



CALVARY CHAPEL UNIVERSITY

Student Handbook

2016-2017

www.CalvaryChapeUniversity.com

Table of Contents

General Information	3
History	3
Mission.....	3
Core Values	4
Institutional Learning Outcomes.....	6
Facilities and Contact Information	6
Institutional Policies	7
Statement of Diversity	7
Statements of Nondiscrimination	7
Student Grievance Procedures	8
Student Life	8
Spiritual Life	9
Counseling Services.....	10
Library/Learning Resource Center	10
Copyright Policies	10
Trademarks	10
Student Financial Information	11
Tuition and Fees	11
Payment of Accounts	11
Tuition Refund Policy.....	11
Payment Plans	11
Delinquent Accounts Policy.....	12
Academic Regulations.....	13
Availability of Classes.....	13
Student Classification (undergraduate).....	13
Registration	13
Adding and Dropping Courses.....	13
Repeating Courses	14
Auditing Courses	14
Grading	14
Incomplete Grades Policy	14
Grade-Point Average.....	15
Grade Appeal.....	15
Satisfactory Academic Progress	15
Withdrawal from the University	16
Leave of Absence	16
Transcripts.....	16
Academic Advising Program	17
Academic Calendar	18

General Information

History

Calvary Chapel University was prayerfully birthed in 2005 at Calvary Chapel San Diego out of a need to help Christian schools. Originally called Calvary Chapel Teachers College (CCTC), the vision was clear, MAKE DISCIPLES. As such, CCTC focused on serving Christian school teachers, administrators, and pastors with a calling toward distinctively Christian education.

In 2008, in a very fruitful partnership with Calvary Chapel Education Association (CCEA), the time came for CCTC to impact the kingdom of God with not only Christian educators and administrators but to also begin our degree completion program or College of Liberal Arts, as well as a leadership college for church and school administrators and other servants called the College of Biblical Studies. CCTC became Calvary Chapel University (CCU) during this time with three separate colleges or schools serving the various needs of our CCU community. CCU became a member of CCEA and the Association of Christian Teachers and Schools (ACTS) at this time.

In 2010, CCU began a wonderful and fruitful season of developing relationships with all the various Calvary Chapel educational entities. The Bible Colleges, School of Ministry, School of Worship, and others began to work in concert through prayer and dialogue to see what the Lord may be doing in the sphere of higher education at Calvary Chapel and beyond.

In 2013 CCU incorporated in Florida, operating under a Florida religious exemption, working in partnership with Calvary Chapel Fort Lauderdale. In 2014, CCU launched our Personal Enrichment classes.

In 2016 Calvary Chapel University and Youth Development Inc. merged into a dynamic and unified ministry. YDI was founded in 1959 currently serves thousands of youth through camps at The Head Waters Lodge in Virginia.

Mission

"Go ye therefore and MAKE DISCIPLES of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo I am with you always, even to the end of the age." Matthew 28:19-20

Calvary Chapel University exists to serve lifelong learners and the ministries of Calvary Chapel churches worldwide by offering undergraduate and graduate programs in a Christ-centered community.

We foster an environment characterized by:

- Simply Jesus

- Superior Academics
- Servant Leadership

Core Values

- I. Simply Jesus
 - a. We acknowledge that God is the origin of all things and the source of the values made known to us in His creation, in human experience, and finally and fully, in Jesus Christ.
 - b. We confess Jesus Christ as Lord of our lives, our university, our world, and as the final authority for our faith and life.
 - c. We recognize that redemption by Jesus Christ and personal acceptance of His forgiveness are necessary for human wholeness.
 - d. Authority of the Bible: We hold the Bible as the Word of God, the basis of our faith, and the primary record by which these values are made known.
 - e. The Leading of the Holy Spirit: We rely on the Holy Spirit to help us discover these values. Thereby we call into question the values of the world.
- II. Superior Academics
 - a. We believe all truth is of God. Therefore, we recognize the importance of each field of study both for its own significance and for its interrelationship with other areas of knowledge.
 - b. We believe that God desires that we pursue excellence according to the standard of His will for us.
 - c. Knowledge: We value a thorough command of the primary resources, methodology, and major issues in academic fields of study.
 - d. Understanding: We value intellectual curiosity, flexibility, and critical open-mindedness in learning. We value the ability to deal with complexity and ambiguity, and to consider evidence in godly decision-making. We value a Christian understanding of the humanities, social sciences, and natural sciences. We are students of their roles in biblical Creation, Fall, and Redemption.
 - e. Skills: We value the acquisition and development of skills related to academic fields of study, and an understanding how field-specific skills may be adapted to other fields.
 - f. Practical Application: We value the practical application of academic content to expand the Kingdom of God and for the edification of the body of Christ.
- III. Servant Leadership
 - a. We show love toward God and love toward each other.
 - b. We engage in community as members of one body of Christ and maintain a nonsectarian openness toward all Christians.
 - c. We honor our commitments and take responsibility for our personal behavior, decisions, and continuing growth.

- d. We know from experience that self-discipline, struggle, risk, and confrontation are necessary for growth, and recognize that because of the grace of God, we grow even through our failures.
- e. We have experiences in self-assessment in every dimension of our lives, including values clarification based on biblical truths. We plan for continuous individual growth and renewal.
- f. We understand the capabilities of our physical bodies and are committed to the lifelong nurturing of our physical selves so that we can be of service to the Lord and others.
- g. We are servants who:
 - i. Are able to joyfully follow Jesus' example of service in the world and to pour out our individual and corporate lives for others because of God's love in Christ for us.
 - ii. Share our faith unashamedly, disciple other Christians, participate in missionary endeavors, and minister to the needs of all persons, regardless of their agreement with our beliefs. We affirm the unique worth of every individual. We regard each individual as having God-given gifts and talents to be discovered, developed, and directed toward service.
 - iii. Are faithful stewards of our time, talents, and resources. We welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.
- h. We value truth and humility.
- i. We value a spiritually surrendered life in both our work and our walk with the Lord.
- j. We value infectious, optimistic, and enthusiastic attitudes that have the best interests of the team at heart.
- k. We value a teachable heart and growth in our lives and ministries.
- l. We are committed to personal sacrifice in meeting the spiritual and practical needs of students and one another.

Institutional Learning Outcomes

Calvary Chapel University graduates:

Simply Jesus	<ul style="list-style-type: none">• Exhibit knowledge, understanding and skills in light of scriptural truth.• Exhibit Christian character.• Impact their families, workplaces, and communities for Christ.• Interact in truth and love with a world in need of personal relationship with Jesus Christ.
Superior Academics	<ul style="list-style-type: none">• Think critically.• Think creatively.• Communicate effectively.• Use technology effectively.
Servant Leadership	<ul style="list-style-type: none">• Exhibit Christian leadership.• Live a life of obedience by faith and glorify God.• Practice an enduring commitment to use God-given gifts and talents to serve God and others, and to live out God's plan.• Enjoy healthy interpersonal relationships.

Facilities and Contact Information

Central Office

Principal address: 117 Sparrow Ln, Headwaters, VA 24442

Preferred mailing address: 1771 East Palomar St, Chula Vista, CA 91913

Email: info@calvarychapeluniversity.com

Website: www.calvarychapeluniversity.com

Library

<http://www.calvarychapeluniversity.com/students-and-alumni/resources-library/>

Director of Admissions

Deven Berryhill

deven@calvarychapeluniversity.com

Director of Academic Advancement

Wendy Berryhill

wendy@calvarychapeluniversity.com

Registrar/Student Financial Services

Lori Scanlan - Accounts and Billing

lori@calvarychapeluniversity.com

Financial Aid

<http://www.calvarychapeluniversity.com/admission/financial-aid/>

Institutional Policies

Statement of Diversity

Calvary Chapel University believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. The University asserts that a genuine love for and interaction with diverse peoples is a biblical mandate. Moreover, Calvary Chapel University recognizes that current definitions of diversity differ widely. Our standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore, or reject biblical standards represent diversity in rebellion to God's standards and hence, are unacceptable to the University. Recognizing the diverse nature of the body of Christ and its shared commitment to intellectual values, and our Lord's commission to make disciples of all peoples, we are committed to diversity in the following ways:

- By building a community of trust among the different ethnic and cultural groups represented in our students and faculty, predicated upon respect for differences, with the purpose of focusing on the culturally-transcendent scriptural admonitions laid out by Paul in Colossians 3:11-15;
- By extending the resources of the University to Christians from various backgrounds, for the work clearly defined in Ephesians 4:12;
- By assuming a leadership role in extending knowledge accessibility to the multiethnic Christian community throughout the United States and around the world; by fostering comprehension and acceptance of people of differing viewpoints; and
- By including contributions coming from members of diverse populations within the educational process.

Statements of Nondiscrimination

In keeping with the second commandment that our Lord Jesus gave in Matthew 22:39, "You shall love your neighbor as yourself," and the belief that God made us all unique individuals, yet in His image, CCU prohibits discrimination.

The University supports Titles VI and VII of the Civil Rights Acts of 1964, and Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended, CCU prohibits discrimination on the basis of a

disability in the recruitment and admission of students, or in the operation of any of its programs and activities, as specified by federal laws and regulations.

Family Educational Rights and Privacy Act (FERPA) of 1974

CCU also 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 Family Educational Rights and Privacy Act of 1974, provides that information from student records will not be identified by nor conveyed to unauthorized parties. Exceptions are made for CCU officials, teachers, authorized federal agencies, and in connection with the application for or receipt of financial aid. No other parties may obtain information unless the student has provided CCU with written consent. Students have access to their information on demand. Students 18 years of age and older must sign a consent form in order for parents to obtain academic or financial information. The appropriate [Release of Information form](#) is available from the Admissions Office and online under [Student Forms](#). All inquiries regarding matters of compliance should be made to the Assistant Director of Academic Affairs at wendy@calvarychapeluniversity.com.

Student Grievance Procedures

Calvary Chapel University (CCU) acknowledges that in any University community there is the possibility of conflict and student dissatisfaction. CCU wishes to provide educational instruction and services of the highest quality to its students, and facilitate equity and harmony in the application of policies and procedures. When a student has a complaint or grievance, CCU has developed procedures to resolve the matter.

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the university community that in any way adversely affects the status, rights, or privileges of any student.

A student may seek redress within 30 days of the alleged grievance. The burden of proof rests with the individual making the complaint. The grievance procedure and form is available on the website.

Student Life

As a member of the Calvary Chapel University community, it is our hope that this guide will serve as a reference in clarifying behavioral expectations and policies that have been established to ensure each student's educational and spiritual growth, while safeguarding the effective functioning of our online community. The University reserves the right to change or modify the rules, regulations, and policies found within this Handbook. Changes may also be necessitated by federal, state or local law, other regulatory requirements, or in relation to accreditation. Changes may include but are not limited to curriculum, academic

policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect; however, Calvary Chapel University will make reasonable attempts to notify students promptly of any policy changes through communication methods deemed appropriate by the University administration.

Spiritual Life

Calvary Chapel University seeks to admit students who have a personal relationship with the Lord Jesus Christ. CCU is committed to the equipping of men and women for effective ministry as they deepen their relationship with the Lord. Each student should be committed to following Christ, striving to live by the standards set down in Scripture, and faithfully participate in his or her local church.

A healthy spiritual life is a daily responsibility and privilege. The spiritual life of a student affects the spiritual life of the total body. Every student is encouraged to give special attention to the following:

- Facilitation of daily prayer and regular Bible studies;
- Development of mature relationships with other believers; and
- Maintenance of a positive attitude. All programs, activities and services are designed to prepare men and women for effective spiritual ministry. The spiritual life of each student is considered critically important in the collective student experience.

Each student is expected to exhibit the following attributes within their online courses:

- **Love:** *1 John 3:11 – “For this is the message which you have heard from the beginning, that we should love one another.”*
- **Edification:** *Romans 15:1-2 – “Now we who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Each of us is to please his neighbor for his good, to his edification.”*
- **Bearing One Another’s Burdens:** *Galatians 6:2 – “Bear one another’s burdens, and thereby fulfill the law of Christ.”*
- **Speaking the Truth in Love:** *Ephesians 4:15 – “But speaking the truth in love, we are to grow up in all aspects into Him who is the head, even Christ.”*
- **Responsibility to Other Believers:** *1 Corinthians 8:9 – “But take care that this liberty of yours does not somehow become a stumbling block to the weak.”*
- **Restoration and restitution:** *Galatians 6:1 – “Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted.”*

Counseling Services

Students are offered opportunities to secure assistance concerning personal, spiritual, and academic life. The faculty and staff are available to counsel students by phone and email. Additional assistance may be obtained through various external resources should there be a need for specialized intervention.

Library/Learning Resource Center

CCU provides online resources through our online [Library Resources page](#). On this page, students have access to carefully selected online resources, including theological and educational topics and journals. Additionally, students will find writing resources and guides to the APA style required for all formal papers.

Copyright Policies

Calvary Chapel University prohibits its students from unauthorized access to and/or copying the works of others. Examples of works of others include, but are not limited to, books, articles, artwork, images, music, movies, and computer programs. The University expects its students to understand and observe all applicable federal copyright laws. CCU students found in violation of the University's copyright policy may be subject to disciplinary action, up to and including immediate dismissal. Violators of federal copyright laws are also subject to accompanying penalties, up to and including fines and imprisonment. For more information regarding federal copyright law, students should review the website of The United States Copyright Office: <http://www.copyright.gov>.

Rights of Privacy and Publicity

By enrolling in a class at Calvary Chapel University, a student thereby grants the University the right to keep records of all online classroom discussions, and waives any rights to privacy of such discussions. Furthermore, CCU makes no attempt to control what other students do with such records. CCU will use such copies strictly for record-keeping and accreditation purposes, and will not make any other use of such copies. However, CCU makes no attempt to control what other students do with such records.

Students grant CCU the right to retain copies of their works; by enrolling in a class, a student thereby grants the University the right to retain copies of all works produced by the student, whether written or submitted recordings of verbal presentations. CCU will use such copies strictly for record-keeping, disciplinary (e.g., plagiarism), and accreditation purposes, and will not make any other use of such copies.

Trademarks

Students must never use others' trademarks to sell their own products, or advertise their own services. Also, students must never use any of the University's trademarks or service marks without the express written consent of the Director of Academic Advancement.

Codie Brenner 4/1/2015 9:45 PM

Comment [1]: I recommend that this section be reviewed by legal counsel to validate and ensure the wording has authoritative/actionable power if necessary.

At my previous institution, there was a robust Student Rights and Responsibilities section that outlined areas such as this as well as academic integrity violations, etc. I recommend a review of this to consider whether other policies may be applicable to CCU and would provide greater protection for both the students and the University as comes with documentation and dissemination of policies.

Wendy Berryhill 10/9/2015 11:52 AM

Comment [2]: Yes, good idea! We need to get legal counsel

Student Financial Information

Tuition and Fees

Information related to tuition and fees is listed in the University Catalog and on the website under [Tuition and Costs](#).

Payment of Accounts

Students pay tuition online through our convenient and secure payment system. A link is provided on the Populi system as part of your admission process. Tuition must be paid in full within the first 30 days of class unless special financial arrangements have been agreed upon with CCU staff.

Tuition Refund Policy

- 100% of tuition may be refunded if the course is dropped before or on the add/drop deadline.
- 50% of tuition may be refunded for the second through third week of class.
- No tuition will be refunded after the end of the third week of class.
- Fees are non-refundable.

Refunds are assessed from the date a student submits a [Withdrawal Form](#) to the Admissions Office, not from the date they stop participating in class(s). The [Withdrawal Form](#) is available on the CCU website or from the Admissions Office.

Payment Plans

CCU encourages students to take a biblical view of debt and to pay their full tuition at the time of registration. However, CCU offers a payment plan option for those who qualify.

If financial aid does not account for 100% of the charges due for the term, the student is responsible to pay for the remaining balance. The student may opt to either pay his or her balance in full prior to the payment due date or contact Student Financial Services to set up

a payment plan. If the student opts to pay the remaining balance through a payment plan, the student must meet the eligibility qualifications.

Students who do not qualify for the deferred tuition payment plan include:

1. Any student who has failed to meet the conditions of a previous payment plan;
2. Any student with an outstanding balance; and
3. Any student who fails to abide by the policies and regulations of Calvary Chapel University as outlined in this Student Handbook and the Calvary Chapel University Catalog.

Enrollment in Payment Plan

In order to qualify for and enroll in a payment plan, students must contact the Student Financial Services Office at 954.453.9228.

It is the student's responsibility to contact the Student Financial Services Office in writing (email is acceptable) at least 10 days in advance of a payment due date if the student adds or drops a class. Although the Student Financial Services Office monitors accounts, it remains the student's responsibility to contact the Office to ensure account updates occur in a timely manner. For additional assistance, students may contact the Student Financial Services Office at 954.453.9228 or email lori@calvarychapeluniversity.com.

Delinquent Accounts Policy

An account is considered delinquent if full payment is not received by the end of the first week of the course resulting in an outstanding account balance. Any student with a delinquent account will be put on a financial hold and not be allowed to register for a subsequent term or course until payment is received in full or a payment plan is established. A student with a delinquent account will not be permitted to take comprehensive exams, obtain copies of official transcripts, or receive a diploma.

An administrative fee may be assessed to a student's account for any outstanding balances, late payments, or insufficient funds.

Students are responsible for full payment of all tuition and fees incurred. During enrollment periods, students who have not met their financial obligations prior to the payment deadline will be administratively withdrawn from all registered courses and will remain responsible for any non-refundable fees incurred during the registration process. Any student with an outstanding balance past the agreed-upon or published due date, will be assessed a \$50.00 late payment fee.

The University reserves the right to withhold any grades, graded work assignments or projects, transcripts (unofficial & official), certificates, diplomas, and participation in commencement ceremonies from students whose financial obligations have not been fully satisfied. Holds will be placed on a student's academic record and the student will be unable to register for additional courses until the balance is paid in full.

Academic Regulations

Students are responsible for making certain they meet all requirements for graduation and academic deadlines. Under unusual or mitigating circumstances, students are required to submit a written petition to the appropriate department.

Availability of Classes

CCU does not offer all the courses listed within the Catalog each semester or each academic year. CCU reserves the right to withdraw any course from its semesters' course offerings due to low enrollment. Other courses may be added at the discretion of the Director of Academic Advancement.

Student Classification (undergraduate)

A student who is actively pursuing a bachelor's degree program is classified by the number of earned credit hours. The student's class standing is based upon the number of credit hours successfully completed at the end of each semester. These classifications are as follows:

Freshman	0 – 29 credit hours earned
Sophomore	30 – 59 credit hours earned
Junior	60 – 89 credit hours earned
Senior	90 or more credit hours earned

Registration

Prior to each semester and before attending any class, CCU students are required to register and arrange for the payment of all tuition and fees. Students use an online registration system to register, make changes to their schedule, and/or make payment arrangements. To access the online registration site, log in to Populi. Students are strongly encouraged to consult the academic calendar for deadline dates. A student is officially enrolled once he or she is registered and all required tuition and fees are paid. CCU reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees.

Adding and Dropping Courses

1. Registered students may add courses through the first week of class each term, depending on the nature of the course and the availability of space.
2. A registered student may drop courses through the end of the first week of class for each term without a "W" (Withdrawn) appearing on the academic record. Beginning the second week until the end of the eighth week of class for each term, a "W" will appear on the student's academic record.
3. Failure to drop a course properly will result in an "F" grade being recorded on the academic record.

Codie Brenner 4/1/2015 10:43 PM

Comment [3]: Is there a reason to classify students this way? Since you also offer graduate degrees, is this an inclusive classification system?

Wendy Berryhill 10/9/2015 11:54 AM

Comment [4]: If we don't need it, delete it

Repeating Courses

Students may repeat a course for which they receive a grade of “F.” Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher. Students should understand that grades and credit hours are calculated in the student’s cumulative grade point average.

Auditing Courses

Students may register for a regular course as an auditor on a “space available” basis. If sufficient space is not available, the instructor’s approval is required. Students are not required to submit assignments. There is no credit associated with an “AU” grade. Courses taken for audit do not count toward satisfaction of any academic requirements. Students may not change from audit to credit status after the first week.

Grading

Students are graded according to the following designations: Letter Description numerical Value Grade Points

Grading Scale	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

Grade Description:

- W Withdrawal
- AU Audit
- Incomplete

Incomplete Grades Policy

Students experiencing extreme temporary hardship should request an incomplete grade through their instructor prior to the course end date.

If granted by the instructor, a temporary grade of “I” is assigned and the student is granted a time extension to complete course requirements after the close of the semester. A temporary grade of “I” must be submitted by the instructor at the time the incomplete is granted, and a final grade must be submitted by the instructor at the end of the following semester. Students who fail to meet outstanding course requirements during the extended time will receive a default grade of “F.”

Extreme temporary hardship may include:

- Documented military duty that resulted in an inability to continue in the course or program;
- Documented personal or family medical emergency;
- Documented act of nature;
- Documented death in the family; or
- Documented temporary severe economic hardship.

Grade-Point Average

The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student's grade point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.

Grade Appeal

Grades may be appealed based on the student's perception that any of the following conditions exist:

- An error was made in the calculation of the course grade; or
- The instructor was incorrect with respect to an objective fact within the discipline and this error affected the student's final grade.

In the event that a student has a concern that a grade is inaccurate, he or she should approach the faculty member and provide documentation for the alleged inaccuracy within sixty (60) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Director of Academic Advancement up to 180 days after the grade was originally submitted. After 180 days, the Director of Academic Advancement may consult with the Faculty Committee for approval. Any request for an extension or opportunity for the student to perform additional work as a part of a grade appeal that is submitted 180 days after the grade was issued must be approved by the Director of Academic Advancement.

Satisfactory Academic Progress

Calvary Chapel University reserves the right to place a student on academic probation and/or suspension for any reason deemed appropriate during his or her matriculation at the University. Students whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation and are required to make satisfactory academic progress (SAP) per the following guidelines:

- Must be enrolled in a degree program, taking classes leading to that degree;
- Must maintain a cumulative GPA of 2.0;
- **Academic Warning** Students who earn a semester GPA of less than 2.0, but whose

cumulative GPA is not less than 2.0 will be given an academic warning, and are strongly encouraged to meet with an Enrollment Advisor prior to the start of the next semester. Additionally, students who earn a GPA of less than 2.0 in their major courses, but whose cumulative GPA is not less than 2.0 will receive an academic warning. An academic warning will not be placed on the official transcript;

- **Academic Probation** Students should note that academic probation differs from financial aid probation. Students whose cumulative GPA is less than 2.0 will be placed on academic probation, and will be required to meet with an Enrollment Advisor prior to the start of the next semester. Students placed on academic probation will be required to meet SAP standards by achieving a cumulative GPA of 2.0 during the semester in which they are on probation. Students placed on academic probation will also have a registration hold placed on their account, and the academic probation status will be indicated on the official transcript.

Withdrawal from the University

Withdrawal from the University refers to withdrawing from all courses for which a student is enrolled in a given semester, and therefore the student is no longer enrolled. Students who wish to withdraw from the University should submit a [Withdrawal Form](#), which is available on the website under [Student Forms](#).

Leave of Absence

The cumulative time for a student's leave of absence may not exceed 180 calendar days throughout his or her matriculation in the program. Once the leave of absence is approved, the leave will begin on the start date of the next module following the date of the request.

Students are responsible for contacting the Director of Academic Advancement prior to the completion of their leave of absence period in order to re-enroll in their courses. The date of return will be the week of the course in which the student is re-enrolling. If no contact is made with the Director of Academic Advancement by the completion of the leave of absence period, students may be administratively withdrawn from the program. The last date of attendance, and subsequently, the withdrawal, will be recorded as the last date of online participation.

Students who are administratively withdrawn from a program must reapply for admission to the program. Leave of absences and withdrawals may impact future financial aid eligibility and loan repayment periods.

Please note: Students receiving institutional financial aid should contact their financial aid advisor prior to a requested leave of absence.

Transcripts

A transcript is the permanent academic record of the student. An official transcript is a copy bearing the University seal and the signature of the Registrar. Requests for a

Codie Brenner 10/8/2015 11:09 PM

Comment [5]: The Withdrawal form on the website is strictly geared toward a drop withdraw of a class/course. This form needs to be updated so that it can also be used for a Withdrawal from the University.

Wendy Berryhill 10/9/2015 11:56 AM

Comment [6]: Ok, this is good. I like the new form changes

transcript will only be honored if the request is made in writing by the student to the Office of the Registrar and is accompanied by the appropriate transcript fee. Students may complete the [Transcript Request Form](#) online. The charge for an official transcript is \$7.00. An expedited transcript request (within 24 hours) costs \$10.00. Normal transcript processing takes 1-3 business days from the receipt of the request.

Please note: transcript requests will not be processed if the student has an outstanding financial obligation to the University.

Academic Advising Program

To assist students in accomplishing maximum academic achievement, each student enrolled in a certificate or degree program must participate in an ongoing sequence of academic advising and assessment. Academic advisors monitor, evaluate and measure academic progress as well as consider and address any student questions or concerns.

Academic Calendar

Fall 2016 Semester

Module 1 Classes Begin	August 29, 2016
Last day to Add/Drop with partial refund	September 12, 2016
Last day of classes	October 23, 2016
Module 2 Classes Begin	September 26, 2016
Last day to Add/Drop with partial refund	October 10, 2016
Last day of classes	November 20, 2016
Module 3 Classes Begin	October 24, 2016
Last day to Add/Drop with partial refund	November 7, 2016
Last day of classes	December 18, 2016
Christmas/New Year's Holiday	December 19 - January 9

Spring 2017 Semester

Module 1 Classes Begin	January 9, 2017
Last day to Add/Drop with partial refund	January 23, 2017
Last day of classes	March 5, 2017
Module 2 Classes Begin	February 6, 2017
Last day to Add/Drop with partial refund	February 20, 2017
Last day of classes	April 2, 2017
Module 3 Classes Begin	March 6, 2017
Last day to Add/Drop with partial refund	March 20, 2017
Easter Break	April 14 - 23
Last day of classes	May 7, 2017

Summer 2017 Semester

Module 1 Classes Begin	May 15, 2017
Last day to Add/Drop with partial refund	May 29, 2017
Last day of classes	July 9, 2017
Module 2 Classes Begin	June 12, 2017
Last day to Add/Drop with partial refund	June 26, 2017
Last day of classes	August 6, 2017
Module 3 Classes Begin	July 10, 2017
Last day to Add/Drop with partial refund	July 24, 2017
Last day of classes	September 3, 2017