it is their responsibility to check on their progress toward meeting all requirements for graduation. They are urged to plan the class schedule for both semesters of the senior year at early registration time at the end of the junior year. This plan should be approved by the faculty advisor and checked to see that when it is completed all degree requirements will have been met.

**To participate in the May commencement ceremony, students must submit applications for graduation by February 1 of the year they plan to graduate.** This includes May, August, and December graduates.

### IMPORTANT

*The catalog in use when a student first enrolls governs that student's graduation requirements, unless that catalog is over 10 years old or that student has left and then re-enrolled more than one year later.* Consequently, that catalog should be retained and used as a guide in case changes are made in the course or graduation requirements during the time the student is enrolled. A student may select a subsequent catalog if the student wishes; however, all requirements from that catalog must be completed.

### Early Commencement

Students who cannot complete their graduation requirements before the end of the spring semester of their senior year, but who can complete them during the following summer or fall semesters, must apply to participate in commencement before degree requirements are met. Students who have more than 18 semester hours to complete after the spring semester must obtain approval from the office of the registrar to participate in commencement. Information concerning eligibility for August or December graduation and early commencement is available in the office of the registrar.

## Academic Programs and Majors

### Admission to Academic Programs

Some academic programs have unique requirements. For example, music students must audition for entry to that department; engineering candidates must meet a minimum test score requirement; students in education, social work, and nursing apply for admission to their respective programs during their sophomore year after the program prerequisites have been satisfied; admission into the athletic training program is competitive and limited to the top 10 eligible students. Therefore, students should review the specific entrance requirements outlined in the respective departmental sections of the catalog. Admission to the University does not guarantee admission to an academic program.

### Selecting a Major

Many students have not chosen a major field of study by the time they enroll at Cedarville. Others change their major at some time during their collegiate studies. The University offers special advising and other services to help students make these important decisions through the academic enrichment center.

Students uncertain of a major begin as “undeclared” majors. They work with academic advisors who specialize in helping students who have not yet chosen a field of study. Until they choose a particular major, undeclared students typically take courses specified as meeting the general education requirements. They are also encouraged to utilize the resources of the career services office. This office offers career profiles, interest inventories, and counselors so that students in the midst of making career decisions have good information.

Most undeclared students select a major by the middle of the sophomore year. In many instances, delaying the choice of major does not extend the time needed to graduate from Cedarville. However, in programs of study with extensive specific course requirements, delaying the choice of that major even one semester can cause students to take longer to complete degree requirements. The suggested four-year curricula listed with each major outlines the recommended course sequences.

### Requirements of a Major

The amount of work for a typical major field approximates 36 semester hours and must include the requirements of the department. Comprehensive majors are typically from 48 to 60 hours. Specific requirements are listed at the beginning of department course offerings.

In order to graduate, a student must satisfy the requirements for at least one major field of study. With proper scheduling, he or she may concurrently complete the requirements for more than one major. Majors involving fewer than 42 semester hours of coursework lend themselves to this approach.

Major courses in which “D” grades are received may count as meeting the requirements of the major field if permitted by departmental policy. If “D” grades are not permitted, the department chair may approve a course substitution as an alternative to repeating a course.

To qualify for graduation, students must maintain at least a 2.0 GPA for their major.

### Major Fields of Undergraduate Study

The University offers 85 major fields of undergraduate study. Some of the majors represent combinations of two or more areas of study; these are denoted with an asterisk (\*). Course requirements for each of the majors are outlined in the respective departmental sections of the catalog. Major fields of study include:

- Accounting
- Allied Health
- Applied Communication
- Athletic Training
- Bible Teacher Education\*
- Biology
- Broadcasting and Digital Media
- Chemistry
- Chemistry Education
- Christian Education
- Comprehensive Bible
- Computer Engineering
- Computer Science
- Criminal Justice
- Early Childhood Education
- Electrical Engineering
- English
- Environmental Science
- Exercise Science
- Finance
- Forensic Science
- Geology
- Geoscience
- Graphic Design
- History
- History — Political Science\*
- Industrial and Innovative Design
- Information Systems
- International Studies\* — Global Economics and International Business
- International Studies\* — Missiology/World Missions
- International Studies\* — Social Science
- Journalism
- Keyboard Pedagogy
- Language Arts Education — Integrated
- Liberal Arts
- Life Science Education
- Management
- Marketing
- Mathematics
- Mathematics Education — Integrated
- Mechanical Engineering
- Middle Childhood Education
- Molecular and Cellular Biology
- Music
- Music Composition
- Music Education — Multi-Age
- Music Performance
- Nursing
- Pastoral Studies
- Pharmaceutical Sciences
- Philosophy
- Physical Education — Multi-Age
- Physical Science Education
- Physics
- Physics Education
- Political Science
- Prelaw\*
- Prepharmacy
- Preseminary Bible
- Psychology
- Public Administration\*
- Science Comprehensive Education — Integrated
- Social Studies Education — Integrated
- Social Work
- Sociology
- Spanish
- Spanish Education — Multi-Age
- Special Education- Intervention Specialist
- Sport and Exercise Studies
- Sport Management
- Studio Art
- Technical and Professional Communication
- Theatre
- Worship
- Youth Ministries

### Minor Fields of Undergraduate Study

Fifteen credits in a particular field of study usually constitute a minor. Cedarville graduates complete a minor in Bible as part of the general education requirements. Other minor fields are optional. One-third of the minor must be completed at Cedarville. Available minors include:

- Actuarial Science
- Asian Studies
- Bible
- Bioethics
- Biology
- Biomedical Engineering
- Business Administration
- Chemistry
- Christian Education
- Christian Ministries Management
- Church History
- Coaching
- Comprehensive Communication
- Computer Science
- Creative Writing
- Creative Web Design
- Criminal Justice
- Cross-Cultural Nursing
- Digital Film
- Digital Photography
- Earth Science
- Economics
- Editing and Publishing
- Electronic Media
- French
- German
- Geology
- Graphic Design
- Greek
- Health Education – Multi-Age
- Health Promotion
- History
- Information Systems
- Intercultural Communication
- International Business
- International Studies
- Latin American Studies
- Literature
- Mathematics
- Marketing
- Middle Eastern Studies
- Mission
- Motion Graphics
- Music
- Organizational Communication
- Philosophy and Religion
- Physics
- Political Science
- Preseminary Bible
- Psychology
- Public Administration
- Public Policy
- Sociology
- Spanish
- Spanish for Professionals
- Sport Ministry
- Studio Art
- Teaching English to Speakers of Other Languages (TESOL)
- Theatre
- Western European Studies
- Women's Ministry
- Writing for the Professions
- Youth Ministry

### Electives

The provision of elective choice is based upon the premise that students should have an opportunity to strengthen their major field or minor field or broaden their background by selecting courses in areas of inadequacy or interest. Elective choice also provides students with some flexibility should they decide to change major fields.



### Special Academic Programs

Cedarville offers several special programs designed to enhance the collegiate experience and/or to help prepare for a particular career.

#### One-Year Bible Program

The University offers a concentrated program for the student who desires a formal education in Bible before pursuing a vocation at home or engaging in a field of technical study not available in a Christian school. It is designed so that a student can function as a more knowledgeable layperson at church. This curriculum is outlined in the biblical and ministry studies section of this catalog.

#### Preprofessional Programs

Many students seek specialized training in professions after attending Cedarville University. A number of preprofessional programs are available. The preseminary curriculum, which prepares students for seminary studies and the Gospel ministry, is outlined in the biblical and ministry studies section of this catalog. The prelaw curriculum prepares students for law school and is explained in the history and government section of this catalog. Preprofessional curricula in dentistry, medical technology, medicine, optometry, osteopathy, physical therapy, and veterinary medicine are described in the science and mathematics section of this catalog.

#### Other Programs

- Honors
- Medical Technology
- ROTC – Army and Air Force
- TESOL – Teaching Endorsement (Teaching English to Speakers of Other Languages)

Descriptions of these programs are located in the academic departments sponsoring the programs.

#### Dual Enrollment Program

High school juniors and seniors may enroll in dual enrollment and take online or on-campus courses at deeply discounted tuition rates. Designed for learners with the flexibility to take college courses as part of a high school curriculum, students may earn up to 27 semester hours of credit before arriving on campus as freshmen. On-campus housing is not available to dual enrollment students except for the summer studies program.

Students may also apply for summer dual enrollment online programs (May–August) or the two-week residential summer studies program held in June. Designed to provide the full Cedarville experience, students enroll in one course and enjoy chapel, residence life, student activities, and ministry opportunities. Visit [cedarville.edu/dualenrollment](http://cedarville.edu/dualenrollment).

#### Continuing Education

Cedarville University offers a variety of non-credit courses for lifelong learning through continuing education. Courses are open to students, faculty, staff, and adults from surrounding communities. Some courses and seminars are offered to fulfill CEU requirements for various professions.

Non-credit courses do not accumulate toward a degree or certificate, but are the same high-quality programs that you expect from Cedarville University. They can be useful for career enhancement, personal improvement, or taken just for fun.

Typical courses include Reading Rate and Comprehension, EMT, and Advanced EMT. Visit [cedarville.edu/continuing](http://cedarville.edu/continuing) for current course and CEU offerings.



## International Study Opportunities

Students are encouraged to take advantage of a semester-long or year-long program at one of Cedarville's satellite campuses or to participate in one of our own special summer programs. Participants remain enrolled at Cedarville, continue to receive financial aid, and take courses for Cedarville credit. Semester/Year programs are open to all students who meet the specific program requirements. The Cedarville summer study programs are open to all students. Advanced planning is highly recommended. For additional information and help with planning, contact the office of international programs (OIP) at [cedarville.edu/internationalprograms](http://cedarville.edu/internationalprograms).

Preapproval from OIP must be received before students can participate in any of the programs.

### Programs Through the Office of International Programs (OIP) *Cedarville University in Spain*

#### [cedarville.edu/semesterinspain](http://cedarville.edu/semesterinspain)

Cedarville students are encouraged to study with Cedarville in Spain. Cedarville's own learning center is located in sunny Valencia, Spain. In addition to taking courses with a prestigious language institute, students can participate in internships and service learning opportunities depending on their level of Spanish.

### *Cedarville University D.C. Semester*

#### [cedarville.edu/dcsemester](http://cedarville.edu/dcsemester)

During fall semesters, students can participate in our own program in Washington, D.C. Students take 16 credits, 10 of which are an internship in their chosen major. Students are housed at the Heritage Foundation and courses are taught by a Cedarville professor who lives in D.C. for the semester. The program is directed by Dr. Mark Smith and the Center for Political Studies.

### *Summer Geology of National Parks*

Cedarville professor Dr. John Whitmore teaches a hands-on geology course in one of the national parks. The course fulfills Cedarville's general education physical science course requirement. Dr. Whitmore serves on the board of Creation Research Science Education Foundation (Columbus, Ohio). He is also a member of the Creation Research Society and the Geological Society of America.

### *Summer International Business / International Management*

The school of business administration offers two courses (BUS-3910 International Business and MGMT-3570 International Management) in a study abroad setting from mid May to early June. Students gain experience within international companies while taking one or both of these courses. Previous locations have been China, Ireland, Spain, and Japan.

## EMT Courses and Special Credit

The Cedarville University Emergency Medical Services Education program was developed by the Center for Lifelong Learning to meet the needs of the Cedarville University EMS squad, local fire departments, and local EMS departments who are providing skilled emergency medical care to the communities they serve. Courses are offered on campus each semester. After students complete and obtain state EMT certification, they will be qualified to provide emergent care in a pre-hospital setting to their level of certification. The program is based upon the National Standard Curriculum, prepared by the U.S. Department of Transportation.

Cedarville University will grant credit for EMT and paramedic training. Upon receipt of bona fide copies of National Registry certificates of completion, the University will grant three semester hours of elective credit for EMT training, three additional semester hours for Advanced EMT training, and five semester hours for paramedic training.

Since 2004, the University has been accredited by the State Board of Emergency Medical Services (Accreditation #387) to conduct EMS training. Reaccreditation was granted in 2010 for another five years with the addition of Advanced EMT and paramedic training.

## Summer Terms

The University offers many courses online in the summer in addition to the session on campus.

The summer sessions appeal to a variety of students. Some wish to accelerate their college program. Students from other institutions may desire Bible courses that are not available at their institutions. Teachers find the summer terms a convenient means by which to update themselves in their disciplines. Others enjoy the advantages of smaller summer classes. Incoming international students recognize summer attendance as an excellent opportunity to become acclimated to academic pursuits before campus activities begin in the fall.

Continuing students interested in attending summer school should contact the summer school office. New students should contact the admissions office. Visit [cedarville.edu/summerschool](http://cedarville.edu/summerschool).

### *Cedarville Summer Abroad Programs*

The office of international programs is continually working with professors who desire to teach a specialized course abroad. Each summer there are opportunities for students to take general education and upper-level courses abroad with our own professors. These courses are ideal for students whose majors do not have the flexibility of a semester abroad. Locations vary each summer but usually are in one or two of the following locations:

- China
- Germany
- Ireland
- Oxford
- France
- Greece
- Israel
- Spain

Cedarville has cooperating agreements with the following groups/programs. Opportunities to study abroad or in the U.S. are available in more than 40 countries and 118 locations through these agreements. Restrictions apply to some of the programs.

- ARRIBA: [faith.edu/academics/arriba](http://faith.edu/academics/arriba)
- Brethren Colleges Abroad (BCA): [bcanet.org](http://bcanet.org)
- CEA Global Education: [gowithcea.com](http://gowithcea.com)
- Central College Abroad (CCA): [central.edu/abroad](http://central.edu/abroad)
- Council of Christian College and Universities (CCCU): [bestsemester.com](http://bestsemester.com)
- Council of International Educational Exchange (CIEE): [ciee.org](http://ciee.org)
- Creation Care Study Program (CCSP): [creationcsp.org](http://creationcsp.org)
- Dublin Business School and School of Humanities (DBS): [dbsstudyabroad.org](http://dbsstudyabroad.org)
- Focus Leadership Institute: [focusleadership.org](http://focusleadership.org)
- Handong Global University: [handong.edu/n\\_english/default.asp](http://handong.edu/n_english/default.asp)
- IBEX (The Master's College in Israel): [ibexsemester.com](http://ibexsemester.com)
- International Business Institute (IBI): [messiah.edu/departments/business/ibi](http://messiah.edu/departments/business/ibi)
- Jerusalem University College (JUC): [juc.edu](http://juc.edu)
- Oxford Study Abroad Program (OSAP): [osapabroad.com](http://osapabroad.com)
- Romanian Studies Program (RSP) for social work majors: [veritas.ro/veritas.php](http://veritas.ro/veritas.php)

### **CCTECC Student Teaching Abroad Program**

CCTECC is the Christian Coalition Teacher Education Coordinating Council, which is made up of Christian colleges from around the U.S. Since the late 1980s, this organization has been helping its member institutions place quality student teachers in quality schools on every continent except Antarctica. Cedarville students have taught in over 20 different countries. Literally speaking, the sun never sets on Cedarville student teachers.

Students apply for this program early in their junior year. Only those with a good academic record, strong character, and spiritual and professional performance references are allowed to go overseas. Only schools and cooperating teachers who meet Cedarville's standards and the requirements of the Ohio Department of Education participate with us. CCTECC helps ensure that students are placed in environments that are safe and nurturing both personally and spiritually. Students interested in this program should contact Dr. Brenda MacKay.

### **Au Sable Institute of Environmental Studies**

Cedarville University is a "sustaining partner" with Au Sable Institute. Students enrolled at Cedarville University (and who meet prerequisites) may take advantage of courses offered by the Au Sable Institute, including field botany, land resources, limnology, marine biology, animal ecology, and restoration ecology. Students may choose to attend any of four Au Sable Institute locations: Au Sable Great Lakes (Mancelona, Michigan), Au Sable Pacific Rim (Whidbey Island, Washington), Au Sable Costa Rica (Vara Blanca, Costa Rica), and Au Sable India (Tamil Nadu, South India). Au Sable courses provide academic content, field experience, and practical tools for stewardship of creational resources. The Institute grants vocational certificates for environmental analysts, land resource analysts, water resource analysts, and naturalists. Academically qualified students are awarded the Au Sable Fellowship (\$1,000). One or more Institute Grants-in-Aid of at least \$500 are also available each year. Honors scholarships of \$250–400 are granted to returning students. As a "sustaining partner" Cedarville students are also granted a tuition discount (\$300 per course). Interested students should contact Dr. Mark Gathany, Cedarville University's Au Sable Institute representative.

### **Academic Enrichment Center — The Cove**

The Academic Enrichment Center, known as The Cove, exists to cultivate academic scholarship among all Cedarville students — whether you're a B student striving to be an A student, or a C student striving to be a B student. More than simply accurate note taking and successful test taking, scholarship is the spirit of learning. It's not about having a 4.0 but about students doing their personal best — having goals for their futures, discovering their academic learning styles, and taking advantage of the services.

For you to excel in your studies, you need the proper resources. The Cove offers many such resources — including tutoring, academic workshops, stress relievers, one-on-one consultations, and much more. We will connect you with services that will help you discover your academic learning style and create goals for your Cedarville experience.

#### **Programs**

- Kappa Mu Alpha (freshman program)
- Making the Grade (learning strategy seminars)
- Doors (academic coaching)
- ESL (English as a second language)

#### **Courses**

- Foundations (to equip and assist students to be successful through their first year of college)
- MAP (managing academic probation)
- Intermediate Algebra



## Services

- Disability Services
- Tutoring
- LASSI (study strategy inventory)
- One-on-one consultations
- Meetings with learning specialists
- Presentations and seminars
- Supplemental instruction
- Support for exploratory/undeclared majors

See [cedarville.edu/TheCove](http://cedarville.edu/TheCove) for more information on the programs, courses and services.

Foundations is open to all freshmen. However, this one-credit-hour course may be required for some students whose academic backgrounds do not reflect their collegiate potential. Admission to the required course is determined by the admissions committee. There is a \$150 course fee for Foundations, which is limited to 12 students per class. This opportunity reflects our desire for each student to establish a strong academic foundation and maintain academic momentum.

## Additional Academic Support

Each student is assigned to an academic advisor who offers counsel concerning course scheduling. A student who has not declared a major will be assigned to a special advisor equipped to offer assistance in selecting a field of study. Students are encouraged to consult their academic advisor prior to registration, whenever an academic problem is encountered, or when considering any changes in their educational program. A student with low grades in a major or minor field may be advised to select another field of study.

## Credit by Examination

### Advanced Placement

High school students may receive advanced collegiate standing by participating in the advanced placement program. Up to 40 semester credits may be earned through this program or by other test-out procedures. Hours earned through the advanced placement program do not count as hours in residence toward graduation with honors.

To earn credit through advanced placement, students must enroll in specific advanced placement courses offered by their respective high schools. Upon completing these courses, students take individual advanced placement examinations in each advanced placement course. Students may earn college credit for advanced placement scores of three, four, or five.

Students should request that scores from these examinations be sent directly to Cedarville University by entering code number 1151 on their registration forms. Upon receipt of an official score report, the University awards the appropriate amount and type of credit for each examination as determined by each academic department. No fees, other than the fees accompanying the examinations, must be paid in order to receive the University credit. In some cases, sophomore standing in particular subject areas may be earned through these examinations. Students should contact their local high schools to obtain advanced placement course and registration information.

### College Level Examination Program (CLEP)

Students earn credit through CLEP by taking nationally standardized examinations in a variety of subject areas. These tests may be taken at local colleges before enrolling at Cedarville or at Cedarville after enrolling. To have CLEP scores sent directly to Cedarville University, students should enter code number 1151 on their CLEP registration forms. An official copy of the score report must be received before CLEP credit will be evaluated

and recorded. By earning scores above specified levels, students receive college credit in specific course areas. Up to 40 semester credits may be earned through this program or by other test-out procedures. A complete list of the appropriate tests and respective Cedarville courses, as well as registration information, is available from the admissions office, the office of the registrar, or the University website. No fee, other than those accompanying the examinations, must be paid in order to receive college credit through CLEP.

Students who wish to use CLEP examinations to satisfy general education requirements in foreign language, literature, mathematics, natural sciences, and social sciences must earn credit-satisfying scores on the respective CLEP examinations by the time they earn 61 semester credits. Students may not pursue CLEP credit for courses in which they were enrolled previously, nor may they pursue CLEP credit for a course if they have taken a more advanced-level course in that discipline.

Transfer students transferring more than 61 credits must earn credit-satisfying scores on respective CLEP examinations by the end of their first semester of full-time attendance at Cedarville. Hours earned through CLEP do not count as hours in residence toward graduation with honors.

### Institutional Test-Out

Qualified students may earn credit toward graduation by passing the appropriate examinations with a grade of "B" or better. A student interested in testing out should obtain a test-out request form from the office of the registrar, obtain approval for the test-out from the chair of the department in which the course is offered, and pay the test-out fee in the cashiers office. Upon completion of the approval process, the student is responsible to contact the instructor of the course to schedule the test. At the conclusion of the testing process, the test-out form will be forwarded to the office of the registrar, denoting whether or not the student met the minimum criteria for credit. If applicable, credit for the course and a designation of test-out will be added to the student's transcript with a grade of CE (credit by examination). This grade is not computed into the cumulative GPA. No fee, other than the initial test-out fee, must be paid to receive institutional test-out credit.

A student may not test out of a course previously audited. Tests must be taken during registration week or during the first two full calendar weeks of the semester. Credits earned by test-out during a semester do not count toward the 12 semester hours required for full-time status. No student may earn more than 40 semester hours of test-out credit through tests administered at the University, CLEP, AP, IB, or any other recognized testing agency. Hours earned by test-out do not count as hours in residence toward graduation with honors.

### International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized program that enables students to follow a special curriculum and take specific examinations to fulfill secondary school graduation requirements. Students can earn up to 18 semester hours for IB Higher Level examinations on which they earn scores of five, six, or seven. A maximum of six credits is permitted in any one group. To receive credit, students should submit IB transcripts to the admissions office.



## General Education Requirements

The University requires a pattern of proficiencies and courses to help achieve institutional objectives. These objectives are designed to provide an educational experience that broadens the student's outlook and knowledge.

The general education pattern is:

### I. English and Mathematics Proficiency ..... 0–5 hrs

Each student upon initial enrollment at the University must demonstrate proficiency in English and mathematics.

#### A. English..... (0–3)

Students may satisfy the English proficiency requirement through any one of the following methods:

1. Score 21\* or higher on the English section of the ACT; or
2. Score 500\* or higher on the critical reading section of the recentered SAT; or
3. Score 59 or higher on the CLEP College Composition Examination; or
4. Complete a course equivalent to Cedarville University ENG-1000 Basic English with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning prior to matriculation at Cedarville. The credits will not be transferred, but proficiency will be established and enrollment in ENG-1400 Composition will be permitted; or
5. Complete a college-level composition course with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. Proficiency will be satisfied and transfer credit will be awarded; or
6. Complete the preliminary assessment for ENG-1000 Basic English with a score of 80 percent or higher; or
7. If proficiency is not verified by any of the means listed above, the required proficiency must be achieved through a successful completion of the course ENG-1000 Basic English (three semester hours), **which is to be taken during the first semester of matriculation. These three credits do not apply toward the 128 credits needed for graduation.**

#### B. Mathematics..... (0–2)

Students may satisfy the mathematics proficiency requirement through any one of the following methods:

1. Score 19\* or higher on the mathematics section of the ACT; or
2. Score 500\* or higher on the quantitative section of the recentered SAT; or
3. Score 53 or higher on the CLEP College Algebra exam; or
4. Complete a course equivalent to DEV-0900 Intermediate Algebra with at least a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. The credits will not be transferred, but proficiency will be established and enrollment in college-level quantitative courses will be permitted; or
5. Complete a course equivalent to the Cedarville University GMTH-1020 College Algebra with a grade of "C-" or higher (A = 4.0 system) at another approved institution of higher learning. Proficiency will be satisfied and transfer credit will be awarded; or
6. Complete the ALEKS assessment with a score of 100 on the mathematics section and a score of 80 or higher on the algebra section; or

7. If proficiency is not verified by any of the means listed above, the required proficiency must be achieved through successful completion of the course DEV-0900 Intermediate Algebra (two semester hours), which should be completed during the first semester of matriculation at Cedarville University and **must be completed no later than the last term of the sophomore year. These two credits do not apply toward the 128 credits needed for graduation.**

### II. Biblical Education ..... 16 hrs

- A. BEGE-1710 Christian Life and Thought..... 3
- B. BEGE-1720 Spiritual Formation ..... 3
- C. BEGE-2730 Old Testament Literature ..... 3
- D. BEGE-2740 New Testament Literature ..... 3
- E. BEGE-3750 Christian Worldview Development..... 2
- F. BEGE-3760 Christian Worldview Integration..... 2

### III. Communication ..... 6 hrs

- A. ENG-1400 Composition..... 3
- B. COM-1100 Fundamentals of Speech..... 3

### IV. Humanities ..... 9 hrs

- A. HUM-1400 Introduction to the Humanities ..... 3
- B. Any 2000-level literature course ..... 3
- C. At least three semester hours from the following:..... \*\*3
  - \*\*ANTH-1800 Cultural Anthropology ..... 3
  - ART-1100 Introduction to Art..... 3
  - BEPH-2200 Introduction to Philosophy ..... 3
  - BEPH-2250 Ethics..... 3
  - BEPH-2260 Religion and Culture ..... 3
  - COM-2300 Voices of Diversity ..... 3
  - COM-2140 Intercultural Communication ..... 3
  - COM-4110 History of Public Address..... 3
  - EDUC-2400 Children's Literature ..... 2
  - EDUC-3100 Philosophical Foundations of Education ..... 3
  - EGGN-3110 Professional Ethics ..... 3
  - FILM-2350 Christian Motifs in Film..... 3
  - HLMU-2310 Introduction to Music Literature ..... 3
  - HUM-2430 Enjoyment of Music..... 3
  - NSG-3050 Behavioral and Mental Health Care..... 6
  - PYCH-3720 Psychology of Personality ..... 3
  - THTR-1410 Introduction to Theatre ..... 3
  - Any second year foreign language course ..... 4
  - Any other 3-hour literature course ..... 3

\*Standardized test scores (ACT, SAT) earned more than three years before matriculation will not be accepted to meet the proficiency requirement.

\*\*ANTH-1800 Cultural Anthropology may satisfy either the Humanities elective or the social science elective, but not both.

\*\*In satisfying requirements B and C, students may not take more than one course from their major field of study.



**V. Global Awareness**

Students pursuing a **Bachelor of Arts (B.A.), Bachelor of Music (B.M.), or Bachelor of Music Education (B.M.E.)** degree must meet one of the following requirements:

- A. Pass three years of the same foreign language\* in high school or one term of an intermediate college-level foreign language\*; or
- B. Live in a non-U.S. cultural immersion experience for at least one school year after the age of 12; or
- C. Pass two years of the same high school foreign language\* or pass the second semester of a college-level foreign language\* and one of the following:
  - 1. A global awareness course selected from the list under letter D below.
  - 2. An approved intercultural experience of at least four weeks.

Students pursuing a **Bachelor of Science (B.S., B.S.Cp.E., B.S.N., B.S.E.E., and B.S.M.E.)** degree must complete one of the following:

- A. Pass two years of the same foreign language\* in high school; or
- B. Pass the second semester of a college-level foreign language\*; or
- C. Live in a non-U.S. cultural immersion experience for at least one school year after the age of 12; or
- D. Complete a global awareness course from the following:
  - ANTH-1800 Cultural Anthropology
  - ARBC-1400 Introduction to Arabic Language and Culture
  - BEPH-2260 Religion and Culture
  - BUS-3910 International Business
  - COM-2140 Intercultural Communication
  - COM-2300 Voices of Diversity
  - ECON-3380 Economic Development and Political Economy
  - GEO-3520 World Regional Geography – Eastern
  - GER-3820 Germanic History and Culture
  - HIST-3080 History of Russia and the Soviet Union
  - HIST-3200 History and Politics of Latin America
  - HIST-3210 History and Politics of Asia
  - HIST-3220 History and Politics of the Middle East
  - HIST-3230 History and Politics of Western Europe
  - HIST-3750 Social Movements
  - HLMU-3400 Global Music
  - INTL-3190 Global Issues
  - INTL-3650 International Relations
  - MGMT-3570 International Management
  - MRKT-4620 International Marketing
  - NSG-4000 Care of Populations
  - NSG-4200 Culture and Health
  - PYCH-1800 Cross-Cultural Psychology
  - SPAN-3680 Understanding Hispanic Cultures; or
- E. Complete an approved intercultural experience of at least four weeks.

\*American Sign Language courses do not satisfy the foreign language component of the global awareness requirement.

**VI. Physical Education ..... 2 hrs**

- A. PEF-1990 Physical Activity and the Christian Life ..... 2

**VII. Science and Mathematics..... 10–16 hrs**

- A. One laboratory course from the biological sciences..... 3.5
- B. One laboratory course from the physical sciences..... 3.5  
Any course with a designator of GSCI, ESCI, CHEM, PHYS, or GEOL.
- C. At least three semester hours selected from the following quantitative courses:
  - BUS-2110, 2120 Statistics ..... 4
  - EDUC-2800 Principles of Mathematics II ..... 3
  - GMTH-1010 Introduction to Mathematics ..... 3
  - GMTH-1020 College Algebra ..... 3
  - GMTH-1030 Precalculus ..... 4
  - GMTH-1040 Calculus for Business ..... 4
  - GSS-3630 Data Analysis and Research Methodology ..... 4  
(or SWK-4610 Data Analysis..... 3)
  - PYCH-2610 Statistics ..... 3
  - Any 3-credit MATH course..... 3
- D. Students pursuing Bachelor of Science degrees (B.S., B.S.N., B.S.Cp.E., B.S.E.E., and B.S.M.E.) must complete an additional six semester hours. These hours must be selected from courses with BIO, CHEM, ESCI, GBIO, GSCI, GMTH, MATH, and PHYS designators; decision sciences; statistics; or computer application courses selected from the following:
  - EGCP-1010 Digital Logic Design ..... 3
  - ITM-2300 Introduction to Programming ..... 3

**VIII. Social Sciences and History ..... 9 hrs**

- A. GSS-1100 Politics and American Culture ..... 3
- B. One course in history ..... 3
- C. One course selected from the following:..... 3  
A second HIST course or  
Any course with a designator of ANTH\*\*, CRJU, GEO, INTL, POLS, PUAD, SOC, and SWK or PSYCH-1600 General Psychology

\*\*ANTH-1800 Cultural Anthropology may satisfy either the humanities elective or the social science elective, but not both.

**Total General Education Requirements.....52–63**

Many of these courses also satisfy the requirements for major fields of study.



## General Education Course Sequence

Many of the general education requirements provide important background for advanced courses that are required as a part of a major field of study. Consequently, in most programs many of these requirements are taken in the first two years of the four-year curriculum. The sample four-year curriculum found by each major field of study in the catalog outlines this sequence.

Because of the importance of several of the requirements to all students, **the following six courses must be completed before the beginning of the junior year or before a student earns 61 semester hours:**

- BEGE-1710 Christian Life and Thought
- BEGE-1720 Spiritual Formation
- COM-1100 Fundamentals of Speech
- ENG-1400 Composition
- PEF-1990 Physical Activity and the Christian Life
- Quantitative Course Requirement (See the General Education Requirements for Science and Mathematics)

### Course Load

Assuming that proficiency requirements have been satisfied, a minimum of 128 semester hours is required for graduation. A student should average at least 16 credit hours each semester to graduate upon completion of the eighth semester. A normal course load is 15–18.5 hours each semester. Students working more than 20 hours per week are advised not to carry a full course of studies.

A student's academic load is subject to reduction or limitation by an assistant or associate academic vice president or by the academic vice president for poor scholarship or excessive work outside of school hours. Students who wish to take more than 18.5 credit hours must obtain permission through the following procedure:

#### *To request 19–21.5 credit hours*

The following students require advisor approval:

- SENIORS with at least a 2.3 cumulative GPA
- SOPHOMORES and JUNIORS with at least a 2.5 cumulative GPA
- FRESHMEN with at least a 2.7 cumulative GPA
- All students without a Cedarville University GPA who scored at least a 25 or equivalent on the ACT

The following students require department chair approval:

- Any student not meeting the criteria above
- Any student whose advisor is not available

The following students require assistant or associate academic vice president approval:

- Any student whose department chair is not available

#### *To request 22 or more credit hours*

- All students require approval of advisor, department chair, and assistant or associate academic vice president

The following situation requires academic vice president approval:

- When assistant or associate academic vice president is not available

## Distance Education

Cedarville University does not offer correspondence credits, and it does not accept correspondence credits from institutions that do not have accreditation from a recognized United States regional accrediting agency. In some unusual circumstances, the University may accept correspondence credits from regionally accredited institutions of higher learning, but a student may not utilize more than 10 semester hours of correspondence credits toward fulfilling degree requirements.

Cedarville University does offer several online learning courses, and it does accept this type of course from institutions that are accredited by a U.S. regional accrediting agency. Distance learning courses are subject to the same policies and restrictions as normal transfer courses.

The University reviews and processes credits received for distance learning and correspondence study in the same manner as transfer credits. For additional information, contact the office of the registrar.

## Transient Study

Coursework to be completed at other institutions by a student enrolled at Cedarville University must be approved before the course is taken by securing the signatures of the transfer coordinator, the student's academic advisor, and the chair of the academic department governing the course requirement that the transferred course is to satisfy. Transient Study Applications are available in the office of the registrar. An official transcript must be received before transfer credit will be evaluated and recorded.

## Registration for Courses

### Continuing at the University

The University assumes that a student will continue taking courses from semester to semester unless the student graduates, is asked to leave for academic or disciplinary reasons, or withdraws voluntarily. To assist in planning each academic term, the University asks each student to register for the upcoming academic term during early registration. This secures courses for the student and enables the University to make enrollment decisions for that term. A student who owes money to the University may not register for future academic terms.

Enrolled students register for fall semester courses at the end of each spring semester. To retain these course selections and confirm the intention to enroll in the fall semester, each student must submit a reservation deposit of \$250 by May 1. This deposit also reserves a place in college housing for single students under 25 years of age. The deposit is credited to the student's account and may be used to help cover fall semester expenses. Should the student decide to withdraw from the University before July 1, \$150 of this deposit is refundable. After July 1, the \$250 deposit is nonrefundable.

A student who does not register and submit the continuing student reservation deposit by June 1 or make other special arrangements with the student life office will be considered withdrawn. Any student who withdraws voluntarily or is involuntarily withdrawn must apply and be approved for readmission to return as a student to the University. Readmission forms and information are available from the admissions office.

### Course Registration

Registration dates for each session are listed in the annual academic calendar. Early registration periods may be designated for currently enrolled students. During early registration, the University allows students to register for courses for the upcoming academic term. Students register for courses by academic classification and are strongly encouraged to take advantage of this early registration opportunity, rather than registering after the start of an academic term. Students who register early for a term but do not return the following semester must notify the office of the registrar of their change in status.

Registration information, including registration instructions and course schedules for the semester, is prepared by the office of the registrar prior to each registration period. Information regarding course offerings and sections is available on the University website.

Prior to processing a registration, each student meets with an academic advisor to discuss career direction, course options,

and class schedules. While selecting courses, students and advisors should discuss alternative courses as a contingency for course closings and cancellations. Although each student has an academic advisor to help with scheduling, the student is ultimately responsible for the chosen class schedule and course of study. Students should become very familiar with the course requirements for their chosen major.

Class schedules are selected using the online registration process on the University website. The online registration process may be completed from the academic advisor's computer or from any other computer through which the student has internet access. Instructions for using the online registration program are available on the registrar's website or from the office of the registrar.

A registration access code is required to complete the online registration process. This code is assigned by the computer services office prior to each registration period and is given to the student's academic advisor. The registration access code may be utilized by the academic advisor to complete the student's registration during the advising process, or the advisor may give the code to the student to enable the student to complete the registration process from another computer. After the online registration process has been completed, the student's confirmed schedule becomes an active registration in the administrative computer system.

To finalize their registration, students must make financial arrangements for payment of the amount due listed on their billing invoice (see the financial section of the catalog for information concerning costs and payment plans).

**Adding and Withdrawing from a Course**

Students are responsible to verify the accuracy of their course registration at the beginning of each semester. All registrations must be finalized by the end of the second week of the semester. No courses may be added after this time unless approval is granted from the course instructor, chair of the department that offers the course, and the dean of the respective school. In the absence of the assistant or associate academic vice president, the academic vice president may approve a late registration. A late registration fee of \$50.00 will be charged to process a registration or add a course after the deadline.

Changes in a student's course schedule must be made through the drop/add process. This may be completed online within seven calendar days after courses begin. After this time, a drop/add form is required to complete a schedule change. Forms for course changes are available in the office of the registrar and must be signed by both the course instructor and the student's academic advisor. The student is required to make up any work missed due to late entrance. Changes in a schedule caused by cancellation of courses will not result in financial penalty.

When a course is dropped, the action is recorded as follows:

<b>Week Course Is Dropped</b>	<b>Action</b>
Before the end of the first full calendar week	No record on transcript
During second full calendar week through ninth calendar week	W – Withdrawn
10th and 11th calendar weeks or	WP – Withdrawn Passing WF – Withdrawn Failing
Week 12 through the end of the semester	Drops not permitted

Course changes are complete when the office of the registrar receives the completed drop/add form. The effective date of the course change is the date the office of the registrar receives the completed form. Failure to properly drop a course will result in a grade of "Z," which counts the same as an "F."

Refund information is listed in the financial information section of the catalog. This information is also available on the registrar's webpage.

**Auditing**

Auditing involves attending and participating in a course without earning credit. A course may be changed from credit to audit before the end of the first week of the semester. Courses may be changed from audit to credit, with permission of the instructor, before the end of the first week of the semester. A student may not test out of a course already audited. Registration to audit a course will not be processed until the first day of the semester to accommodate students requiring regular registration status.

**Independent Study**

Independent study allows students to develop a high degree of independence in their ability to choose and investigate problems. The objectives of the program include providing opportunities to explore areas not covered in normal course structure, recognizing foreign travel experiences, rewarding self-motivated students, and encouraging joint study by faculty and students on specialized projects.

Individual students and faculty members develop the specific criteria that must be met for the successful completion of specific independent study projects. However, the following guidelines govern the independent study program:

1. Only one independent study project may be undertaken in an academic term, unless permission is granted from the department chair and assistant or associate academic vice president of the student's primary major.
2. The maximum credit that may be earned for an independent study project is three semester hours.
3. The faculty member supervising the independent study, the student's advisor, and the department chair must sign the student's independent study form. Registration for the independent study must occur at the beginning of the semester in which the work is to be completed.
4. No more than six semester hours in independent study may be counted toward the major field, no more than three semester hours toward a minor field, and no more than 12 semester hours toward graduation. Independent study taken outside major and/or minor fields must be approved by the department chair and the assistant or associate academic vice president of the supervising faculty member.
5. Supervising an independent study is a privilege a faculty member may extend to a student. It is not a right that a student has.
6. Supervising faculty members determine the grade (letter grade or credit/no credit) for the independent study.



## Internships

Many of the major fields of study include opportunities to receive credit for supervised, on-the-job activities. Interested students should contact the respective department chair for details.

## Out-of-Class Courses

In order for students with irreconcilable conflicts to be able to complete graduation requirements on schedule, it is sometimes necessary to allow instruction in an out-of-class setting. To take a course out of class:

1. The course must be 2000-, 3000-, or 4000-level.
2. Students must obtain approval from the department chair, the faculty member teaching the course, and the advisor.

Out-of-class course approval forms are available in the office of the registrar. Exceptions to the course level requirement listed above must be approved by the respective faculty member, advisor, and department chair.

## Course Numbers and Designations

The course numbers are designed to help students select courses at the appropriate level. The University uses the following system:

1. The first number indicates the year in which the course is usually taken. Freshmen normally take 1000-level courses; sophomores, 1000-level or 2000-level courses; juniors, 2000-level or 3000-level courses; and seniors, 3000-level or 4000-level courses. Courses beyond the student's classification should be taken with the consent of the instructor and academic advisor.
2. The alphabetical prefixes in the course designations indicate content divisions within academic departments. For example, the prefix "BETH" indicates that the course is a theology course in the department of biblical and ministry studies.

The semester that the course is offered is shown following the course title as follows: Fa – fall; Sp – spring; and Su – summer. The number to the right of the course title indicates credit given in semester hours. The University reserves the right to offer or withhold any of the courses listed.

## Alternate Year Courses

Some departments offer courses on alternate years. These are designated as "even years" or "odd years" based on the first school year number. Example: 2011–12 is an odd year.

## Grading System

- A** Recognizes excellent achievement. It is indicative of superior quality work and reveals a thorough mastery of the subject matter. The student receiving this grade should demonstrate enough interest to do some independent investigation beyond the actual course requirements.
- B** Indicates work and achievement that are well above average. The student receiving this grade should be capable of doing advanced work in this field. The quality of the work should be considered better than that achieved by the average student.
- C** Indicates average achievement and a satisfactory meeting of requirements.
- D** Reveals inferior accomplishment and is generally unsatisfactory from the standpoint of course requirements. This is the lowest grade for which credit can be earned.
- F** Failing grade. It indicates very unsatisfactory work. No course credit is earned.
- AU** Given when a course is audited. To receive this notation, the student must attend and participate in the course. No credit is earned.

- CR** Given when credit has been granted. It also applies to the credit/no credit program in which credit is received for satisfactory ("C" average or higher) performance in the course. A course in which a CR has been earned counts toward the total graduation requirements but is not used in the computation of GPAs.
- CE** Credit for the course has been earned by an examination administered by the University or another recognized testing agency or program.
- I** Signifies an incomplete and is a temporary grade given when a student is unable to complete the coursework on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause. This temporary grade does not influence the student's GPA. To be considered for an incomplete, the student must be passing the course and have completed the majority of the coursework. The instructor giving the incomplete will establish an appropriate completion date with the student. This date may extend to the end of the semester following the one in which the course was taken. If the work is not completed by the designated date, the "I" will be changed to an "F" and will be calculated as such in the student's GPA.
- INC** Indicates a permanent incomplete, a grade assigned in special situations by the faculty member with the approval of the academic vice president. This permanent grade does not influence the student's GPA. To receive a permanent incomplete, the faculty member should submit the appropriate form to the registrar identifying the circumstances warranting this special grade. If a permanent incomplete is awarded, the grade may not be changed at a future date. To receive credit for the course, the student must again register for the course and complete the course requirements.
- K** Signifies credit and accompanies courses transferred from other colleges or universities. It has no effect upon cumulative GPA.
- NC** Indicates no credit has been earned. Credit hours for which an "NC" has been earned are not used in the computation of GPAs.
- NP** Indicates that the student did not pass a course where the credits do not count toward the graduation requirements. Basic English and Intermediate Algebra are examples of such courses.
- NR** Indicates that the faculty member did not submit the grade in time for it to appear on the grade card.
- P** Indicates that the student performed satisfactory work ("C-" average or better) in a course where the credits do not count toward graduation, such as Basic English or Intermediate Algebra.
- W** Indicates that the student withdrew from the course between the second and ninth weeks of the semester.
- WP** Indicates that the student is passing when a course is dropped during the 10th and 11th weeks of the semester.
- WF** Used during the 10th and 11th weeks of the semester if the student is failing at the time of withdrawal.
- Z** Indicates that the student did not complete the course but did not officially withdraw. A "Z" is treated in the same manner as an "F" grade when figuring the GPA.

## Credit/No Credit Program

The grade designation "credit/no credit" may be assigned by faculty members in courses such as student teaching, laboratories, independent studies, electives, and one-hour courses in physical education and music. The opportunity to take elective courses on a credit/no credit (CR/NC) basis offers students the opportunity to develop background in new areas of study without threatening cumulative GPAs.

The following guidelines govern involvement in the program:

1. A student of any classification may choose to earn credit/no credit or a letter grade in one semester hour, non-major physical education courses. This choice may be made at the end of the semester.
2. To earn credit, a student must maintain an average of “C” or better in the course.
3. A student must be at least a junior in classification (have earned at least 61 semester hours) to take an elective course on a credit/no credit basis. An elective is a course that will not count toward the student’s general education, major, minor, or cognate requirements.
4. A student may take just one elective course per term under the credit/no credit designation.
5. The total number of courses (other than one-hour physical education courses) that may be taken under the credit/no credit designation is determined by the student’s cumulative GPA:
  - 2.0–2.49 one course
  - 2.5–2.99 two courses
  - 3.0–3.49 four courses
  - 3.5 and above six courses
6. A student taking an elective course who wishes to change from the credit/no credit designation to the regular grading designation must do so before the end of the fourth week of the semester.
7. A student who wishes to change an elective course to the credit/no credit designation must do so before the end of the first full calendar week of the semester.

**Grade Points and Point Averages**

Cedarville University uses the “four-point system” to determine academic averages. Grade points are awarded as follows:

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The GPA is computed by dividing the total grade points earned by the total hours attempted. Grades are issued at the end of each semester. The student is responsible for discussing their academic achievement with their instructor.

**Academic Progress, Warning, and Suspension**

To satisfy the minimum graduation requirements, a student must earn a cumulative GPA of 2.0. The minimum cumulative GPA needed to maintain good academic standing is also 2.0.

The University recognizes that some students may have difficulty earning and/or maintaining the minimum cumulative GPA required for good standing and for graduation. To assist them, the following academic progress chart outlines the minimum cumulative GPAs needed according to the credit hours earned.

**Academic Progress Chart**

Credits Attempted	Minimum Cumulative GPA for Academic Probation	Minimum Cumulative GPA for Academic Warning
0–18.99	1.00	1.45
19–36.99	1.25	1.60
37–64.99	1.50	1.75
65–96.99	1.75	1.90
97–112.99	1.90	–
113–128.99	1.95	–

Some academic programs have stricter academic progress requirements than those listed above. Students should check academic department sections of the catalog for the specific grade point requirements of their majors.

Students who are not in good academic standing will be notified by the assistant or associate academic vice president of their college. First-semester freshmen who do not meet the 1.0 average will usually not be academically suspended in order to provide some additional time for them to make the adjustment to college life.

Any student who does not meet the minimum cumulative GPA required for academic probation will be suspended for at least one semester. Any student on academic probation for two successive semesters who is not making satisfactory academic progress is subject to academic suspension. Any student whose term GPA is not above 1.0 for two successive semesters and who is not making satisfactory academic progress is subject to suspension. The assistant or associate academic vice president of a college may make exceptions to the academic progress guidelines when appropriate.

A student receiving veterans benefits who is on academic probation for two successive semesters without making satisfactory progress will be reported to the Veterans Administration. The veterans benefits for such a student will be terminated unless the student is making progress toward meeting the minimum academic requirements for graduation.

Faculty members and other counselors are available to discuss student progress. The student experiencing academic difficulty should utilize these personnel, as well as resources available in the academic assistance center, to help find solutions to academic problems.

Students on academic warning or probation may be required to take a special study skills course as a condition for continuing at the University. Academic warning may preclude involvement in certain University activities. Students facing academic warning or probation should consult with the coaches, advisors, or directors of their activities to learn of academic requirements or restrictions that may apply to those activities.

A student must maintain satisfactory academic progress to receive financial aid. Students receiving aid should check the financial aid section of the catalog to obtain the academic progress requirements that pertain to particular aid programs.

A student suspended for academic reasons may apply for readmission during any semester in the regular academic year following the semester of suspension. A student who is subject to suspension for a second time may be permanently dismissed.

## Repeating Courses

While adjusting to academic life at Cedarville, some new students earn grades they consider to be unsatisfactory. Consequently, any first year freshman students who earn an unsatisfactory grade in their first two regular semesters of enrollment may repeat the course at Cedarville University before the end of their fourth semester of enrollment. Under this freshman repeat policy, the cumulative GPA will be recalculated using the second grade instead of the first.

A similar policy applies to a transfer student. Under the transfer repeat policy, courses taken during the first semester of attendance may be repeated within the succeeding two regular semesters. The cumulative GPA will be recalculated using the second grade instead of the first.

Under these repeat policies, any course may be repeated. Although the first grade is no longer calculated into the cumulative GPA, the course and grade information does remain on the student's transcript. In all other cases when a student repeats a course, both grades are calculated into the cumulative GPA. However, credit hours for a repeated course may count only once toward the credits needed for graduation.

## Academic Honors

### Dean's Honor List

Until final awards are announced at commencement, the highest academic honor possible to attain at Cedarville University is to be included on the dean's honor list. This list of high-ranking students is published at the end of each regular semester. Lists are not published following the summer sessions.

The requirements for the dean's honor list are as follows:

1. A student must have a 3.75 GPA or higher for the semester.
2. A student must have no grade for the semester lower than a "B."
3. A student must carry a minimum of 12 semester hours, excluding CR hours. Exceptions are made for those enrolled in field experiences or internships granting credit/no credit, provided they take at least two regularly graded courses.
4. A student must complete every course being taken by the end of the semester when grades are turned in by the faculty.

### Dean's List

Published at the end of each regular semester, the dean's list is issued with the following requirements:

1. A student must maintain a 3.50 average for the semester.
2. A student must be carrying at least 12 semester hours, excluding CR hours. Exceptions are made for those enrolled in field experiences or internships granting credit/no credit, provided they take at least two regularly graded courses.
3. A student must complete every course being taken by the end of the semester when grades are turned in by the faculty.

### Graduation with Honors

Upon recommendation of the faculty, a student who earns a GPA of at least 3.5 will graduate "with honor"; one who earns a GPA of at least 3.75 will graduate "with high honor"; and one who earns a GPA of at least 3.9 will graduate "with highest honor." A student must be in residence at least two full years (61 semester hours) to qualify for graduation with honors. Hours earned by examination (test-out) do not count as hours in residence toward graduation with honors. The cumulative GPA at the end of the fall semester prior to spring commencement is used to determine recognition for graduation with honors at commencement. However, actual graduation with honors, as recorded on the final

transcript, includes grades from all subsequent academic terms required to complete degree requirements.

### Additional Academic Awards

Two prestigious awards are given to selected graduates each year during commencement. These awards are listed below:

#### *The Faculty Scholarship Trophy*

This award is given to the graduating senior(s) with the highest cumulative grade point average. Eligibility must include 90 semester hours taken at Cedarville University completed within six regular semesters.

#### *The President's Trophy*

This award is given to a graduating senior on the basis of scholastic ability, character, leadership, and sportsmanship.

## Withdrawing From the University

Proper withdrawal from the University begins in the office of the registrar, where the student completes an official withdrawal form. Refund requests should be submitted to the cashiers office after the official withdraw process has been completed, and all appropriate adjustments to the student's registration has been completed. A student's ID card and residence hall key must be returned to the office of the registrar on the last day the student is on campus. No student should leave Cedarville University without completing proper withdrawal through the office of the registrar.

Student transcripts will be marked with the appropriate grade once withdrawal is complete in accordance with the established University policy. (See Adding and Withdrawing From a Course.)

### Withdrawal for Military Reasons

Students serving in reserve units of the armed forces may be called up to active duty during an academic term. Students who withdraw up to the end of the fourth week of the semester will receive refunds according to the following schedule:

Tuition: 100 percent

Room: prorated on a per diem basis

Board: prorated on a per diem basis

Fees: 0

Students who withdraw after the fourth week of the semester may file a request for "permanent incomplete." This classification provides students the opportunity to complete the coursework upon returning to the University without having to pay tuition again. Forms may be picked up in the office of the registrar.

Approval for the awarding and removal of the entry "permanent incomplete" resides with the academic vice president. Refunds for room, board, and fees will be disbursed according to the previously mentioned schedule.

To initiate the withdrawal procedure, students are to bring a copy of their orders to the office of the registrar and obtain the appropriate forms. Withdrawals will be processed according to the standard procedures listed in the University catalog.

## Family Educational Rights and Privacy Act

Cedarville University complies with the Family Educational Rights and Privacy Act (the Buckley Amendment), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The University has adopted a policy that explains in detail the procedures followed for compliance with provisions of the act. Copies of the policy are available in the office of the registrar and the student life office.



## College of Arts and Sciences

*Associate Academic Vice President and Dean:* **Steven Winteregg**, Professor of Music. *Education:* B.M.E., University of Cincinnati College-Conservatory of Music, 1974; M.M., Wright State University, 1979; D.M.A., The Ohio State University, 1987. At Cedarville since 2004.

Departments:

- Art, Design, and Theatre (Page 34)
- Biblical and Ministry Studies (Page 43)
- English, Literature, and Modern Languages (Page 86)
- History and Government (Page 96)
- Music and Worship (Page 137)
- Science and Mathematics (Page 166)

## College of Extended Learning

*Senior Associate Academic Vice President:* **Andrew Runyan**, Associate Professor of Management. *Education:* B.M.E., University of Dayton, 1983; M.S.M.M., GMI Engineering and Management Institute, 1993; Ph.D., Nova Southeastern University, 2000. At Cedarville since 2006.

- Academic Enrichment Center
- Center for Teaching and Learning
- Continuing Education Programs
- Graduate Studies
- Summer School and Dual Enrollment

## College of Health Professions

*Assistant Academic Vice President and Dean:* **Pamela Diehl Johnson**, Senior Professor of Kinesiology. *Education:* B.S., University of Dayton, 1970; M.A., The Ohio State University, 1971; Ph.D., The Ohio State University, 1974. At Cedarville since 1974.

School of Nursing (Page 152)

Departments:

- Kinesiology and Allied Health (Page 117)
- Psychology (Page 162)
- Social Work (Page 190)

## School of Pharmacy

*Dean:* **Marc Sweeney**, Professor of Pharmacy Practice. *Education:* B.S. Pharm., Ohio Northern University, 1993; Pharm.D., The Ohio State University, 1997; M.Div., Southwest Bible College and Seminary, 2006. At Cedarville since 2008.

School of Pharmacy (Page 157)

## College of Professions

*Associate Academic Vice President and Dean:* **Marc McClain**, Professor of Chemistry. *Education:* B.A., Cedarville University, 1989; Ph.D., University of Michigan, 1994; Postdoctoral Fellow, Sandia National Laboratories, 1994–96; Summer Faculty Research Fellow, Air Force Research Laboratory, 1997, 1999, 2000, 2001, 2002; National Research Council Senior Research Associate, 2003–2004. At Cedarville since 1996.

School of Business Administration (Page 56)

Departments:

- Education (Page 67)
- Engineering and Computer Science (Page 77)
- Media and Applied Communications (Page 127)