



Grand Canyon University
University Policy Handbook
Fall 2012

University Policy Handbook Version Record

Edition	Version	Updated	Changes Made
2012	v.1	8/27/12	<ul style="list-style-type: none"> • Updated the admission requirements for the Bachelor of Science in Professional Development and Advanced Patient Care • Updated the admission requirements for the Doctor of Business Administration • Updated the admission requirements for the Doctor of Philosophy • Updated Degrees Offered
2012	v.2	9/3/12	<ul style="list-style-type: none"> • Updated International Baccalaureate Credit (IB) • Added Kansas to State Authorizations • Updated Textbooks
2012	v.3	9/10/12	<ul style="list-style-type: none"> • Updated phone number for General Counsel • Updated University Board of Directors • Updated University Appeal Procedures • Updated Baccalaureate Admission Requirements • Added Transcript Fee, Housing Application Fee and Registration Fee to Tuition and Fees • Updated Admission Requirements for Bachelor of Science in Elementary Education, Bachelor of Science in Secondary Education, Bachelor of Science in Early Childhood Education, Bachelor of Science in Elementary Education/Special Education, Master of Education in Elementary Education, Master of Education in Secondary Education, Master of Education in Early Childhood Education, and Master of Education in Special Education • Added Bridge to Master of Science in Nursing For Nurses with Canadian Licensure Admission Requirements • Added Master of Science in Nursing with an Emphasis in Nursing Education, Master of Science in Nursing: Nursing Leadership in Health Care Systems, Master of Science in Nursing: Public Health, and Master of Science in Nursing: Health Care Informatics For Nurses with Canadian Licensure • Updated Class Attendance and Participation • Updated International Student Admission • Updated Overload Policy • Updated Federal Refund Policy: Official and Unofficial Withdrawal • Updated Commencement • Added Citizenship/Visas/Permanent Residents
2012	v.4	9/17/12	<ul style="list-style-type: none"> • Updated Washington with State Authorizations • Updated Admission Requirements for HS Dual Enrollment • Updated Admission Requirements for Bachelor of Science in Nursing (Pre-Licensure) • Added Special Education emphasis under Doctor of Education in Organizational Leadership • Added Admission Requirements for Doctor of Education in Organizational Leadership with an Emphasis in Special Education
2012	v.5	9/24/12	<ul style="list-style-type: none"> • Updated Baccalaureate Admission Requirements
2012	v.6	10/22/12	<ul style="list-style-type: none"> • Updated Academic Calendar • Updated Tuition and Fees

2012	v.7	11/12/12	<ul style="list-style-type: none"> • Updated HS Dual Enrollment • Updated Code of Conduct Violations
2012	v.8	11/26/12	<ul style="list-style-type: none"> • Updated Georgia under State Authorizations • Changed Official University Withdrawal to University Official Withdrawal • Added Semester Official Withdrawal • Updated Academic Calendar
2012	v.9	12/3/12	<ul style="list-style-type: none"> • Added Bachelor of Arts in Digital Film Admission Requirements
2012	v.10	12/10/12	<ul style="list-style-type: none"> • Updated Ken Blanchard College of Business under Accreditation • Updated Baccalaureate Admission Requirements • Updated College of Education and College of Fine Arts and Production Progression Requirements • Updated Bachelor of Science in Health Sciences: Professional Development and Advanced Patient Care Admission Requirements • Updated Bachelor of Science in Nursing (RN to BSN) Admission Requirements • Updated University Appeals Procedure

Right to Change Requirements:

The University reserves the right to make changes of any nature to the calendar, admission requirements, degree requirements, fees, regulations, course offerings, programs, or academic schedules whenever they are deemed necessary or desirable, including changes or modification of course content, class scheduling, offering patterns, canceling of scheduled classes, or other academic activities.

The Grand Canyon University Policy Handbook does not establish a contractual relationship; rather, it sets forth academic and other requirements that students must meet to be granted a degree and, in some circumstances, to continue to be enrolled at the institution. While advisors and other Grand Canyon University personnel are available to guide students with respect to the requirements, students ultimately bear the responsibility of following the requirements.

Students should view the Academic Catalog for college and program specific information.

Grand Canyon University does not discriminate on the basis of age, race, color, national origin, gender, or handicap in its programs and activities. Please send all inquiries related to the University's non-discrimination policies to General Counsel, 3300 West Camelback Road, Phoenix, AZ 85017, 602-639-8127.

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Contact Information

General Contact Information

Web Sites

<http://www.gcu.edu/>

<http://my.gcu.edu>

Main Switchboard

Phone: 1-602-639-7500

Toll-free: 1-800-800-9776

Mailing Address

Grand Canyon University

PO Box 11097

Phoenix, AZ 85061-1097

Street Address

Grand Canyon University

3300 West Camelback Road

Phoenix, AZ 85017-3030

Student Contacts

Academic Counselors

Responsibility: Assists students with planning and maintaining their program of study. Students should have the extension to a personal academic counselor.

Phone: 1-800-800-9776

Enrollment Counselors

Responsibility: Assists students with their initial enrollment into a program of study.

Phone: 1-800-800-9776

Finance Counselors

Responsibility: Assists students with planning financial resources needed to fund their education. Students should have the extension to a personal finance counselor.

Phone: 1-800-800-9776

Technical Support

Responsibility: Assists students with technical issues regarding the University systems.

Phone: 1-877-428-8447

Library

Responsibility: Provides learning resources through physical and online libraries.

Phone: 1-602-639-6441

Office of Academic Records

Responsibility: Tracks student progress to degree completion, evaluates transcripts, and admits students to the University.

Phone: 1-800-800-9776

E-mail: academicrecords@gcu.edu

Student Disability Services

Responsibility: Assists students with disability obtain reasonable accommodation, based on student self-disclosure.

Phone: 602-639-6342

Email: disabilityoffice@gcu.edu

Center for Learning and Advancement

Responsibility: Provides learning resources for students through free face-to-face and online tutoring in writing, math (algebra, trigonometry, calculus), accounting, finance, statistics, APA, as well as workshops in test-taking

techniques, reading strategies, time management, study skills, and note-taking techniques.

Phone: 1-602-639-8901

Email: centerforlearning@gcu.edu

Canyon Health and Wellness Clinic

Responsibility: Assists campus students with health needs.

Phone: 602-639-6215

Fax: 602-639-7830

Center for International Education

Responsibility: Assists international students with admissions and program completion.

Phone: 602-639-6351

International: 001-602-639-6351

Fax: 602-589-2445

Career Services

Responsibility: Assists students with finding employment.

Phone: 602-639-6606

Fax: 602-639-7856

E-mail: careerservices@gcu.edu

Office of Student Life

Responsibility: Assist traditional campus students with campus life.

Phone: 602-639-7705

Email: studentlife@gcu.edu

Campus Life Offices

Responsibility: Assists students with campus clubs, intramurals, Associated Students of GCU, and campus programming.

Phone: 602-639-6240

Email: asgcu@gcu.edu

Residence Life

Responsibility: assists students with campus housing

Phone: 602-639-6244

Email: residencelife@gcu.edu

Office of Spiritual Life

Responsibility: Provides spiritual needs of the campus, coordinates Chapel programming and outreach ministry

Phone: 602-639-6750

Email: ministry@gcu.edu

Accreditation and Authorizations

Accreditation

Grand Canyon University holds many accreditations, some college-specific and others program-specific. Accreditation is desirable as it speaks to the quality of the college or university, acknowledged by peer institutions. In choosing a university, parents and students should ensure their university of choice is regionally accredited.

Regional accreditation in higher education originated almost a century ago as an American process conferred by a nongovernmental agency. It provides quality assurance and ensures institutional program improvement. The agency's expert and trained peers have visited and reviewed Grand Canyon University. During the visit, Grand Canyon University is reviewed from a variety of facets, including: educational activities, administration, financial stability, admissions and student personnel services, resources, student academic achievement, organizational effectiveness, and relationships with outside constituencies.

Six regional agencies provide institutional accreditation on a geographical basis — Middle States, New England, North Central, Northwest, Southern, and Western. While independent of one another, the six regional associations cooperate extensively and recognize one another's accreditation.

The Higher Learning Commission and its predecessor have accredited Grand Canyon University continually since 1968, obtaining its most recent ten-year reaccreditation in 2007. The Arizona State Board for Private Postsecondary Education licenses GCU in Arizona.

Higher Learning Commission

The Higher Learning Commission (member of North Central Association of Colleges and Schools) accredits Grand Canyon University.

The Higher Learning Commission
North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Phone: 312-263-0456
Toll-free: 800-621-7440
<http://www.ncahlc.org/>

Arizona State Private Post-Secondary Education

Grand Canyon University is licensed in Arizona by the Arizona State Board for Private Postsecondary Education.

Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260
Phoenix, AZ 85007
Phone: 602-542-5709
<http://azppse.state.az.us>

Veteran's Administration

Grand Canyon University is approved for the education and training of Veterans under the provisions of Title 10 and 38, United States Code. We accept Chapter 30, 31, 32, 33, 35, 1606, 1607 recipients. Veterans are approved for benefits for numerous programs. For more information regarding using your VA benefits at GCU, please email VaBenefits@gcu.edu or visit us at [Veteran Affairs Benefits](#).

In addition, the University has obtained the following specialized accreditations and approvals for our core program offerings: Association of Collegiate Business Schools and Programs, Arizona State Board of Education, Arizona Department of Education, Commission on Collegiate Nursing Education, and Commission on Accreditation of Athletic Training Education.

Ken Blanchard College of Business

The Accreditation Council for Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211, 913-339-9356, accredits the following programs of the Ken Blanchard College of Business: Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Science in Entrepreneurial Studies, Bachelor of

Science in Finance and Economics, Bachelor of Science in Marketing , Bachelor of Science in Sports Management, Executive Master of Business Administration and Master of Business Administration.

College of Education

Grand Canyon University College of Education is approved by the Arizona State Board of Education and the Arizona Department of Education to offer institutional recommendations (credentials) for the certification of elementary, secondary, special education teachers, as well as principals.

College of Nursing

The Commission on Collegiate Nursing Education, One DuPont Circle NW, Suite 530, Washington, DC 20036, 202-887-6791, and the Arizona State Board of Nursing accredit the University for the Bachelor of Science in Nursing and Master of Science in Nursing degree.

The Commission on Accreditation of Athletic Training Education (CAATE) accredits the Athletic Training Education Program, 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664.

Intercollegiate Athletics

Intercollegiate athletics function under the guidelines of the National Collegiate Athletic Association (NCAA) Division II, 1802 Alonzo Watford Sr. Drive, Indianapolis, IN 46202 regarding eligibility to participate in intercollegiate sports.

State Authorizations

Alabama

Grand Canyon University has been granted authorization by the State of Alabama under Ala. Code 16-5-10 (14) (1975) to offer the academic degree programs described herein. Since credentials earned through the College of Education do not automatically qualify for teacher certification, endorsement, and/or salary benefits within the State of Alabama, prospective students are advised to contact the Alabama State Superintendent of Education.

Arkansas

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Georgia

Grand Canyon University is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. Georgia students should not enroll in a Master of Education program which cannot be completed by December 15, 2014, or a Doctor of Education program which cannot be completed by December 15, 2016. If a complaint is not settled at the institutional level, students can refer to the Georgia Nonpublic Postsecondary Education Commission website at <http://www.gnpec.org> and click on "Complaint Process." The Georgia Nonpublic Postsecondary Education Commission is located at 2082 East Exchange Place, Suite 220, Tucker, GA 30084. (Phone Number: 770-414-3300)

Idaho

Grand Canyon University is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code.

Indiana

This institution is regulated by The Indiana Commission on Proprietary Education, 302 West Washington Street, Room E 201, Indianapolis, IN 46204-2767. Toll Free Indiana Number: 1-800-227-5695 or 317-232-1320.

Iowa

Students seeking an Iowa license are advised that successful completion of Grand Canyon University's programs of educator preparation do not qualify you for initial educator licensure by the Iowa Board of Educational Examiners. Candidates seeking licensure in the state of Iowa must first be licensed/certified as educators in Arizona. Grand Canyon University will assist you in understanding the licensure requirements of the Arizona Department of Education prior to completion of your educational preparation program. Arizona Department of Education can be contacted at 800-352-4558 or <http://www.azed.gov/>. Candidates seeking subsequent licensure from the Iowa Board of Educational Examiners must contact that Board (515-281-5849; <http://www.boee.iowa.gov/>) for licensure requirements in Iowa.

Kansas

Grand Canyon University has been approved to operate by the Kansas Board of Regents.

Kentucky

Please be advised that our educator preparation programs are NOT accredited in Kentucky by the Education Professional Standards Board and are NOT recognized for initial, additional, or renewal of certification or salary enhancement (rank change) for K-12 educators in Kentucky. For more information, please visit the Education Professional Standards Board's Website at <http://www.epsb.ky.gov/certification/outofstate.asp>.

Please check the Kentucky Council on Postsecondary Education's Website at <http://dataportal.cpe.ky.gov/acadprog.aspx> to view a listing of approved programs. For more information, please contact the Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, Kentucky 40601.

Louisiana

Grand Canyon University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Minnesota

Grand Canyon University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, Sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Missouri

Grand Canyon University has been approved to operate by the Missouri Coordinating Board for Higher Education.

Ohio

Grand Canyon University is approved by the Ohio Board of Career Colleges and Schools and any Ohio residents who have a complaint can file a complaint with the Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH, 43215; 614-466-2752 or toll free 877-275-4219.

Pennsylvania

Teacher education programs have not been reviewed or approved by Pennsylvania. Candidates will have to apply for certification and meet requirements for certification as out-of-state candidates.

South Carolina

Grand Canyon University is licensed to recruit SC residents by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201; 803-737-2260; www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality.

Grand Canyon University makes no guarantee that other institutions will accept credits earned at Grand Canyon University. The transfer of course/degree credit is determined by the receiving institution.

Applicant students must consult with their academic advisors concerning eligibility for employment in discipline-related fields.

Tennessee

Grand Canyon University is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission. In order to view detailed job placement and graduation information on the programs offered by Grand Canyon University, visit www.state.tn.us/thec and click on the Authorized Institutions Data button.

This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission (404 James Robertson Parkway, Suite 1900, Nashville, TN 37243-0830; 615-741-5293).

Transferability of Credits for Tennessee Students

Credits earned at Grand Canyon University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Grand Canyon University. You should obtain confirmation that Grand Canyon University will accept any credits you have earned at another educational institution before you execute an

enrollment contract or agreement. You should also contact any educational institutions to which you may want to transfer credits earned at Grand Canyon University to determine if such institutions will accept credits earned at Grand Canyon University prior to executing an enrollment contract or agreement. The ability to transfer credits from Grand Canyon University to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Grand Canyon University if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Grand Canyon University and of any other educational institutions to which you may in the future want to transfer the credits earned at Grand Canyon University before you execute an enrollment contract or agreement.

Washington

Grand Canyon University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Grand Canyon University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

This authorization is subject to periodic review and authorizes Grand Canyon University to advertise and recruit for the following degree programs: Associate of Arts, Bachelor of Arts in Christian Studies; Bachelor of Arts in Communications; Bachelor of Arts in English Literature; Bachelor of Arts in History; Bachelor of Arts in Interdisciplinary Studies; Bachelor of Science in Accounting; Bachelor of Science in Applied Management; Bachelor of Science in Business Administration; Bachelor of Science in Business Management, Bachelor of Science in Counseling; Bachelor of Science in Elementary Education; Bachelor of Science in Entrepreneurial Studies; Bachelor of Science in Finance and Economics; Bachelor of Science in Health Care Administration; Bachelor of Science in Health Sciences: Professional Development and Advanced Patient Care; Bachelor of Science in Justice Studies; Bachelor of Science in Marketing; Bachelor of Science in Medical Imaging Sciences; Bachelor of Science in Nursing (RN to BSN); Bachelor of Science in Psychology; Bachelor of Science in Public Safety and Emergency Management; Bachelor of Science in Respiratory Care; Bachelor of Science in Secondary Education; Bachelor of Science in Sociology; Bachelor of Science in Sports Management; Bridge to Master of Science in Nursing; Ken Blanchard Executive Master of Business Administration; Master of Arts in Christian Studies; Master of Arts in Teaching; Master of Business Administration; Master of Business Administration and Master of Science in Leadership; Master of Business Administration and Master of Science in Nursing; Master of Education in Curriculum and Instruction: Reading; Master of Education in Curriculum and Instruction: Technology; Master of Education in Education Administration; Master of Education in Early Childhood Education (IP/TL); Master of Education in Early Childhood Education (IP/Non-TL); Master of Education in Elementary Education (IP/Non-TL); Master of Education in Secondary Education; Master of Education in Special Education; Master of Education in Special Education for Certified Special Educators; Master of Public Administration; Master of Public Health; Master of Science in Accounting; Master of Science in Addiction Counseling; Master of Science in Criminal Justice; Master of Science in Health Care Administration; Master of Science in Health Care Informatics; Master of Science in Leadership; Master of Science in Nursing: Nursing Education; Master of Science in Nursing: Nursing Leadership in Health Care Systems; Master of Science in Nursing: Health Care Informatics; Master of Science in Professional Counseling; Master of Science in Psychology; and Doctor of Education in Organizational Leadership.

The following programs lead to initial teacher certification or licensure in Arizona, and program applicants are encouraged to check with their state or local credentialing agency regarding applicability in their state: Bachelor of Science in Elementary Education (IP/TL); Bachelor of Science in Elementary Education and Special Education (IP/TL); Bachelor of Science in Secondary Education (IP/TL); Master of Education in Early Childhood Education (IP/TL); Master of Education in Educational Administration (AP/PL); Master of Education in Elementary Education (IP/TL); Master of Education in Secondary Education (IP/TL); Master of Education in Special Education (Cross-Categorical) (IP/TL).

The following programs do not lead to initial building-level administrator certification or licensure, but may lead to professional development credit, and program applicants are encouraged to check with their state or local credentialing agency regarding applicability in their state: Master of Arts in Teaching (AP/CPE); Master of Education in Curriculum and Instruction: Reading (AP/CPE); Master of Education in Curriculum and Instruction: Technology (AP/CPE); Master of Education in Early Childhood Education (IP/Non-TL); Master of Education in Educational Leadership (AP/CPE); Master of Education in Elementary Education (IP/Non-TL); Master of Education in Secondary Education (IP/Non-TL); Master of Education in Special Education (Cross-Categorical) (IP/Non-TL); Master of Education in Special Education for Certified Special Educators (AP/CPE); Master of Education in Teaching English to Speakers of Other Languages (AP/CPE).

About Grand Canyon University

Vision

Grand Canyon University is the premier Christian University educating people to lead and serve.

Mission Statement

Grand Canyon University prepares learners to become global citizens, critical thinkers, effective communicators, and responsible leaders by providing an academically-challenging, values-based curriculum from the context of our Christian heritage.

Historical Sketch

Grand Canyon College was born in the wake of World War II as the realization of a dream long held dear by the tiny congregations of Southern Baptists that called the Arizona mission frontier their home. In the fall of 1946, the Baptist General Convention of Arizona voted to organize a college. A few months later, the Convention selected the first trustees for the college, who soon secured an abandoned armory building in Prescott, Arizona, as Grand Canyon's first campus.

The College was chartered on August 1, 1949, with 16 faculty and approximately 100 students, many of them veterans. In 1951 the College put up its first permanent buildings on a 90-acre tract in west Phoenix. Grand Canyon College was fully accredited in 1968 by the Commission on Institutions of Higher Education, North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312-263-0456, 800-621-7440.

The College was first considered primarily a school for preachers, but its reputation expanded rapidly. Grand Canyon College became famous early on for its teacher education program and soon developed outstanding programs in the sciences, nursing, business, music, and the arts, while maintaining its excellence in Christian studies.

During planning for the change in institutional organization and status from Grand Canyon College to Grand Canyon University, the institution identified several landmark events that had been and would be pivotal during this transition. These included, but were not limited to, the organization of programs and departments into multiple colleges, the offering of graduate degree programs, the formation of the Grand Canyon University Foundation, and the generosity of several individuals who pledged or gave unrestricted gifts valued at one million dollars or more to launch the University into the next decade and century. In May of 1984, the College trustees voted to prepare for transition to University status on the school's 40th anniversary in 1989. Another landmark event occurred at the turn of the century that moved the University away from being owned and operated by the Arizona Southern Baptists Convention to being self-owned by the Board of Trustees.

Four years later, in 2004, the University's ownership once again changed when it was purchased by Significant Education, LLC. At this time, the University became a for-profit institution with a vision for maintaining the strength of its campus-based programs, as well as a strong emphasis on online program offerings. Currently, Significant Education, Inc. owns the University.

In May 2008, Significant Education changed its name to Grand Canyon Education, Inc. to align with the name of the University. On November 20, 2008, Grand Canyon University became a publicly traded company on NASDAQ under the symbol LOPE.

University Board of Directors

- Brent Richardson; Executive Chairman, Grand Canyon University
- Brian Mueller; President/Chief Executive Officer, Grand Canyon University
- Fred Miller; M.D.; Member of the Board of Directors
- Dr. Jim Rice; Superintendent Alhambra School District; Member of the Board of Directors
- Ray Arvisu; President and Chief Executive Officer, Arvisu Advertising & Promotions Marketing; Member of the Board of Directors
- Will Gonzalez; Community Prosecution Bureau; Member of the Board of Directors
- Don Andorfer; President Emeritus Grand Canyon University; Member of the Board of Directors

Contributors

- Dave Brazell Stadium: David and Mildred Brazell
- The Cooke Health Center: Alumni Association
- Ethington Memorial Theatre: Peter and Anna Ethington

- Fleming Classroom Building and Library: Mr. and Mrs. William Fleming
- College of Nursing: Samaritan Foundation
- Tim Salmon Baseball Clubhouse: Tim and Marci Salmon
- Smith Arts Complex: C. J. and Thelma Smith
- Smithey-Parker Building: Jerry and Sarah Smithey along with Bill and Joyce Parker
- Tell Science Building: Mr. and Mrs. Andrew P. Tell
- Williams Building: Dr. Bill and Shirley Williams
- Hegel Hall: Dr. Joni Hegel

University Seal

When the Grand Canyon College seal was adopted in 1950, two of its major components were the cross and the cactus. The saguaro cactus rises from its desert setting to signify the intellectual opportunity for Grand Canyon University students, counteracting the arid mental state of uneducated man. The cross stands prominently on the horizon as a guide for spiritual enlightenment. Between the outer circle representing the earth and the inner circle representing the wheel of progress, the name of the University and its location are inscribed. The use of the seal is permitted only with approval of the Chief Executive Officer of the University.



University Mascot and Colors

The University mascot is the antelope. Antelope are native to the region surrounding Prescott, Arizona, near the college's first campus. The mascot reminds us of our heritage and humble beginnings. School colors are purple, black, and white. Students, employees, or contractors of the University shall not use the Grand Canyon University name, logo, or mascot in connection with any commercial venture without written approval of the Chief Executive Officer.



2012-2013 Academic Calendar

Traditional Campus Students

Fall 2012: 8/27/12 - 12/16/12

Instruction/Grade Calendars

* Move in Date for Fall Semester August 26, 2012

16-Week Classes

Instruction begins August 27, 2012

Instruction ends December 16, 2012

Christmas Break December 17, 2012 – January 6, 2013

8-Week Classes

Instructional Period A August 27 – October 21, 2012

Instructional Period B .. October 22 – December 16, 2012

Christmas Break December 17, 2012 – January 6, 2013

See [Policy Handbook Refund Policy](#) Variable Dates

Spring 2013: 1/7/13 - 5/5/13

Instruction/Grade Calendars

* Move in Date for Fall Semester January 6, 2013

16-Week Classes

Instruction begins January 7, 2013

Spring Break March 18 – March 24, 2013

Instruction ends May 5, 2013

8-Week Classes

Instructional Period A January 7 – March 3, 2013

Spring Break March 18 – March 24, 2013

Instructional Period B March 4 – May 5, 2013

2013 Commencement May 2-4, 2013

See [Policy Handbook Refund Policy](#) Variable Dates

Summer I 2013: 5/6/13- 8/18/13

Instruction/Grade Calendars

15-Week Classes

Instruction begins May 6, 2013

Instruction ends August 18, 2013

Summer Break August 19 – August 25, 2013

See [Policy Handbook Refund Policy](#) Variable Dates

Non-Traditional Students (Online and Offsite Cohort Students)

Please note that online and offsite cohort students have classes that begin frequently. Therefore, students are encouraged to contact their enrollment counselor or academic counselor for more information on class starts.

Holiday Schedule *

New Year's Day # □ @

Martin Luther King Day # ‡ □ @

President's Day # ‡ □ @

Good Friday # ✕ @

Memorial Day # ‡ □ @

Independence Day # ‡ □ @

Labor Day # ‡ □ @

Veteran's Day ‡ □ @

Thanksgiving and the following Friday # ✕ @

Christmas Day # ✕ @

Legend

Campus Offices Closed

‡ Evening Classes Meet

□ Online Classes Meet

@ Traditional Campus Students Do Not Meet

*Note: Online students are encouraged to submit work early if an assignment due date falls directly on a holiday. Students are still responsible for timely submission of work.

Degrees Offered

The University offers curricula leading to the degrees of Doctor of Education, Doctor of Philosophy, Doctor of Business Administration, Master of Arts, Master of Education, Master of Business Administration, Master of Public Administration, Master of Public Health, Master of Science, Bachelor of Arts, and Bachelor of Science, as well as offering graduate and undergraduate certificates.

Doctoral Programs

Doctor of Education Degree in Organizational Leadership

The Doctor of Education Degree (EdD) in Organizational Leadership program is delivered through a combination of online courses and face-to-face residencies. The program's curriculum and instruction is shared by the College of Education and the Ken Blanchard College of Education, meeting the needs of master's-prepared professionals seeking a terminal degree in leadership. Grand Canyon University offers the following emphases for this degree:

- Behavioral Health
- Christian Ministry
- Education and Effective Schools
- Instructional Leadership
- Higher Education Leadership
- Organizational Development
- Special Education

Doctor of Business Administration

The Doctor of Business Administration (DBA) is designed for those who desire a deeper understanding of business theory and its application to their area of professional interest. Grand Canyon University offers the following emphases for this degree:

- Management

Doctor of Philosophy in General Psychology

The Doctor of Philosophy (Ph.D.) in General Psychology program offers a broad array of courses that increase the understanding of human actions in the past and present. Grand Canyon University offers the following emphases for this degree:

- Industrial and Organizational Psychology
- Integrating Technology, Learning, and Psychology
- Cognition and Instruction
- Performance Psychology

Master Programs

Master of Arts in Teaching

The Master of Arts in Teaching (Initial Program – Does Not Lead to Teacher Licensure) program is designed for certified elementary and secondary teachers interested in advanced studies in education. Grand Canyon University offers the following emphases for this degree:

- Professional Learning Communities
- Teacher Leadership

Master of Arts in Christian Studies

The Master of Arts in Christian Studies degree is granted to majors who complete all requirements in one the following areas:

- Emphasis in Christian Leadership
- Emphasis in Pastoral Ministry
- Emphasis in Urban Ministry
- Emphasis in Youth Ministry

Master of Education

The Master of Education degree is designed for students who have previously completed a bachelor's degree at an accredited, GCU-approved institution and may be seeking certification at the elementary or secondary level. An advanced Program of Study is included in that preparation or can be obtained after certification requirements are completed. This degree is available in the following specialized areas:

- Curriculum and Instruction
 - Reading
 - Emphasis in Elementary Education
 - Emphasis in Secondary Education
 - Technology
- Early Childhood Education*
- Educational Administration*
- Educational Leadership
- Elementary Education*
- Secondary Education*
- Special Education*
- Special Education for Certified Special Educators
- Teaching English to Speakers of Other Languages

* Initial Program – Leads to Initial Teacher Licensure

◊ Initial Program – Does Not Lead to Teacher Licensure

Master of Business Administration

The Master of Business Administration is designed for those students who have previously completed a bachelor's degree at an accredited, GCU-approved institution.

- Emphases in:
 - Accounting
 - Finance
 - Health Systems Management
 - Leadership

- Marketing
- Strategic Human Resource Management
- MBA/MS in Leadership (Dual Degree)
- MBA/MS in Nursing (Dual Degree)

Additional Degree Programs:

- Corporate Master of Business Administration (Population-Specific)
- Executive Master of Business Administration

Master of Public Administration

The Master of Public Administration is designed for those students who have previously completed a bachelor's degree at an accredited, GCU-approved institution.

- Emphases in:
 - Government and Policy
 - Health Care Management

Master of Public Health

The Master of Public Health is designed for those students who have previously completed a bachelor's degree at an accredited, GCU-approved institution.

Master of Science

The Master of Science is granted to those students who have completed a bachelor's degree at an accredited, GCU-approved institution and are seeking a Master of Science degree.

- Accounting
- Addiction Counseling
- Criminal Justice
 - Emphasis in Law Enforcement
 - Emphasis in Legal Studies
- Health Care Administration
- Health Care Informatics
- Leadership
- Disaster Preparedness and Executive Fire Leadership
- Nursing
 - Acute Care Nurse Practitioner
 - Adult Clinical Nurse Specialist
 - Family Nurse Practitioner
 - Nursing Education
 - Nursing Leadership in Health Care Systems
 - Public Health
 - Health Care Informatics
- Professional Counseling
- Psychology
 - Emphasis in General Psychology
 - Emphasis in Industrial and Organizational Psychology

Baccalaureate Programs

Bachelor of Arts

The Bachelor of Arts degree is granted to majors who complete all requirements in one the following areas:

- Christian Studies
- Emphasis in Biblical Studies
- Emphasis in Youth Ministry
- Communications
- Dance Education*
- Digital Film
- Emphasis in Production
- Emphasis in Screenwriting
- English Literature
- History
- Music
- Emphasis in Piano
- Emphasis in Voice
- Music Education
- Instrumental
- Theatre and Drama
- Theatre Education*

*Initial Program – Leads to Teacher Licensure

Bachelor of Science

The Bachelor of Science degree is granted to majors who complete all requirements in one the following areas:

- Accounting
- Applied Management
- Athletic Training
- Biology
 - Emphasis in Pre-Medicine
 - Emphasis in Pre-Pharmacy
 - Emphasis in Pre-Physician Assistant
 - Emphasis in Pre-Physical Therapy
- Business Administration
 - Emphasis in Business Intelligence
- Business Management
- Counseling
 - Emphasis in Addiction, Chemical Dependency, and Substance Abuse
- Early Childhood Education*
- Elementary Education
 - Emphasis in English*
 - Emphasis in Math*
 - Emphasis in Science*
 - Elementary Education/Special Education (Dual Major)*
- Entrepreneurial Studies
- Exercise Science
 - Emphasis in Health Education
 - Emphasis in Physical Education

- Finance and Economics
- Forensic Science
- Health Care Administration
- Health Sciences: Professional Development and Advanced Patient Care
- Justice Studies
- Marketing
- Nursing
 - Pre-licensure Program
 - Registered Nurse to BSN
- Psychology
- Public Safety Administration (Population-Specific)
- Public Safety and Emergency Management
- Secondary Education
 - Emphasis in Biology*
 - Emphasis in Business Education*
 - Emphasis in Chemistry*
 - Emphasis in English*

- Emphasis in Math*
- Emphasis in Physical Education*
- Emphasis in Social Studies*
- Sociology
- Sports Management

*Initial Program – Leads to Teacher Licensure

Graduate and Undergraduate Certificates

- Post Master of Science – Nursing Certificates
 - Acute Care Nurse Practitioner
 - Adult Clinical Nurse Specialist
 - Adult Clinical Nurse Specialist with Education Focus
 - Family Nurse Practitioner
 - Nursing Education

*Although a degree program may be listed as offered on the traditional campus, students should contact an Enrollment Counselor or Academic Counselor for program schedules.

Admission Policies and Application Procedures

Overview

Grand Canyon University welcomes applications from qualified students, who are at least 16 years of age. Although the University seeks to integrate Christian faith and practice into all aspects of campus life, no statement of faith or religious affiliation is required of prospective students. Applications for admission are considered primarily in light of the applicant's academic qualifications. Any qualified student willing to uphold the University's vision and mission and be open to the possibility of spiritual as well as intellectual development is encouraged to apply. Grand Canyon University does not discriminate on the basis of age, race, color, national origin, gender, or handicap in its programs and activities.

Baccalaureate Admission Requirements

All students must submit either acceptable high school or college transcripts to meet the admission requirements of the University. Additionally, if students cannot meet the GPA requirements with their transcripts, but have a test score that meets admissions requirements, students will be eligible for full admission. If both the degree-bearing transcript and the test scores do not meet admission requirements, students may be [Accepted with Specifications](#).

Credits	Admission Requirements
High School Only And/Or 1-5 Transferrable College Credits	<p>Transcripts (Required)</p> <ol style="list-style-type: none"> 1. Secondary (high school) transcript, documenting no less than 75% of the coursework needed for degree completion, with an unweighted grade point average (GPA) of 2.75 or above. Degree-bearing transcript must be submitted when conferred. If final transcript negatively impacts admissibility, acceptance status may be rescinded or modified to include specifications. 2. Degree-bearing, secondary (high school) transcript: <ol style="list-style-type: none"> a. Traditional campus: An unweighted GPA of 2.75 (Fall 2012, Spring 2013, Summer 2013) or an unweighted GPA of 3.00 or above (Fall 2013 and forward)* <ul style="list-style-type: none"> ▪ Home school transcripts from a state that recognizes home schooling as a valid secondary school option. ▪ Students who reside in a state without home schooling as a valid secondary school option will be Accepted with Specifications. b. Non-Traditional campus: An unweighted GPA of 2.75 or above

Credits	Admission Requirements
	<ul style="list-style-type: none"> ▪ Home school transcripts from a state that recognizes home schooling as a valid secondary school option. ▪ Students who reside in a state without home schooling as a valid secondary school option will be Accepted with Specifications. <ol style="list-style-type: none"> 3. General Education Development (GED): <ol style="list-style-type: none"> a. Traditional campus: Cumulative score of 3000 or above (2002 Series or later) on the tests of General Education Development (GED); and transcripts of all credit-bearing course work. Cumulative score of 258 or above (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work b. Non-Traditional campus: Cumulative score of 2750 or above (2002 Series or later) on the tests of General Education Development (GED); and transcripts of all credit-bearing course work. Cumulative score of 258 or above (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work <p>Test Scores (Optional)</p> <ol style="list-style-type: none"> 1. Composite score of 19 or above on the ACT. GCU ACT code is 009200 2. Composite score of 920 or above (1600 point scale) or 1380 or above (2400 point scale) on the Scholastic Aptitude Test (SAT). GCU SAT code is 03172 <p>*Based on the competitive nature of attending the traditional campus, and the limited student enrollment, students</p>

Credits	Admission Requirements
	attending the main campus must have a 3.0 high school GPA to be fully accepted. **Applicants who cannot provide official copies of their secondary (high school) transcripts from an accredited high school or of a completed GED and do not have any post-secondary transferable credits may be admitted based on Self-Certification of completion of High School Diploma or GED. Applicants admitted under this condition will be Accepted with Specifications and may be selected for verification of HS diploma or GED.
6-24 Transferrable College Credits	Post-secondary (college) transcript(s) with an unweighted GPA of 2.75 or above
25-90 Transferrable College Credits	Post-secondary (college) transcript(s) with an unweighted GPA of 2.25 or above.
2 nd Bachelor	Post-secondary (college) transcript(s) with an unweighted GPA of 2.00 or above.

Applicants who do not meet one of the above criteria may be [Accepted with Specifications](#).

Placement Exams for Mathematics and English

Traditional Campus Students

Traditional students who have not met the appropriate competencies for Mathematics and/or English are required to take MAT-110 and/or UNV-100. Students wishing to waive these pre-requisite courses can select one of the following options which will allow them to register directly into MAT-123, MAT-250, MAT-351/352 and/or ENG-105.

Course	Pre-Requisite Requirement Options:
MAT-134 Pre-Requisites	<ol style="list-style-type: none"> G.P.A of 3.5 or higher. Passing grades in AP Math Coursework on the student's HS transcript. Passing a high school course in pre-calculus or calculus with a C or better. Passing grade for MAT-110. Receive a score of 550 or higher on the mathematics portion of the College Board SAT Reasoning Test. Receive a score of 550 or higher on a College Board SAT Subject Test in Mathematics (level 1 or level 2). Receive a score of 23 or higher on the ACT® Mathematics Test taken October 1989 or later. Receive a score of 70% or higher on the

	<p>GCU Basic Math Placement examination.</p> <ol style="list-style-type: none"> Receive a score of 50% - 70% on the GCU Advanced Math Placement examination. A score below 50% on the Advanced Math Placement examination will require the student to take the GCU Basic Math Placement examination for placement in MAT-110 or MAT-134.
ENG-105 Pre-Requisites	<ol style="list-style-type: none"> AP English Coursework on the student's HS transcript. Passing grade for UNV-100. Receive a score of 550 or higher on the critical reading section of the College Board SAT™ Reasoning Test taken March 2005 to June 2011. Receive a score of 500 or higher on the critical reading section of the College Board SAT™ Reasoning Test effective Summer/Fall 2011. Receive a score of 680 or higher on the writing section of the SAT Reasoning Test taken March 2005 or later. Receive a score of 550 or higher on the verbal section of the College Board SAT I: Reasoning Test taken between April 1995 and January 2005. Receive a score of 680 or higher on the College Board SAT II: Writing Test taken between May 1998 and January 2005. Receive a score of 22 or higher on the enhanced ACT® English Test taken October 1989 or later.
MAT-250 Pre-Requisites	<ol style="list-style-type: none"> Passing grade for MAT-134 or transferring in its equivalency. Receive a score of 70% - 90% on the GCU Advanced Math Placement examination.
MAT-351/352 Pre-Requisites	<ol style="list-style-type: none"> Passing grade for MAT-250 or transferring in College Algebra and Trigonometry coursework. Receive a score of 90% or higher on the GCU Advanced Math Placement examination.

Baccalaureate Programmatic Admission Requirements

Grand Canyon University recommends a certain level of academic preparation to provide a solid foundation for undergraduate success. To promote success, admission to the University does not necessarily guarantee admission to some programs of study for which the standards are more rigorous. Students desiring to be admitted into these

programs should review the additional program requirements listed below.

College of Fine Arts and Production
<p>Bachelor of Arts in Digital Film All Digital Film majors must have access to the following computer hardware and software:</p> <p><i>Traditional Campus Students</i></p> <ol style="list-style-type: none"> External Hard Drive of 1tb or higher (recommended) SD card class 10 16gb or higher (recommended) Compact Flash Card 16gb or higher (recommended) Thumb Drive of 8 gb or higher (recommended) Screenwriting Emphasis Only - Final Draft, MovieMagic, Celtix (recommended) <p><i>Non-Traditional (Online) Students</i></p> <ol style="list-style-type: none"> Editing Software (one on the following required): <ul style="list-style-type: none"> FCP, AVID, Premiere (recommended) Imovie, Pinnacle, Movie Maker, Vegas, Edit Movie (acceptable) Camera: Must be capable of taking video that allows manual manipulation of: Exposure, Focal Length, White Balance, and Focus Screenwriting Emphasis Only - Final Draft, MovieMagic, Celtix (recommended)
<ul style="list-style-type: none"> Bachelor of Arts in Music Bachelor of Arts in Music Education <p>Prospective students seeking admission to Grand Canyon University as music majors should have a background in reading and performing music. To gain admission into the program, a student must meet the general admission requirement of the university along with the requirements below.</p> <ol style="list-style-type: none"> The successful completion of a music theory placement exam. An audition in the primary area of study (keyboard, voice or instrumental). The completion of a Piano Placement Exam. <p>The candidate must demonstrate musical performance strength and skills that can be developed to enable the student to successfully complete the degree requirements of music major as stated in the curriculum. The student must demonstrate musical ability that can be developed through his/her undergraduate music studies to successfully serve as a professional in his major area of emphasis. Any deficiencies determined by the music department must be completed, without credit, during the first year. Any student interested in auditioning must contact the office of the Assistant Dean of Music or designee in order to arrange an audition.</p>

College of Nursing
<p>Bachelor of Science in Athletic Training Students can enroll into the Bachelor of Science in Athletic Training. However, admission into the clinical portion of the Athletic Training Education program is competitive. Not all applicants will be admitted and able to progress forward in the program. Students need to review the Bachelor of Science in Athletic Training Clinical Requirements and understand the application deadlines to participate in the clinical portion of the program. Students can also view the clinical requirements on www.gcu.edu/atep.</p> <p>Acceptance is determined by the Athletic Training Education Clinical Requirements and availability of clinical spaces. Transfer students and student athletes are required to follow the admission, retention and progression policies to participate in the clinical portion of the program.</p>
<p>Bachelor of Science in Health Sciences: Professional Development and Advanced Patient Care Applicants to the program must meet one of the following criteria:</p> <ol style="list-style-type: none"> Possess an Associate degree from an accredited, GCU-approved college, university, or program that prepares students to acquire the necessary state, local, or national credentials required of allied health professionals involved in direct patient care. Submit a state, local, or national credential/certificate/license issued by a sanctioned licensure/credentialing body, certifying that they are approved to practice as one of the following allied health professionals involved in patient health assessment or treatment. <ul style="list-style-type: none"> Medical Technician Diagnostic Technician (Sonography, Radiology, Nuclear) Lab / Phlebotomy Technician Physical Therapy Assistant/Technician Occupational Therapy Assistant/Technician Cardiovascular Technician Respiratory Technician Surgical (OR) Assistant Emergency Technician Pharmacy Technician Submit Verification of Employment in Allied Health Form. Applicants are required to have a minimum of six months part-time or one year of work experience prior to admittance into the program. Submit military documentation demonstrating satisfactory completion of Medical Military Occupational Specialty Training.
<p>Bachelor of Science in Nursing (Pre-Licensure)</p> <ol style="list-style-type: none"> Applications for Fall admission are considered the

previous Spring semester. Applications for Spring admission are reviewed during the previous Fall Semester. Applications for Summer admission are reviewed during the previous Spring semester.

2. Acceptance into the College is determined by the College of Nursing criteria and availability of clinical spaces.
3. Freshman students, who wish to transition into nursing as a major, must maintain an enrollment cumulative pre-requisite GPA of 3.0, successfully complete all prerequisite course work in order to progress to the nursing courses, and submit a letter of intent for the Nursing Major.
4. Transfer Students may apply to the College of Nursing during the semester in which all prerequisite course work will be completed (semester prior to nursing coursework). Students must maintain an enrollment cumulative prerequisite GPA of 3.0.
5. Any failed pre-requisite in the past five years will be noted and may factor into acceptance.
6. TEAS Test: Minimum score 70 (math and reading). Students can take the TEAS test up to 4 times. (Initial test, then repeat 3 times)
7. Background check (no felonies and misdemeanors will be subject to review by the college). If nursing students are charged with a felony or misdemeanor while in their program, they are obligated to report this to their Campus Director and the College of Nursing.
8. Application for a Level One Fingerprint Clearance Card for the state in which student will be attending must be in progress or completed.
9. Students who are accepted and begin the program will be required to take a Alcohol, Drug and Nicotine Screening (scheduled by the CON). In order to attend clinical experiences, students must have negative result for the substances screened, which includes nicotine. The College of Nursing and Health Professions may request a random drug screen at any time during the program.

Upon admission to the College of Nursing, students must provide health information to the College, including but not limited to a health history and physical exam including:

1. Proof of immunization and/or immunity (as specified) for the following:
 - Tuberculosis (TB) - TB skin testing is required. Initially, two-step testing will be required for all incoming students. Two-step testing is useful for the initial skin testing of adults who are going to be retested periodically, such as health care workers or nursing home residents. This two-step approach can reduce the likelihood that a boosted reaction to a subsequent Tuberculin Skin Test (TST) will be

misinterpreted as a recent infection. Two-step testing is a strategy used in TB screening programs to distinguish a boosted reaction (caused by TB infection that occurred many years before the skin test) from a reaction caused by recent infection. If a person has a negative reaction to an initial skin test, a second test is given 1 to 3 weeks later; a positive reaction to the second test probably represents a boosted reaction, not recent infection. An exemption from two-step testing may be granted by the College of Nursing if the student submits documentation showing a history of annual TB testing. For positive skin tests, a health department clearance is required. Evaluation will be made on an individual basis for the student who has been out of the major for at least one rotation.

- Varicella Zoster (VZV) - Students must show lab evidence (titer) of immunity. If titer is negative, the student must show evidence of a varicella vaccine dated after the titer. The student then must re-test (titer) at least 30 days after the vaccine was received and provide the evidence of the second titer results.
 - Students must show lab evidence (titer) of immunity. If titer is negative, the student must show evidence of an MMR vaccine dated after the titer. The student then must re-test (titer) at least 30 days after the vaccine was received and provide the evidence of the second titer results.
 - Tetanus- Diphtheria (TD) - Evidence of current status is needed every 10 years
 - Hepatitis A - Hepatitis A vaccine is strongly recommended
 - Hepatitis B - Hepatitis B vaccine is strongly recommended. A signed waiver available from the College of Nursing is required if the vaccination series is not complete or declined by the students
 - Influenza - Students must show evidence of influenza vaccine received within the last 12 months. A signed waiver is available from the College of Nursing and is required if the student declines the vaccine for medical or religious reasons.
2. A negative drug screen is required prior to first clinical experience (to be scheduled by the College of Nursing)
 3. Current CPR certification for professional rescuer or healthcare provider is required. CPR certification must be up to date at all times during the program.
 4. Current health insurance coverage

Registered Nurse to Bachelor of Science in Nursing (RN-BSN)

1. Degree-Bearing Candidates:
 - Possess a GCU-approved associate's degree in nursing from an accredited, GCU-approved college, university, or program.
 - Submit official transcripts bearing evidence of a cumulative GPA of 2.8. No transferable credits may have a grade below a "C" (2.00).

<ul style="list-style-type: none"> • Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN. <p>2. Non Degree-Bearing/Nursing Diploma Candidates:</p> <ul style="list-style-type: none"> • Submit proof of successful completion of an approved nursing program. • Tender official transcripts bearing evidence of a cumulative GPA of 2.80. No transferable credits may have a grade below a “C” (2.00). • Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN. • Be prepared to transfer or complete the following general education competencies that are not integrated into the program core with a minimum grade of “C” (2.00). <ul style="list-style-type: none"> ○ 6 credits in Effective Communication (Recommended GCU course: ENG 105: English Composition I) ○ 5 credits of Critical Thinking (Recommended GCU course: MAT 134: Applications of Algebra) <p>3. Non Degree-Bearing/Vocational Nursing Candidates (International):</p> <ul style="list-style-type: none"> • Submit documentation of official evaluation of vocational nurse training by University-approved transcript evaluation service. • Submit official transcripts bearing evidence of a cumulative GPA of 2.8. No transferable credits may have a grade below a “C” (2.00). • Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN. • Vocational nurse training with RN licensure will be awarded 30 block credits. • Complete the coursework listed below. Coursework can be fulfilled by transfer courses if the content is comparable. <ul style="list-style-type: none"> ○ 40 credits of General Education coursework AND ○ ENG-135: Life Learning Assessment ○ UNV-104: Century Skills: Critical Thinking and Problem Solving ○ HLT-205: Health Care Systems and Transcultural Healthcare ○ MAT-274: Probability and Statistics • Healthcare preparatory coursework is required however; transfer will be accepted for exact course match. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Vocational Nursing Block Credit</td> <td style="width: 30%;">30 Credits</td> </tr> <tr> <td>General Education</td> <td>40 Credits</td> </tr> <tr> <td>Healthcare Preparatory</td> <td>14 Credits</td> </tr> <tr> <td>RN-BSN Program</td> <td>36 Credits</td> </tr> </table>	Vocational Nursing Block Credit	30 Credits	General Education	40 Credits	Healthcare Preparatory	14 Credits	RN-BSN Program	36 Credits
Vocational Nursing Block Credit	30 Credits							
General Education	40 Credits							
Healthcare Preparatory	14 Credits							
RN-BSN Program	36 Credits							

Total program requirements	120 Credits
<p>Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Canadian RN Licensure</p> <p>1. Degree-Bearing Candidates:</p> <ul style="list-style-type: none"> • Possess a GCU-approved associate’s degree in nursing from an accredited, GCU-approved college, university, or program. • Submit official transcripts bearing evidence of a cumulative GPA of 2.8. No transferable credits may have a grade below a “C” (2.00). • Possess a current unencumbered, unrestricted license as a registered nurse in the Canadian province (excluding Quebec), where they are employed as an RN. • Complete the RN-BSN Canadian Nurse Verification Form. • Meet International Student Application Procedures. <p>2. Non Degree-Bearing/Nursing Diploma Candidates:</p> <ul style="list-style-type: none"> • Submit proof of successful completion of an approved nursing program. • Tender official transcripts bearing evidence of a cumulative GPA of 2.80. No transferable credits may have a grade below a “C” (2.00). • Possess a current unencumbered, unrestricted license as a registered nurse in the Canadian province (excluding Quebec), where they are employed as an RN. • Complete the RN-BSN Canadian Nurse Verification Form. • Meet International Student Application Procedures. • Be prepared to transfer or complete the following general education competencies that are not integrated into the program core with a minimum grade of “C” (2.00). <ul style="list-style-type: none"> ○ 6 credits in Effective Communication (Recommended GCU course: ENG 105: English Composition I) ○ 5 credits of Critical Thinking (Recommended GCU course: MAT 134: Applications of Algebra) 	
<p>Bridge to Master of Science in Nursing</p> <p>1. Candidates must provide evidence of a current, unencumbered license in the state of residence upon admission to the program and for the duration of their study.</p> <p>2. All MSN bridge program candidates must meet the Master Admission Requirements and provide evidence of a bachelor’s degree from a regionally accredited program reflecting a cumulative grade point average of 3.0 or above (on a 4.0 scale).</p>	
<p>Bridge to Master of Science in Nursing For Nurses with Canadian Licensure</p> <p>1. Possess a current unencumbered, unrestricted license as a registered nurse in the Canadian province (excluding Quebec) where they are employed as an RN.</p>	

2. All MSN bridge program candidates must meet the Master Admission Requirements and possess a bachelor's degree from an accredited, GCU-approved college, university, or program, reflecting a cumulative grade point average of 3.0 or above (on a 4.0 scale).
3. Complete the MSN Canadian Nurse Verification form.
4. Meet [International Student Application Procedures](#).

Master Admission Requirements

All students must submit baccalaureate bearing college transcripts to meet the admission requirements of the University. Additionally, if students cannot meet the GPA requirements with their transcripts, but have a test score that meets admissions requirements, students will be eligible for full admission. If both the degree-bearing transcript and the test scores do not meet admissions requirements, students may be eligible to be admitted based on the [Standards for Admission with Specification](#).

Transcripts (Required):

- Undergraduate degree from an accredited, GCU-approved college, university, or program with a grade point average of 2.8 or better on the degree-bearing transcript
- Graduate degree from an accredited, GCU-approved college, university, or program

Test Scores (Optional):

- Graduate Management Admissions Test (GMAT) score of 500.
- Graduate Record Examination (GRE) score of combined score of 1,000 for the verbal and quantitative sections.

Master Programmatic Admission Requirements

Some programs of study at Grand Canyon University require a higher GPA and/or other criteria to qualify for admission.

College of Arts and Sciences

- **Master of Science in Professional Counseling**
 - **Master of Science in Addiction Counseling**
- As of May 3, 2012, applicants will be required to choose either the Master of Science in Professional Counseling or Master of Science in Addiction Counseling.
- Students enrolled in the Master of Addiction Counseling prior to May 3, 2012 are eligible for an exception which will allow them to enroll into the Master of Science in Professional Counseling if they have been continuously enrolled in their program of study and do so prior to graduating from the Master of Science in Addiction Counseling. This provision allows students to complete only those courses of the current Master of Science in Professional Counseling program that was not part of their

- Master of Science in Addiction Counseling program.
1. Students must complete the additional 450 practicum hours associated with the second master's degree.
 2. Students must complete all didactic coursework after matriculating into the Professional Counseling program before they can enroll in the practicum courses.

Ken Blanchard College of Business

Executive Master of Business Administration

Students of the Ken Blanchard Executive Master of Business Administration program must have, at least, 5 to 7 years of management experience at or above the Director level (or equivalent). They must also have corporate sponsorship and successfully complete a pre-admission interview with the Program Director.

College of Education

Master of Education in Educational Administration

1. A copy of a current teaching certificate and at least 2 years of teaching experience (Teacher Verification Form)
2. or documentation of 2 years of certified teaching (Teacher Verification Form) and a valid Arizona Fingerprint Clearance Card or the official results of their Federal Background Clearance from their state Department of Public Safety or comparable agency. Copies of the Fingerprint Clearance Card should be faxed scanned/emailed to the Teacher Education Specialist.

- **Master of Education in Teaching English to Speakers of Other Languages (TESOL)**
- **Master of Arts in Teaching**
- **Master of Education in Curriculum & Instruction: Reading**
- **Master of Education in Curriculum & Instruction: Technology**

A copy of a current teaching certificate or evidence of 1 year of teaching experience (Teacher Verification Form).

Master of Education in Special Education for Certified Special Educators

A copy of a current special education teaching certificate or documentation of 1 year of special education teaching experience (Teacher Verification Form) and a valid Arizona Fingerprint Clearance Card or a cleared Federal Background Clearance issued from their state Department of Public Safety or a comparable agency. Documentation should be faxed or scanned/emailed to the Teacher Education Specialist.

College of Nursing

All CON Graduate Programs

1. All College of Nursing graduate program candidates must hold an Associates/ Bachelor's degree in nursing from a NLNAC/CCNE accredited program, reflecting a

cumulative and science course grade point average of 3.0 or above (on a 4.0 scale).

2. Graduate students must have had courses in statistics, research (ACNP, FNP, CNS, NEd, N-L, PH and HCI), and health assessment (ACNP, FNP, CNS, NEd) (courses must be shown on official transcripts or a letter must be written by the student to identify which courses contained the content and provide an official course description). Graduate students must repeat any program-specific prerequisite courses completed in which a grade of less than C was earned.
3. Students must also present a valid unrestricted and unencumbered U.S. RN license with no history of discipline in the state of practice.
4. Computer skills are required for this Web-enhanced program.
5. Interviews and writing samples may also be required depending on the program.

Upon admission, the following will be required to contact the State Board of Nursing Variance in state of residency to determine the requirements for certification of nurse practitioner/advanced practice.

RN Licensure Requirement

The graduate nursing student is required to have a current unencumbered license in their state of residence upon admission to the program and for the duration of study. A current license must also be maintained in any state the student is completing clinical requirements. A copy of the current license must be on file at the College of Nursing upon admission to the program and updated as necessary. The student is responsible for notifying the Associate Dean of the College of Nursing immediately in the event the RN license becomes encumbered or is under investigation during their course of study. Resulting consequences will be determined on a case-by-case basis based on the threat to public safety after review by the College of Nursing Graduate Committee.

Malpractice Coverage

1. Student-Self Coverage - Students carry their own professional liability insurance. The coverage is a minimum of \$1 million per event/\$3 million total coverage. Proof of insurance must be submitted upon request by the College of Nursing.
2. University Coverage - College of Nursing carries Medical Professional Liability Insurance on all students in the Masters/FNP/CNS/NEd program programs. The coverage is \$2,000,000 each incident or occurrence and \$4,000,000 in the aggregate through the following company:

Parker Smith & Feek, Inc.
Bellevue (425-709-3600)

2233 112th Avenue NE
Bellevue, WA 98004
Certificate number: MFL019309

Policy for Student Drug Screening

Graduate students (NP/CNS) will participate in random drug screening prior to their first clinical course in accordance with the College of Nursing Policy for Student Drug Screening stated earlier in this catalog. In addition, students with any type of clinical practicum (FNP, CNS, NEd) will be required to undergo a background check (utilizing GCU's provider) as well as any other security clearance required by the clinical agency prior to their practicum experience. The cost of any required screenings is the student's responsibility.

- **Master of Science in Nursing: Acute Care Nurse Practitioner (ACNP)**
- **Master of Science in Nursing: Family Nurse Practitioner (FNP)**
- **Master of Science in Nursing: Adult Clinical Nurse Specialist (CNS)**

Graduate Clinical Requirements

1. Upon admission, the following will be required:
 - State Board of Nursing Variance
 - Clinical Placement
2. FNP and CNS students are required to submit the appropriate immunization, health insurance, and other documentation to the college prior to registering for the first clinical course. Students are required to maintain current records at the college in order to continue in the clinical setting each semester.
3. ACNP and FNP students are required to submit a Student Clinical Placement Application for each semester when clinical credits are being taken, regardless of whether the college or the student determines the clinical assignment. CNS students may submit the Student Clinical Placement Application for clinical placement assistance; they should be communicating with the CNS Faculty Lead for further direction regarding clinical placement. The College of Nursing will give priority to assigning clinical placements to those students who have submitted the application and all required documentation by the appropriate deadline.

Master of Science in Nursing: Acute Care Nurse Practitioner (ACNP)

1. An earned cumulative and science course undergraduate GPA of 3.00 (on a 4.0 grading scale).
2. Post-master's students must have a cumulative GPA of 3.00 (on a 4.0 grading scale) for graduate level work.
3. Must be a graduate of a ADN/BSN program accredited by the NLNAC or CCNE.

<ol style="list-style-type: none"> 4. Must hold a current, unencumbered, unrestricted license to practice as a registered nurse in the state of Arizona. 5. Must have 3,000 hours of work experience in critical care within the last 3 years. 6. An interview with a representative in the specialty area. 7. International students are required to complete the TOEFL test with a completion of baccalaureate-level health assessment, statistics, and research courses. Courses must be shown on official course transcripts or a letter must be written by the student to identify which courses contained the content and provide an official course description. 8. Writing sample on randomly selected topics at the time of the interview. (The essay will be evaluated by the ACNP faculty.) 9. Computer skills for Web-enhanced program.
<ul style="list-style-type: none"> • Master of Science in Nursing: Adult Clinical Nurse Specialist (CNS) • Master of Science in Nursing: Family Nurse Practitioner (FNP) <ol style="list-style-type: none"> 1. An earned cumulative and science course undergraduate GPA of 3.00 (on a 4.0 grading scale). 2. Post-master's students must have a cumulative GPA of 3.00 (on a 4.0 grading scale) for graduate level work. 3. Must be a graduate of an ADN/BSN program accredited by the NLNAC or CCNE. 4. Must hold a current, unencumbered license to practice as a registered nurse in the state of Arizona. 5. Must have 1,000 hours of work experience in a relevant area of professional nursing within the last 24 months. 6. An interview with a representative in the specialty area. 7. Completion of baccalaureate-level health assessment, statistics, and research courses. Courses must be shown on official course transcripts or a letter must be written by the student to identify which courses contained the content and provide an official course description. 8. Writing sample on randomly selected topics at the time of the interview. (The essay will be evaluated by the CNS faculty.) 9. Computer skills for Web-enhanced program.
<ul style="list-style-type: none"> • Master of Science in Nursing with an Emphasis in Nursing Education For Nurses with Canadian Licensure (NEd) • Master of Science in Nursing: Nursing Leadership in Health Care Systems For Nurses with Canadian Licensure (N-L) • Master of Science in Nursing: Public Health For Nurses with Canadian Licensure (PH) • Master of Science in Nursing: Health Care Informatics For Nurses with Canadian Licensure

<p>(HCI)</p> <ol style="list-style-type: none"> 1. All College of Nursing graduate program candidates must possess a Bachelor's degree in nursing from an accredited, GCU-approved college, university, or program, reflecting a cumulative and science course grade point average of 3.0 or above (on a 4.0 scale). 2. Graduate students must have had courses in statistics, research (NEd, N-L, PH and HCI), and health assessment (NEd) (courses must be shown on official transcripts or a letter must be written by the student to identify which courses contained the content and provide an official course description). Graduate students must repeat any program-specific prerequisite courses completed in which a grade of less than C was earned. 3. Possess a current unencumbered, unrestricted license as a registered nurse in the Canadian province (excluding Quebec) where they are employed as an RN. 4. Complete the MSN Canadian Nurse Verification form. 5. Meet International Student Application Procedures 6. Computer skills are required for this Web-enhanced program. 7. Interviews and writing samples may also be required depending on the program. 8. Writing sample on randomly selected topics at the time of the interview. (The essay will be evaluated by the CNS faculty.) 9. Computer skills for Web-enhanced program.
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Doctoral Admission Requirements

Applicants to the doctoral programs may be accepted for admission by meeting the full range of criteria for one of the options specified below.

Admissions Requirements
<ol style="list-style-type: none"> 1. Have earned a master's or doctoral degree from a regionally accredited institution with an overall GPA of 3.4 or better. Applicants with a GPA of 3.0 – 3.39 will be Accepted with Specifications. Applicants with a GPA below a 3.0 will not be accepted into the University. <p>AND</p> <ol style="list-style-type: none"> 2. Submit a Letter of Intent of approximately 250 – 400 words. The Letter of Intent is designed to help learners begin their Doctoral Journey in a reflective and purposeful manner.

Doctoral Programmatic Admission Requirements

Some programs of study at Grand Canyon University require a higher GPA and/or other criteria to qualify for admission.

College of Doctoral Studies
<p>Doctor of Business Administration (DBA) All entering DBA learners must have either:</p> <ol style="list-style-type: none"> 1. MBA 2. Non-MBA masters' or doctoral degree including fundamental courses with a minimum 3.0 GPA in accounting, finance, and statistics. At GCU these graduate level business fundamentals may be met by taking ACC-502, FIN-504, and SYM-506. Students must earn a minimum 3.0 GPA in each course. Students have the option to take an exam to fulfill this requirement. More information can be obtained through a Doctoral Enrollment Counselor. The business fundamental courses must be met prior to starting doctoral level courses
<p>Doctor of Education in Organization Leadership with an Emphasis in Special Education All students entering into the Doctor of Education in Organizational Leadership with an Emphasis in Special Education must have an undergraduate, graduate or doctoral degree in education to be admitted into the program.</p>
<p>Doctor of Philosophy in General Psychology (PhD) All entering PhD learners must complete a statistics course earning a minimum 2.0 GPA, prior to starting doctoral level courses. Students have the option to take an exam to fulfill this requirement. More information can be obtained through a Doctoral Enrollment Counselor.</p>

College of Non-Degree Studies
<ul style="list-style-type: none"> • Scholastic Aptitude Test (SAT) composite score of 920 or more (1600 point scale) or 1380 or more (2400 point scale) • American College Test (ACT) composite score of 19 or more • Stanford 10 Achievement Test (SAT) composite score of 50% or more • Arizona's Instrument to Measure Standards Test (AIMS) score of Meets or Exceeds on the Reading portion of the test. If high school students reside outside of Arizona, their state's standardized test may be considered. <p>Grand Canyon University may waive the class status and minimum age requirements for up to 25% of the students enrolled for dual enrollment program.</p> <p>High school students may take a maximum of 24 credits (up to 6 courses). Exceptions to this policy require approval from the Provost or designee. High school students are required to meet the pre-requisites for all courses. If high school students choose to take an English and/or Math course, they have the option to complete the Placement Exams for Mathematics and English. College-level credit earned at GCU may later be applied toward a degree program at Grand Canyon University. High school students need to meet the Baccalaureate Admission Requirements listed within the University Policy Handbook.</p>

Non-Degree Program Admission Requirements

College of Non-Degree Studies
<p>HS Dual Enrollment High school students may enroll if they are 15 years of age, have completed their sophomore year of high school, and have a current, minimum cumulative high-school GPA of 3.0.</p> <p>Exceptions to the above may be approved by meeting the following:</p> <ol style="list-style-type: none"> 1. High school students who have met the class status and/or minimum age requirement, but have a GPA between 2.5 and 3.0 may be admitted with a recommendation from their high school administrator or counselor. <p>OR</p> <ol style="list-style-type: none"> 2. High school students, who have met the GPA requirement, but not the class status and/or minimum age requirement, may be admitted if they demonstrate their readiness to participate in college level coursework. To do so, they need to submit one of the following: <ul style="list-style-type: none"> • Preliminary Scholastic Aptitude Test (PSAT) composite score of 93 or more

<p>Continuing Education The University offers Continuing Education courses designed specifically for teachers in a 3-week, 3-graduate credit format. These courses can be used for a variety of purposes; re-certification, salary scales, professional development, etc but the student must check with their state and/or district to ensure transferability. Applications who wish to enroll in these courses must complete the Non-Degree Application. Non-degree seeking students may enroll in multiple courses. These courses will not transfer into a GCU degree program and will not be accepted for regular matriculation to the University.</p>
<p>Single Course The University offers single-course registration to applicants who are not interested in enrolling in and completing a specific Program of Study.</p> <ol style="list-style-type: none"> 1. Applicants who wish to enroll in either undergraduate or graduate courses must complete the Non-Degree Application. 2. Non-Degree seeking students may take a maximum of 24 credits (up to 6 courses). Exceptions to this policy require approval from the President, Provost or designee. 3. If additional credits are needed, students must enroll in

College of Non-Degree Studies

a degree program.

4. Non-Degree seeking students may take up to two courses simultaneously.

College-level credit earned may later be applied toward a degree program, except CEU courses, at Grand Canyon University, provided the student applies for admission and is accepted to the University. Applications for admission will be evaluated on an individual basis. If non-degree seeking students wish to complete a specific program of study, they must complete the standard Application for Admission and fulfill, as appropriate, the Baccalaureate Admission Requirements or the Master Admission Requirements. Applications for admission will be evaluated on an individual basis. Students who reach 16 credits in a non-degree seeking status may be contacted and encouraged to apply for University matriculation and to enter a specified degree program.

General Application Procedures

Although applicants may be conditionally accepted for admission based on incomplete records, final records are required in order to complete the admission file. In order to be considered for admission, all prospective students will need to remit the following:

- Application for Admission: Prospective students must complete and sign the Application for Admission, and submit all requested information. Incomplete applications may be returned. Information and application forms are available on campus and on the Grand Canyon University Web site.
- Official Transcript(s): Based on the degree level admission requirements. If applicants have completed coursework at an institution outside of the United States, they must have the work evaluated by an approved evaluation service selected by the University (see the section entitled Evaluation of Transfer Credit). If accepted, prospective students will need to submit a final transcript showing their graduation date.
- Official Standardized Test Scores: If applicable

Admission Statuses

Conditionally Accepted

All applicants are conditionally accepted until proof of admissions eligibility is met, including applicable documentation. All applicants will remain in this status until they have attended their first course at GCU.

Accepted

Students have demonstrated their admissions eligibility and are fully accepted into the University.

Accepted with Specifications

Students who do not meet the standards for admission may be admitted to Grand Canyon University programs with specification. Admission with specification will require students to limit their coursework to no more than 12 attempted credits (undergraduate level) or 8 credits (graduate level). Traditional campus students may be required to fulfill additional requirements. The University will remove the specification for those who achieve the minimum standards below.

Degree Level	Minimum Standards
Undergraduate	<ul style="list-style-type: none"> • Complete their coursework with a minimum unweighted institutional GPA of 2.00 • Review of academic record occurs after students attempt 12 credits • First-Year Students will be enrolled into GCU's Foundational General Education Sequence (3 courses/12 credits). • Transfer Students enroll in UNV 103 or UNV 303 and up to 8 additional credits. • Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA after attempting 12 credits.
Graduate	<ul style="list-style-type: none"> • Complete their coursework with a minimum unweighted institutional GPA of 3.00. • Review of academic record occurs after students attempt 8 credits. • Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA after attempting 8 credits.
Doctoral	<ul style="list-style-type: none"> • Complete their coursework with a minimum unweighted institutional GPA of 3.00. • Review of academic record occurs after students attempt 6 credits. • Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA after attempting 6 credits.

Students who are withdrawn from the University will be neither academically nor financially responsible for any future courses for which they may have been pre-registered and may reapply in 12 months for reconsideration.

Deferred Admissions

Students who cannot provide sufficient admissions documentation will be deferred until complete and acceptable documentation is provided. Students currently

attending a course will be permitted to complete the course but will not be registered for any additional coursework until officially admitted.

Denied

Students who do not meet the admission requirements of the University will not be accepted.

International Student Admission

International students attending the campus on student visas are required to be enrolled in at least 12 credits per semester in undergraduate programs. International students pursuing master degrees must be enrolled in at least 9 credits each semester. International students may apply only 4 credits of online courses to their minimum full-time enrollment.

International students will be required to purchase the University health insurance policy when they register for classes. (Refer to the [Student Health Insurance](#) section for further information.) Application for campus housing is a separate procedure from admission. If prospective students plan to live on campus, they should contact Office of Residence Life, listed in the [Contact Information](#) section of the University Policy Handbook.

International Student Application Procedures

In order to be considered for admission, international students must submit the following to the Center for International Education:

1. Signed and Completed Application
2. Official Transcript(s)
 - a) Secondary School: All international students must have completed, or be in the process of completing, a secondary school program that is equivalent to the 12th grade (high school) in the United States. An official evaluation of students' secondary school work, written in English, must be sent directly from a University-approved transcript evaluation service to the University. If an original document is not available, a certified copy will be accepted. Students who have not completed secondary school at the time of application must submit their official transcript evaluations upon graduation from the 12th-grade equivalent.
 - b) College and/or University: Official transcripts (written in English or translation, if not in English) of students' college or university work must be sent directly from the college or university to Grand Canyon University. If original documents are not available, certified copies will be accepted.

Three year international bachelor degrees for admission into graduate level programs. The acceptance of three year international bachelor

degrees is contingent upon the students foreign credential evaluation (from a GCU approved evaluation agency). The evaluation must indicate that the degree prepares the student for graduate level studies. If the evaluation indicates that the three year bachelor degree does not prepare the student for graduate level studies, the student must complete a degree equivalent to a US bachelor degree prior to entering a graduate program. The following countries will be considered for three year bachelor degrees: Bologna Process participating countries, Australia, Canada, New Zealand and India (Bachelor in Commerce only).

- c) University-approved Transcript Evaluations: In order to evaluate foreign credentials accurately and consistently, Grand Canyon University requires all international college or university transcripts to be evaluated by a University-approved evaluation service. Among others, University-approved evaluation services include those agencies that are members of or affiliated by the National Association of Credential Evaluation Services (NACES) and American Association of Collegiate Registrars and Admission Officers (AACRAO). If the evaluation agency is unable to translate the transcripts into English, applicants may be able to obtain official translations at many consulates, embassies, or university language departments. Grand Canyon University will not award any transfer credit from foreign credentials without an evaluation from an approved evaluation service. The fee for evaluation is the responsibility of the student.

The following is a list of approved agencies:

- Arizona International Credential Evaluators
- Academic and Professional International Evaluations, Inc.
- Academic Credentials Evaluation Institute, Inc. (ACEI)
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc.
- Educational Records Evaluations Service, Inc.
- Evaluation Service, Inc.
- Foreign Credentials Services of America
- Global Credential Evaluators
- Institute for International Credentials Evaluation at CSU Fresno
- International Consultants of Delaware, Inc.
- International Education Research Foundation, Inc.
- Lisano International: Foreign Educational Credential Evaluation (LI)
- World Education Services, Inc.
- Joseph A. Silny Associates

3. English Language Proficiency Documentation:
- a) Students who completed secondary school and/or received a diploma or degree from a post-secondary institution from the countries listed satisfy the English Language Proficiency admission requirement: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, *Canada, Cayman Islands, Christmas Island, Cook Islands, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, **India, Ireland, Jamaica, Kenya, Kiribati, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Namibia, New Zealand, Nigeria, Niue, Norfolk Island, Palau, Papua New Guinea, Philippines, Pitcairn Islands, Puerto Rico, Saint Kitts, and Nevis, Saint Lucia, Saint Vincent and Grenadines, Seychelles, Sierra Leone, Singapore, *South Africa, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, Vanuatu, Zambia and Zimbabwe.

*If French is noted on Canadian credentials or Afrikaans on South African credentials, the student must prove proficiency through testing.

** Healthcare programs in India are instructed with English as the sole medium of instruction.

- b) Students who have completed secondary school and/or received a diploma or degree from a post-secondary institution in a non-exemption country may obtain a letter on official letterhead indicating that “English was the sole medium of instruction in their program”. The letter must be signed and dated by a recognized school official. If, on the international transcript evaluation performed for application, it is specified that the sole medium of instruction is English, a letter from the school is not necessary.

- c) Students who have not completed secondary school and/or received a diploma or degree from a post-secondary institution must have completed a minimum of 24 semester college level credits at a regionally accredited or GCU approved institution and/or an international institution recognized by the Ministry of Education or other acceptable government agency and have a minimum GPA of 2.75 from an institution whose sole medium of instruction is English.

4. English Language Proficiency Scores:
If English is not the native language of prospective students, their score reports for a language proficiency test must be sent directly to Grand Canyon University from the testing center. The language-proficiency

requirement cannot be satisfied through experience in English programs at other schools. The table below specifies minimum scores to be considered for admission to various programs. GCU accepts the following forms of language assessment:

- a) Test of English as a Foreign Language (TOEFL)
b) Test of English for International Communication (TOEIC)
c) International English Language Testing System (IELTS)
d) Berlitz Language Evaluation

Minimum Scores			
Test Type	I	II	III
TOEFL Paper-based	500	550	575
TOEFL Computer-based	173	213	233
TOEFL Internet-based	61	79	90
TOEIC	625	750	815
IELTS	6	6	7
Berlitz Computer-based	74	81	85
Scores Required by Program	General Under-grad Programs	Undergrad Education & Nursing Programs General Graduate Programs	Graduate Education, Business and Nursing Programs

ACT and SAT Scores: GCU does not require scores from these tests for international students; however, international athletes may be required to submit score.

5. International Acknowledgement Form (Required for all International Students residing outside of the United States who are enrolling in an online College of Education Initial Program – Leads to Initial Teacher Licensure program):
Grand Canyon University provides its Teacher Candidates with the opportunity to be involved in a student teaching/credentialing program, but does not guarantee certification as the programs are approved by the Arizona Department of Education. Students who reside outside of the United States may be required to complete additional requirements to receive certification in their country. All students are required

to check with their respective Department of Education to determine the certification requirements of their country.

Citizenship/Visas/Permanent Residents

Neither United States citizenship nor residence within the United States is a requirement for admission to Grand Canyon University. In addition to U.S. Citizenship Grand Canyon University accepts the following students as “eligible non-citizens.”

- **Permanent Resident:** United States lawful permanent residency refers to a person's immigration status: the person is authorized to live and work in the United States of America on a permanent basis. A United States Permanent Resident Card is an identification card attesting to the permanent resident status of an alien in the United States. It is known informally as a green card because it had been green in color from 1946 until 1964, and it has reverted to that color since May 2010. Green card also refers to an immigration process of becoming a permanent resident. The green card serves as proof that its holder, a Lawful Permanent Resident, has been officially granted immigration benefits, which include permission to reside and take employment in the USA. The holder must maintain permanent resident status, and can be removed from the United States if certain conditions of this status are not met.
- **Eligible Visa Status:** Students with any of the following valid United States Visas are eligible for entry.

G-1	J-1	P-1	T-2	
G-2	J-2	P-2	T-3	
G-3	K-1	P-3	T-4	

*N/A is reserved for undocumented persons residing in the USA or non-US Citizens residing outside of the USA and attending GCU via the online modality.

Valid United States Visas				
Asylee/Refugee	G-4	K-2	P-4	TD
A-1	G-5	K-3	Q-1	TN
A-2	H-1B	K-4	Q-2	U-1
B-1 (Non-Degree Bearing Candidates)	H-1B1	L-1A	Q-3	U-2
B-2 (Non-Degree Bearing Candidates)	H-1C	L-1B	R-1	U-3
E-1	H-2A	L-2	R-2	U-4
E-2	H-2B	N	S-5	U-5
E-3	H-3	O-1	S-6	V-1
F-1 (Ground Only)	H-4	O-2	S-7	V-2
F-2 (Non-Degree Bearing Candidates)	I	O-3	T-1	V-3

General Academic Regulations

This section of the Grand Canyon University Policy Handbook contains general academic policies intended to assure a consistent, high quality educational environment for GCU students and to reflect that quality to accrediting agencies, state licensing/certifying agencies, individuals and groups who provide scholarships or otherwise support the University, graduate schools, and potential employers of GCU graduates. The University has no right to change policies or procedures of another organization for which it is merely acting as an agent.

Students are responsible for following all applicable University policies and procedures. Students should note some Programs of Study have specific policies in addition to general University policy. A careful review of policies and other requirements for a given program is strongly recommended. All policies and procedures herein apply to undergraduate, graduate and doctoral students unless explicitly stated otherwise. Please contact your Enrollment Counselor or Academic Counselor for clarification and details. Oral or written inquiries and requests are accepted, but a written message takes precedence over any oral message in the event of conflicting information.

Official Student Communication

Upon enrollment, all students receive a Grand Canyon University e-mail address. This e-mail address is used for all official communication with students including, but not limited to, student specific information, policy updates, notification of changes in University procedures, and general announcements. It is the student's responsibility to check this e-mail on a regular basis and be informed about published University policy.

Academic Counselors

Each student at the University has an assigned Academic Counselor (AC). The AC is responsible for advising students on their program of choice, scheduling based on program requirements and serving as a point of contact for students for their academically-oriented concerns or questions about University policies and procedures. The Academic Counselor ensures the student's journey is successful and leads to a timely graduation, directing students to additional resources as appropriate. To reach your Academic Counselor, please call 1-800-800-9776.

Academic Calendar

Nontraditional (Online, Evening-Satellite and Evening-Campus) Students

Grand Canyon University offers online and offsite courses in a sequential, non-term modality. Courses start on a regular basis, with undergraduate courses starting on Monday, graduate/doctoral courses starting on Thursday.

The academic calendar year is defined as a minimum of 24 earned credits and 30 instructional weeks for undergraduate programs; 16 earned credits and 32 instructional weeks; 12 earned credits and 32 instructional weeks for doctoral programs.

Students are required to adhere to the classroom posting required and complete assignments within the required

timeframe. Please see the [Class Attendance and Participation](#) section of the University Policy Handbook.

Students must maintain continuous enrollment in their programs. If students have a need to interrupt their course enrollment, they must contact their Academic Counselor for options available to them.

Traditional Campus Students

Students attending Grand Canyon University's main campus attend school in three semesters; with traditional semesters of May (summer), September (fall), and January (spring) semester starts. Refer to the [Academic Calendar](#) for specific semester dates.

Classification of Students and Courses

Grand Canyon University complies with Department of Education credit hour definitions when designing and designating credits to courses per Federal Register 75 FR 66832 final regulations:

Credit hour: Except as provided in 34 CFR 668.8(k) and (1) a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than-

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks or one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work,

and other academic work leading to the award of credit hours.

Student Classification Based on Credits

- Freshmen are students who have not yet completed 24 credit hours.
- Sophomores are students who have completed 24 to 47 credit hours.
- Juniors and seniors are students who have completed a minimum of 48 credit hours.
- Fifth Year Students are students who have completed a bachelor's degree from an accredited, GCU-approved college, university, or program and are accepted for a program of specified upper division courses to secure standard teacher certification.
- Second Degree Students are students who have completed a bachelor's degree from a regionally or nationally accredited institution and are completing the requirements for a second bachelor's degree.
- Graduate Students are students who have completed a bachelor's degree from an accredited, GCU-approved institution and have been admitted into the graduate program.
- Non-Degree Seeking Students are students who are not working toward a degree and/or are not placed in a classification.

Course Enrollment for Full-Time Status

Nontraditional Students

Nontraditional undergraduate students must complete 24 credits during their academic year to be considered full-time. Nontraditional graduate students who started their program prior to July 5, 2012 and all doctoral students must complete 12 credits during the academic year to be considered full-time. All non-traditional graduate students who start their program on or after July 5, 2012, must complete 16 credits during the academic year to be considered full-time. Students are also subject to the [Program of Study, Course Availability, and Cancellation Policy](#).

Traditional Campus Students

Undergraduate students who are enrolled in 24 or more credits during an academic year are considered full-time. Graduate students who are enrolled in 16 or more credits during an academic year are considered full-time. Academic status may affect financial aid eligibility. Please see the [Financial Aid](#) section of the University Policy Handbook for details.

To enroll in courses, a student must contact their Enrollment Counselor (new students) or their Academic Counselor (current students).

Overload Policy

Nontraditional Students

Students may request to take more than one course concurrently, if they meet the following criteria:

Undergraduate students:

- Completed at least 12 credits at Grand Canyon within their current Program of Study, AND
- Cumulative GPA is 3.0 or better.

OR

- GCU Alumni student with a 3.0 or better in graduated enrollment.

Graduate students:

- Completed at least 6 credits at Grand Canyon within their current Program of Study, AND
- Cumulative GPA is 3.5 or better.

OR

- GCU Alumni student with a 3.5 or better in graduated enrollment.

Doctoral learners may not take more than one course at a time. Concurrent enrollment at Residency with one on-line course is the exception.

Students will not be permitted to double-up on courses if the above criteria are not met. Additionally, if a student's GPA falls below the above standards after taking concurrent courses, future scheduled concurrent courses will be cancelled and the student's schedule adjusted to reflect one course at a time.

Taking concurrent courses can change a student's academic year, and thus, payment periods. To enroll in concurrent courses, students must be financially cleared by their finance counselor prior to starting those courses. A secondary payment method may be required.

Traditional Campus Students

To enroll in more than 20 credits per semester, undergraduate students must possess a GPA of 3.0 and file an official appeal that is approved by the Office of Academic Compliance.

Course Classification Based on Course Number

Courses are numbered from 000 to 999. The course numbering system is as follows:

- 000-099 are remedial courses designed for students with deficiencies in specific content areas. Credits earned for these courses cannot be applied toward a degree program.
- 100-299 are lower division, undergraduate courses.
- 300-499 are upper division undergraduate courses.
- 500-699 are graduate level courses.
- 700-999 are doctoral level courses.
- 5000-5999 are continuing education courses.

Course Length

The University offers courses that are typically 4 to 16 weeks in length. The course length is determined by the Program of Study and/or format in which the course is taken.

- Online courses are typically 5, 7, or 8 weeks in length.
- Traditional Campus courses are typically 4, 8, or 16 weeks in length.

Program of Study, Course Availability, and Cancellation

A Program of Study (POS) defines the courses required for a particular degree. If the University cancels a POS and/or courses, the University will use the following guidelines for program completion.

If a major or degree is fully retired, and if a student had no breaks in enrollment except those defined/documentated by the Leave of Absence Policy and Procedure, the student will have 2 years to complete the Program of Study under the Catalog of Record, defined as the Academic Catalog published in the academic year and edition (Fall, Spring, or Summer) under which the student enrolled. This applies unless state or federal law and/or accrediting bodies mandate POS and/or course changes.

In all cases that a course is retired, students will enroll in the course equivalency or a substituted course. In all cases where a student chooses to change the program of study, the student will always be required to enroll in the most current version of that program, which may change the student's catalog of record.

Non-traditional Students

- If a student has been out of attendance less than 180 days, students return to their current program of study if the program version is active. If a program of study revised during the student's absence, the student may be able to update to the current version. If they choose to remain in their current version of the program, they may be required to take substituted courses from the new program version. Students must speak to their Financial Aid Counselor prior to program changes.
- If the student is out of attendance between 180 days and a year*, and the program of study revised, returning students must update to the current version of the program if one is available, or they must choose a different active program in which to transfer.
- Students out of attendance longer than a year must complete a new enrollment agreement and select either the newest version of a program, or another active program.

*For students in any non-licensure program of study, an exception will be made for students with 2 or fewer courses remaining in their current program of study. Course substitutions may be made. Students with 3 or more courses must follow the above policy.

*Students out of attendance for 180 days or less, and are changing their emphasis only are not subject to this policy.

Traditional Campus Students

In order to remain in the current program of study, students must remain continuously enrolled. If students are out longer than one traditional term (either Fall or Spring) then the student will be required to enroll in the newest version of the program of study, if one is available.

Program Exceptions

Students enrolled in an Initial Program – Leads to Initial Teacher Licensure (IP/TL) program within the College of Education, who cannot complete student teaching, may transfer to the equivalent Initial Program – Does Not Lead to Teacher Licensure (IP/Non-TL) program, provided the courses are the same and the student has completed the entire program of study at the time of transfer.

Registration Policy

Continuous Registration

Upon application to the University, all applicants sign an Enrollment Agreement in which they attest to understanding the Program of Study requirements. This document acknowledges that most programs follow a course sequence and the student will be continuously enrolled and scheduled through the duration of their program unless they formally request to change their enrollment status. With the submission of this signed document, applicants are then registered into their chosen Program of Study.

Students are granted 8 weeks from the program's start date to provide their official transcripts from the prior degree-granting institution (whether high school, associate, or baccalaureate degree) to gain admittance into the University. If this official documentation is not provided prior to the end of the 8-week period, students may not be allowed to continue forward into subsequent courses. Once the Office of Academic Records can confirm admissibility the student will be officially accepted to the University and will be allowed to continue registration.

Students remain continuously enrolled throughout their program. If a student needs to make an adjustment to their course schedule or modify their enrollment status, the student will need to contact their Academic Counselor. Those using Federal Financial Aid (Title IV) must speak to their Finance Counselor prior to making the change and if the change is made, will need to adhere to the [Leave of Absence](#) policies as outlined in this handbook.

First Course Completion Policy

Non-traditional Students

Grand Canyon University believes the foundational skills and experiences learned in the first course of the undergraduate, graduate or doctoral program is imperative to student success.

Therefore, if a student fails or withdraws from one of these courses, the student will be withdrawn from any currently enrolled course and re-enrolled into this course.

If a student fails or withdraws this course after the second attempt, the student will be dismissed from the University. Additionally, if the student fails or withdraws from their first course, then passes this course and subsequently fails the next course taken, the student will also be dismissed from the University for not meeting the academic requirements for progression.

Students who are withdrawn from the University will be neither academically nor financially responsible for any future courses for which they may have been pre-registered and may reapply in 12 months for reconsideration. This policy is for the nontraditional campus only.

Class Attendance and Participation

Grand Canyon University believes that students are primarily responsible for class attendance. Online students mark attendance by posting to the online classroom each week of class. Class attendance is distinctly different from class participation in that class participation is graded. Failure to meet attendance expectations may result in an administrative withdrawal.

Nontraditional (Online) Students

Participating in classroom discussion is paramount to the learning experience. Participating in the weekly discussions allows students and instructors to share experiences, investigate complicated subject matter, share expertise, and examine the content from new perspectives. For the majority of courses the Student must post their initial response to the 1st discussion question by Day 3, and the 2nd discussion question by Day 5 of each week. Initial responses to the discussion questions are required in order to earn full Participation points for the week. Participation can only be earned by posting substantive, quality messages to fellow classmates and the instructor in the Main forum of the classroom. Certain courses may have alternate participation requirements. Students are encouraged to review the course syllabi and consult with the faculty member prior to the course start.

Courses	# Required Days	# Required Substantive Posts Each Day
UNV-103, UNV-104, PHI-105, ENG-105, PSY-100, CWV-101	4	2
All Other Undergrad	3	2

Graduate and Doctoral	3	1
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- **Late Policy:** All assignments are due by midnight Arizona time on the due dates indicated. Assignments posted after the indicated due dates will be subject to a loss of 10% of the available points for each day late. Technical issues are not valid excuses for late work unless the problem stems from GCU servers. No assignment can be accepted for grading after 11:59pm on the final day of class.
- **Assignment Submission:** All assignments should be submitted through ANGEL dropbox as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description. Written assignments of 500 words or more are required to be submitted to the TurnItIn drop box before submitting to the Assignments drop box in Angel, allowing students to make adjustments prior to submitting the final version for grading.

Nontraditional (Evening – Campus and Evening -Satellite) Students

Courses offered in the face-to-face ground evening cohort programs for the undergraduate and graduate learners are designed as concentrated seminars with attendance being a prerequisite for student learning. Students are expected to act professionally and regular and timely class attendance is one reflection of that commitment. In recognition that occasional unavoidable absences may occur, to the degree practicable, notify the instructor in advance. If a face-to-face class absence (or partial absence) is necessary, the following guidelines apply:

- At the course instructor's discretion, partial attendance (either at the beginning or the end of class) may result in a decrease of participation points.
- One class absence will result in the loss participation points and, when applicable, in-class activity points. If a student provides medical documentation for the absence, no participation points will be deducted and, at the discretion of the course instructor, an alternate to the in-class activity will be provided.
- An absence (or partial absence) does not preclude students from completing assignments as expected or according to completion timelines.
- Students are expected to maintain their commitment to respond to one discussion question per week in the learning management system.
- Absences for two consecutive or non-consecutive classes in a course will result in a grade of "F". Furthermore, a conference may be arranged with the student, the instructor, and the dean or assistant dean of the college to determine continuance in the program. If the student is allowed to remain in the program after failing one course, the course must be

repeated and other stipulations for continuation may be delineated.

On a case-by-case basis, with appropriate documentation/justification and upon approval from the dean, or designee, this policy may be overridden.

Traditional Campus Students

All campus students demonstrate attendance by their physical presence within the classroom and online classroom. Attendance is reported for the first three weeks of the term, as well as the first week of any courses starting after the first week of the term. Participation requirements are determined by the faculty for each course.

Grand Canyon University ANGEL Class Availability

Grand Canyon University's ANGEL Learning Management System is specifically intended to host classrooms for the current and most recently completed classes. Student access to classes will be removed four (4) weeks following the course end date.

It is the sole responsibility of each student and faculty member to keep copies of all files uploaded to ANGEL. The University is not responsible to make course content or files submitted to ANGEL available to student or faculty members once the class has been removed. Students may contact their counselor to submit a request to have an archived class restored. Students must pay a \$50 class restoration fee for each class.

Grade Point Average (GPA) Progression

Non-Traditional Students

The first time a student earns a grade that drops their overall cumulative GPA below the undergraduate requirement of 2.0, or the graduate requirement of 3.0, the student will be placed *On Notice*. The student has up to three course attempts to raise his GPA to the respective requirements. If the student is able to increase their GPA within three courses, the student will no longer be *On Notice*. If the student is unable to raise their GPA after the third course, they will be *Academically Disqualified* for a period of 16 weeks. If this occurs within the first 12 credits of the student's program, the [First Course Completion](#) and/or the [Accepted with Specifications](#) policy (if applicable) supersede this policy.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as a student's progress toward successful completion of their degree requirements, as measured by cumulative GPA, completion rate of at least 67% of the cumulative credit hours attempted, and maximum timeframe, at each review time period.

Warning

Satisfactory Academic Progress (SAP) calculations for nontraditional students are performed at the completion of the intervals listed below and is calculated using both the GCU enrollment cumulative GPA and cumulative earned credits at each review time period.

- Non-Traditional Undergraduate Students: Every 12 earned credit intervals
- Non-Traditional Doctoral and Graduate Students who began their program prior to July 5, 2012: Every 6 earned credit intervals (as these students are on a 12 credit academic year)
- Non-Traditional Graduate Students who began their program on or after July 5, 2012 or out of attendance for more than 180 days: Every 8 earned credit intervals (as these students are on a 16 credit academic year)
- Traditional Undergraduate and Graduate Students: After each semester

Failed grades (F), incompletes, and withdrawals will be counted as attempted credits but will not count as earned credits. Credits earned for repeated coursework, in addition to the original credits, will be counted as both attempted and earned credits.

- Undergraduate students are placed on *warning* if their enrollment cumulative GPA drops below 2.00 or if they have not completed and earned at least 67% of the cumulative credit hours attempted at each review time period as stated above.
- Graduate students are placed on *warning* if their enrollment cumulative GPA drops below 3.0 or if they have not completed and earned at least 67% of the cumulative credit hours attempted at each review time period as stated above.

Warning status is removed when the minimum enrollment cumulative GPA specified above is regained, and/or students earn 67% of the credits attempted. The warning period provides for an additional credit interval described above. If the student fails to meet the minimum GPA or 67% earned versus attempted credit, the student will be placed on *suspension*.

Suspension

Students who are placed on suspension are not permitted to enroll in courses for a 16-week suspension period, due to the inability to meet the minimum enrollment cumulative GPA of 2.0 for undergraduate students or 3.0 for graduate students, and/or not completing at least 67% of the credit hours attempted. Nontraditional students will begin their suspension period on the last day of attendance. Traditional students will begin their suspension period on the last day of the semester.

After fulfilling the terms of the suspension, students may apply for reinstatement by submitting a [Request for Reinstatement](#). Students may or may not be granted re-admittance based on their academic record that includes participation in previous courses. If readmission is granted, an Academic Plan will be created which may require students to first repeat any course (or its equivalencies) for which they did not earn a C or better (undergraduate) or a B or better (graduate). Students granted re-admittance will need to follow their Academic Plan specifying courses to repeat, grades required to be earned, or any other activities students must complete. The student's progress under the terms of the Academic Plan is monitored. Failure to adhere to the terms of the Academic Plan, and for all repeated courses, if any course grade is considered failing, the student will not have the opportunity to continue under the reinstatement plan and will be expelled. Additionally, students will be placed on probation until their enrollment cumulative GPA to the required 2.0 for undergraduates, or the required 3.0 for graduates, and/or raising the credit completion percentage to 67% within the next credit interval described above. Students who do not meet this requirement are subject to *expulsion*. Students whose GPA fall below minimum allowances at any time after the suspension period will not be granted additional probationary time and will be expelled.

Students may have financial aid reinstated if the student is reinstated academically.

It is important to note that students may also be suspended, for other reasons, such as violations of the [Student Code of Conduct](#) policy.

Expulsion

Expulsion is reserved for students who have continually failed to meet the University's expected performance requirements, measured by enrollment cumulative GPA and/or credit completion percentage. After a suspended student is permitted reinstatement, a student must raise his GPA to the required minimum and/or raise his credit completion percentage to 67% by the completion of the credit interval described above. If the student fails to meet this requirement, they will be expelled from the University and cannot register for any additional courses for two academic years. Students may reapply after that time period. If readmission is granted, students will be required to first repeat any course (or its equivalencies) for which they did not earn a C or better in their program major or minor (undergraduate) or a B or better (graduate). Additionally, the student's progress under the terms of the Academic Plan is monitored. Failure to adhere to the terms of the Academic Plan, and for all repeated courses, if any course grade is considered failing, the student will not have the opportunity to continue under the reinstatement

plan and will be expelled. Nontraditional students will begin their expulsion period on the last day of attendance. Traditional students will begin their expulsion period on the last day of the semester.

It is important to note that students may also be expelled for other reasons, such as violations of the [Student Code of Conduct](#) policy.

Baccalaureate Program Progression Requirements

Ken Blanchard College of Business

All KBCOB Programs

Internship Guidelines

Unless specifically required by the student's program of study, internships are not a requirement for graduation. Students who desire to do an internship for elective credit are responsible for arranging the internship with a potential employer, based on the following guidelines.

Guidelines for a Business Internship

1. Internships are limited to students who have completed at least two years of college work.
2. A maximum of two semesters of internships may be taken. The second semester should be taken with a different organization than the first.
3. A maximum of 6 credits can be awarded. Depending on the number of hours worked, internships may be for 1-4 credits per semester. Interns are expected to complete a minimum of 45 hours of documented work for each academic credit earned.
4. No academic credit will be granted for performing duties in the student's current job. An internship with a student's past or current employer must be for a special internship assignment and not be a part of the student's regular job assignment. In no case will academic credit be granted for work done in the past.
5. A reflection paper is required of all interns. Normally, this is written at the end of the internship experience. It should include the intern's self-evaluation of whether the internship goals were met and an explanation of how they were achieved. It should also include a discussion of how the skills needed to succeed in the internship compare with those developed within the coursework included in the student's academic program. The Director of the Internship Program will grade reflection papers.
6. At the end of the semester, the Director of the Internship Program will issue a letter grade, based upon the quality of the intern's reflection paper and the written evaluation of the intern's supervisor in the employing organization.
7. Arrangements for internships should be arranged with the Director of the Internship Program at the Ken Blanchard College of Business. International students

must also obtain the approval of the Center of International Studies.

College of Education

- **Bachelor of Science in Elementary Education**
- **Bachelor of Science in Secondary Education**
- **Bachelor of Science in Elementary Education/Special Education**
- **Bachelor of Science in Early Childhood Education**

Prior to participation in any practicum/field experience, students must provide their Teacher Education Specialist with verification of a current State of Arizona Department of Public Safety Fingerprint Clearance Card or current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which they reside. Based on the student's Program of Study, the student will need one of the following:

1. Fingerprint Clearance Card
2. Federal Background Check: If a federal background check is required, official copies of this document will be reviewed by the Teacher Education Specialist. A federal background check will be considered 'clear' if no offense(s) are listed. Students with 'cleared' federal background checks will be deemed eligible for participation in practicum/field experiences. Should any offense(s) be listed on the federal background check, students will be required to apply for and secure a valid State of Arizona Department of Public Safety Fingerprint Clearance Card. Where applicable, a current teaching certificate may be provided in lieu of fingerprint clearance.
3. District Letter: GCU accepts letters from cooperating school districts to satisfy the fingerprint clearance requirement. The letter must be on district letterhead. GCU must receive this letter directly from the district. If the letter is received directly from the student, the student must sign a FERPA release listing the letter's signatory (school/district contact who completed the letter), and the student's TED will call the signatory to verify the letter's authenticity. In order for the district's letter to be accepted, the following information is required to be included:
 - Student name
 - Employee identification number
 - Date that the background check was completed (must be within the last 6 years)
 - Identification number assigned to the background check
 - Current employment status
 - Date of initial employment
 - Breaks in employment (if none, the letter must indicate that there were no breaks in employment)

Should any of the above information be missing from the

letter or if the letter is not printed on official district letterhead, GCU will be unable to accept the letter for the purpose of satisfying the Fingerprint Clearance Policy. Please note that students may need to complete additional fingerprinting for certification purposes based on their state's requirements.

In the event that admission to Grand Canyon University's College of Education is denied as a result of one or more offense listed in Sections B or C of the Arizona Revised Statute (ARS) 41-1758.03, outlined in Appendix A, the following appeals process should be followed.

Level One Appeal

1. Apply for a fingerprint clearance card from the Arizona Department of Public Safety. (Should the fingerprint clearance card be denied, see a Level Two Appeal)
2. Upon securing a fingerprint clearance card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
3. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Level Two Appeal

1. In the event that a fingerprint clearance card is denied, petition the Arizona Board of Fingerprinting for a good cause exception. More information regarding the application and process for a good cause exception can be found at the [Arizona Board of Fingerprinting](#) website.
2. If the Arizona Board of Fingerprinting approves the good cause exception, a fingerprint clearance card will be issued. (Should the Arizona Board of Fingerprinting deny the good cause exception, a fingerprint clearance card will not be issued, and admission will be denied. (This decision cannot be appealed.)
3. Upon securing an Arizona Fingerprint Clearance Card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
4. Provide Grand Canyon University with copies of the

Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Appendix A: Pursuant to ARS 41-1758.03 Sections B & C

ARS 41-1758.03 Section B.

A person who is subject to registration as a sex offender in this state or any other jurisdiction or who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.

27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

ARS 41-1758.03 Sections C.

A person who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card, except that the person may petition the board of fingerprinting for a good cause exception pursuant to section 41-619.55:

1. Manslaughter.
2. Endangerment.
3. Threatening or intimidating.
4. Assault.
5. Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs.
6. Assault by vicious animals.
7. Drive by shooting.
8. Assaults on officers or fire fighters.
9. Discharging a firearm at a structure.
10. Indecent exposure.
11. Public sexual indecency.
12. Aggravated criminal damage.
13. Theft.
14. Theft by extortion.
15. Shoplifting.
16. Forgery.
17. Criminal possession of a forgery device.
18. Obtaining a signature by deception.
19. Criminal impersonation.

20. Theft of a credit card or obtaining a credit card by fraudulent means.
21. Receipt of anything of value obtained by fraudulent use of a credit card.
22. Forgery of a credit card.
23. Fraudulent use of a credit card.
24. Possession of any machinery, plate or other contrivance or incomplete credit card.
25. False statement as to financial condition or identity to obtain a credit card.
26. Fraud by persons authorized to provide goods or services.
27. Credit card transaction record theft.
28. Misconduct involving weapons.
29. Misconduct involving explosives.
30. Depositing explosives.
31. Misconduct involving simulated explosive devices.
32. Concealed weapon violation.
33. Possession and sale of peyote.
34. Possession and sale of a vapor-releasing substance containing a toxic substance.
35. Sale of precursor chemicals.
36. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs.
37. Manufacture or distribution of an imitation controlled substance.
38. Manufacture or distribution of an imitation prescription-only drug.
39. Manufacture or distribution of an imitation over-the-counter drug.
40. Possession or possession with intent to use an imitation controlled substance.
41. Possession or possession with intent to use an imitation prescription-only drug.
42. Possession or possession with intent to use an imitation over-the-counter drug.
43. Manufacture of certain substances and drugs by certain means.
44. Adding poison or other harmful substance to food, drink or medicine.
45. A criminal offense involving criminal trespass and burglary under title 13, chapter 15.
46. A criminal offense under title 13, chapter 23.
47. Child neglect.
48. Misdemeanor offenses involving contributing to the delinquency of a minor.
49. Offenses involving domestic violence.
50. Arson.

51. Kidnapping.
52. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs.
53. Robbery.
54. Aggravated assault.
55. Felony offenses involving contributing to the delinquency of a minor.
56. Negligent homicide.
57. Criminal damage.
58. Misappropriation of charter school monies as prescribed in section 13-1818.
59. Taking identity of another person or entity.
60. Aggravated taking identity of another person or entity.
61. Trafficking in the identity of another person or entity.
62. Cruelty to animals.
63. Prostitution.
64. Sale or distribution of material harmful to minors through vending machines as prescribed in section 13-3513.
65. Welfare fraud.

Practicum/Field Experiences

Practicum experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum experiences require the teacher candidate to spend a prescribed amount of time in real-life classroom settings in order to demonstrate competency with predetermined activities that are aligned to professional standards in the field of education. Teacher candidates in any course requiring practicum hours are required to have fingerprint clearance on file with their Teacher Education Specialist. Click link to view [COE Practicum Requirements](#).

Basic Skills and Content Area Exams

1. Teacher candidates enrolled in an Initial Program – Leads to Initial Teacher Licensure Programs (IP/TL) beginning with the 2009-2010 Academic Catalog must pass their state-mandated basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching. Arizona residents will be required to take the Arizona Educator Proficiency Assessments (AEPAs).
2. Arizona residents will be required to pass the Arizona Educator Proficiency Assessments (AEPA's) successfully.
3. Teacher candidates requiring Arizona certification in application for their local state licensure will need to complete the appropriate AEPA or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements

prior to receiving an Arizona IR. For content areas out of the approved AEPA areas, teacher candidates seeking Arizona Certification will be required to hold 24 units in the certification content area.

4. Score reports for Arizona residents and those seeking initial licensure in Arizona will be accepted only if the score report documents a passing score ('pass' or 'passed').
5. Teacher candidates residing in states that do not have state-specific mandated basic and/or content exams will be required to take the AEPA exams or an equivalent exam.

Student Teaching

Taken at the conclusion of all coursework, student teaching requires 16 consecutive weeks of unpaid, full-time placement with a COE approved cooperating/mentor teacher, who must be licensed in the area in which the student teacher is teaching. Student teaching cannot be done during summer months; and is required for an Institutional Recommendation (IR).

Para-Professionals

Teacher candidates may not student teach in the classroom(s) in which they are employed as para-professionals. Para-professionals are not teachers of record. As assistants to a classroom teacher, their responsibilities are more limited than those required of a classroom teacher. Therefore, para-professionals will need to take a leave of absence from their duties and responsibilities while they complete the student teaching requirements for their program of study.

Eligibility for Student Teaching

1. Complete all coursework within the program of study.
2. Pass the state-specified basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching.
3. Maintain a minimum GPA of a 2.8 for undergraduate students
4. Work with the appropriate departments to remove any academic and/or financial holds on account to ensure that the academic counselor is able to complete the required registration process.
5. View program evaluations with assigned Academic Counselor and/or Teacher Education Specialist to discuss program progression and academic eligibility.
6. Possess a current Fingerprint Clearance Card or background check. Arizona residents must have an Arizona Department of Public Safety Fingerprint Clearance Card.
7. Student teaching may only be repeated once.

Application for Student Teaching

The Student Teaching Application can be found on the [College of Education](#) website. Deadlines for applying for student teaching are as follows:

- For Fall Student Teaching – February 1

- For Spring Student Teaching – September 1
- No exceptions will be made to these deadlines, as placing learners in an appropriate setting is a process.

Requirements for an Institutional Recommendation

All teacher candidates seeking an Institutional Recommendation for a teaching license must complete the program requirements for their degree program, which include verification of fingerprint clearance, successful completion of student teaching, and passing scores in basic skills, content knowledge, and professional knowledge tests. It is the learner's responsibility to determine what, if any, testing is necessary for their individual state. Teacher candidates who are seeking licensure in a state which does not require verification of test scores for the basic skills, content knowledge, and/or professional knowledge exam prior to teacher licensure may request a waiver by completing a Waiver of Test Score Verification form. The Waiver of Test Score Verification will be approved only by a dean, or dean's designee. Learners should check with their own state department of education for additional applicable teacher licensure guidelines.

College of Fine Arts and Production

- **Bachelor of Arts in Music Education**
- **Bachelor of Arts in Theatre Education**
- **Bachelor of Arts in Dance Education**

Prior to participation in any practicum/field experience, students must provide their Teacher Education Specialist with verification of a current State of Arizona Department of Public Safety Fingerprint Clearance Card or current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which they reside. Based on the student's Program of Study, the student will need one of the following:

1. Fingerprint Clearance Card
2. Federal Background Check: If a federal background check is required, official copies of this document will be reviewed by the Teacher Education Specialist. A federal background check will be considered 'clear' if no offense(s) are listed. Students with 'cleared' federal background checks will be deemed eligible for participation in practicum/field experiences. Should any offense(s) be listed on the federal background check, students will be required to apply for and secure a valid State of Arizona Department of Public Safety Fingerprint Clearance Card. Where applicable, a current teaching certificate may be provided in lieu of fingerprint clearance.
3. District Letter: GCU accepts letters from cooperating school districts to satisfy the fingerprint clearance requirement. The letter must be on district letterhead. GCU must receive this letter directly from the district. If the letter is received directly from the

student, the student must sign a FERPA release listing the letter's signatory (school/district contact who completed the letter), and the student's TED will call the signatory to verify the letter's authenticity. In order for the district's letter to be accepted, the following information is required to be included:

- Student name
- Employee identification number
- Date that the background check was completed (must be within the last 6 years)
- Identification number assigned to the background check
- Current employment status
- Date of initial employment
- Breaks in employment (if none, the letter must indicate that there were no breaks in employment)

Should any of the above information be missing from the letter or if the letter is not printed on official district letterhead, GCU will be unable to accept the letter for the purpose of satisfying the Fingerprint Clearance Policy. Please note that students may need to complete additional fingerprinting for certification purposes based on their state's requirements.

In the event that admission to Grand Canyon University's College of Education is denied as a result of one or more offense listed in Sections B or C of the Arizona Revised Statute (ARS) 41-1758.03, outlined in Appendix A, the following appeals process should be followed.

Level One Appeal

1. Apply for a fingerprint clearance card from the Arizona Department of Public Safety. (Should the fingerprint clearance card be denied, see a Level Two Appeal)
2. Upon securing a fingerprint clearance card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
3. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Level Two Appeal

1. In the event that a fingerprint clearance card is denied, petition the Arizona Board of Fingerprinting for a good cause exception. More information regarding the application and process for a good cause exception can be found at the [Arizona Board of Fingerprinting](#)

website.

2. If the Arizona Board of Fingerprinting approves the good cause exception, a fingerprint clearance card will be issued. (Should the Arizona Board of Fingerprinting deny the good cause exception, a fingerprint clearance card will not be issued, and admission will be denied. (This decision cannot be appealed.)
3. Upon securing an Arizona Fingerprint Clearance Card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
4. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Appendix A: Pursuant to ARS 41-1758.03 Sections B & C

ARS 41-1758.03 Section B.

A person who is subject to registration as a sex offender in this state or any other jurisdiction or who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.

18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

ARS 41-1758.03 Sections C.

A person who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card, except that the person may petition the board of fingerprinting for a good cause exception pursuant to section 41-619.55:

1. Manslaughter.
2. Endangerment.
3. Threatening or intimidating.
4. Assault.
5. Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs.

6. Assault by vicious animals.
7. Drive by shooting.
8. Assaults on officers or fire fighters.
9. Discharging a firearm at a structure.
10. Indecent exposure.
11. Public sexual indecency.
12. Aggravated criminal damage.
13. Theft.
14. Theft by extortion.
15. Shoplifting.
16. Forgery.
17. Criminal possession of a forgery device.
18. Obtaining a signature by deception.
19. Criminal impersonation.
20. Theft of a credit card or obtaining a credit card by fraudulent means.
21. Receipt of anything of value obtained by fraudulent use of a credit card.
22. Forgery of a credit card.
23. Fraudulent use of a credit card.
24. Possession of any machinery, plate or other contrivance or incomplete credit card.
25. False statement as to financial condition or identity to obtain a credit card.
26. Fraud by persons authorized to provide goods or services.
27. Credit card transaction record theft.
28. Misconduct involving weapons.
29. Misconduct involving explosives.
30. Depositing explosives.
31. Misconduct involving simulated explosive devices.
32. Concealed weapon violation.
33. Possession and sale of peyote.
34. Possession and sale of a vapor-releasing substance containing a toxic substance.
35. Sale of precursor chemicals.
36. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs.
37. Manufacture or distribution of an imitation controlled substance.
38. Manufacture or distribution of an imitation prescription-only drug.
39. Manufacture or distribution of an imitation over-the-counter drug.
40. Possession or possession with intent to use an imitation controlled substance.

41. Possession or possession with intent to use an imitation prescription-only drug.
42. Possession or possession with intent to use an imitation over-the-counter drug.
43. Manufacture of certain substances and drugs by certain means.
44. Adding poison or other harmful substance to food, drink or medicine.
45. A criminal offense involving criminal trespass and burglary under title 13, chapter 15.
46. A criminal offense under title 13, chapter 23.
47. Child neglect.
48. Misdemeanor offenses involving contributing to the delinquency of a minor.
49. Offenses involving domestic violence.
50. Arson.
51. Kidnapping.
52. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs.
53. Robbery.
54. Aggravated assault.
55. Felony offenses involving contributing to the delinquency of a minor.
56. Negligent homicide.
57. Criminal damage.
58. Misappropriation of charter school monies as prescribed in section 13-1818.
59. Taking identity of another person or entity.
60. Aggravated taking identity of another person or entity.
61. Trafficking in the identity of another person or entity.
62. Cruelty to animals.
63. Prostitution.
64. Sale or distribution of material harmful to minors through vending machines as prescribed in section 13-3513.
65. Welfare fraud.

Practicum/Field Experiences

Practicum experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum experiences require the teacher candidate to spend a prescribed amount of time in real-life classroom settings in order to demonstrate competency with predetermined activities that are aligned to professional standards in the field of education. Teacher candidates in any course requiring practicum hours are required to have fingerprint clearance on file with their Teacher Education Specialist. Click link to view [COE Practicum](#)

Requirements.

Basic Skills and Content Area Exams

1. Teacher candidates enrolled in an Initial Program – Leads to Initial Teacher Licensure Programs (IP/TL) beginning with the 2009-2010 Academic Catalog must pass their state-mandated basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching. Arizona residents will be required to take the Arizona Educator Proficiency Assessments (AEPAs).
2. Arizona residents will be required to pass the Arizona Educator Proficiency Assessments (AEPAs) successfully.
3. Teacher candidates requiring Arizona certification in application for their local state licensure will need to complete the appropriate AEPAs or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements prior to receiving an Arizona IR. For content areas out of the approved AEPAs areas, teacher candidates seeking Arizona Certification will be required to hold 24 units in the certification content area.
4. Score reports for Arizona residents and those seeking initial licensure in Arizona will be accepted only if the score report documents a passing score ('pass' or 'passed').
5. Teacher candidates residing in states that do not have state-specific mandated basic and/or content exams will be required to take the AEPAs exams or an equivalent exam.

Student Teaching

Taken at the conclusion of all coursework, student teaching requires 16 consecutive weeks of unpaid, full-time placement with a COE approved cooperating/mentor teacher, who must be licensed in the area in which the student teacher is teaching. Student teaching cannot be done during summer months; and is required for an Institutional Recommendation (IR).

Para-Professionals

Teacher candidates may not student teach in the classroom(s) in which they are employed as para-professionals. Para-professionals are not teachers of record. As assistants to a classroom teacher, their responsibilities are more limited than those required of a classroom teacher. Therefore, para-professionals will need to take a leave of absence from their duties and responsibilities while they complete the student teaching requirements for their program of study.

Eligibility for Student Teaching

1. Complete all coursework within the program of study.
2. Pass the state-specified basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching.
3. Maintain a minimum GPA of a 2.8 for undergraduate

students

4. Work with the appropriate departments to remove any academic and/or financial holds on account to ensure that the academic counselor is able to complete the required registration process.
5. View program evaluations with assigned Academic Counselor and/or Teacher Education Specialist to discuss program progression and academic eligibility.
6. Possess a current Fingerprint Clearance Card or background check. Arizona residents must have an Arizona Department of Public Safety Fingerprint Clearance Card.
7. Student teaching may only be repeated once.

Application for Student Teaching

The Student Teaching Application can be found on the [College of Education](#) website. Deadlines for applying for student teaching are as follows:

- For Fall Student Teaching – February 1
- For Spring Student Teaching – September 1
- No exceptions will be made to these deadlines, as placing learners in an appropriate setting is a process.

Requirements for an Institutional Recommendation

All teacher candidates seeking an Institutional Recommendation for a teaching license must complete the program requirements for their degree program, which include verification of fingerprint clearance, successful completion of student teaching, and passing scores in basic skills, content knowledge, and professional knowledge tests. It is the learner’s responsibility to determine what, if any, testing is necessary for their individual state. Teacher candidates who are seeking licensure in a state which does not require verification of test scores for the basic skills, content knowledge, and/or professional knowledge exam prior to teacher licensure may request a waiver by completing a Waiver of Test Score Verification form. The Waiver of Test Score Verification will be approved only by a dean, or dean’s designee. Learners should check with their own state department of education for additional applicable teacher licensure guidelines.

College of Nursing

Bachelor of Science in Athletic Training

Clinical Requirements

Admission into the clinical phase of the Athletic Training Education Program (ATEP) is competitive. Not all applicants will be admitted. Students must complete the following courses to be considered for admission into the clinical phase of the program and submit application materials by March 1.

- BIO 253- Emergency Care for Acute Injuries and Illness
- EXS-214, Care and Prevention of Athletic Injuries
- EXS-214L, Care and Prevention of Athletic Injuries

Lab

- BIO-155or (BIO-201 and BIO-202), Anatomy and Physiology
- BIO-155L or (BIO-201L and BIO-202L), Anatomy and Physiology Lab

Upon acceptance into the clinical phase of the program, students may remain enrolled in the Athletic Training program as long as they adhere to the following criteria:

1. Maintain continuous Fall/Spring registration for athletic training courses in the major. Continuous registration is for Fall/Spring semesters only.
2. Maintain continuous accumulation of clinical contact hours during fall and spring semesters (150 clinical contact hours per clinical course).
3. Satisfactory completion of athletic training competencies and clinical proficiencies.
4. Successfully complete all Athletic Training major courses with C or better.
5. Maintain continual Emergency Cardiac Care (ECC) certification
6. Maintain Professional Rescuer CPR & 1st Aid certifications.
7. Maintain continual Athletic Training Student Liability Insurance
8. Complete the GCU Athletic Training Student Orientation annually, which includes OSHA education Maintain health and safety standards of ATEP.
9. Understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Sign HIPAA/ATEP Faculty/Staff/Student Confidentiality Agreement
10. Follow the ATEP Dress Code
11. Attend ATEP training or in-classroom clinical instruction on requirements relating to patient privacy.
12. Know and adhere to a clinical site’s privacy and procedures before undertaking any activities at the site.
13. Maintain at all times the confidentiality of any patient information, regardless of whether the identifiers listed in the “Do not” section of these guidelines have been removed.
14. Promptly report any violation of those procedures, applicable law, or ATEP confidentiality agreement by an ATEP student, faculty or staff member to the appropriate ATEP clinical instructor or faculty member.
15. Understand that a violation of the clinical site’s policies and procedures, of applicable law, or ATEP confidentiality agreement will subject the student to disciplinary action.
16. Maintain Immunization Records listed in chart below:

Test	Requirements for Admission
Varicella Zoster	Strongly recommended.

MMR (rubeola, measles, mumps, rubella)	Students must show one of the following: 1. Lab evidence (titer) of immunity 2. MMR (two doses) 3. Physician documented evidence of disease (not accepted for rubella)
Hepatitis A	Hepatitis A vaccine is strongly recommended.
Hepatitis B	Hepatitis B vaccine is strongly recommended. A signed waiver available from the Program Director is required if the vaccination series is not complete or declined by the student.
Influenza	Strongly recommended - A signed waiver available from the College of Nursing is required if the vaccine is not complete or declined by the student.

Clinical Time Requirements

Upon acceptance into the clinical phase of the Athletic Training Education Program requires at least 750 hours of clinical experience that are completed on and off campus, over the course of five sequential clinical courses/semesters. Students will not be required to complete more than 20 hours per week time in a clinical setting. This policy is consistent with federal work-study policy on campus.

Student will also follow NCAA rules for athletes in regards to comparable relief from clinical experiences during the academic year which is at least one day off per week during in season and two days off per week during out of season.

Student Work Policy

Athletic Training Students (ATS) are not certified athletic trainers and will not be used in the place of a certified athletic trainer. After demonstrating proficiency, athletic training students may be permitted to undertake those specific defined activities with appropriate supervision, direction, and job description. All athletic training students whether granted aid, scholarship, work study or not, will work under the direction of the certified athletic trainer at GCU and affiliated settings. The students will follow guidelines set up by the clinical site where they are working and the following:

1. Completely document all injuries, modalities used, treatment plans, rehabilitation plans, doctors referrals
2. Sign all documents and have all documents signed by the certified athletic trainer
3. Continually ask questions and maintain open communication about an injury or treatment in a clinical setting
4. Students may be employed outside regular educational hours (students may not count paid work hours towards graduation requirements), provided the work does not interfere with regular academic responsibilities.

5. Students must be formally instructed and formally assessed on athletic training clinical skills as part of a course prior to performing those skills on a patient.

Student Travel

Students are required to provide their own transportation to these clinical rotation sites. Travel time may not be logged for clinical contact hours.

Only supervised clinical experiences may be required of students as a part of their educational program. Supervised educational experiences entail that students are under the direct auditory and visual supervision of a BOC certified athletic trainer (ATEP ACI/CI) at all times. The Commission on Accreditation of Athletic Training Education (CAATE) does not support unsupervised education. Unsupervised clinical experience is not/cannot be a requirement of an accredited program; therefore, unsupervised activities, of any kind, are not sanctioned, nor governed by CAATE. Therefore, GCU ATEP does not allow students to travel unsupervised as part of the Grand Canyon University Athletic Training Education Program.

Student Clinical Supervision

Students must enroll in five clinical instruction classes over the course of five semesters. During these classes, students will be placed in a clinical rotation and assigned to a Clinical Preceptor (CP), who will be on site and readily available for on-going instruction, guidance and intervention. The clinical experience will involve daily personal contact between the clinical instructor and the student in the same clinical setting. The student-clinical instructor ratio should not exceed 8:1 and based upon consideration of the total work load of the clinical instructor, availability and adequacy of clinical facilities and the number and nature of athletic programs being offered. The CP will use evaluation sheets to evaluate students on clinical proficiencies. The CP will be informed of the level of athletic training student, and the student will wear an ATS name badge along with appropriate attire while at the rotation site. The ATEP Clinical Coordinator will place students based on rotation schedule. Student preference will be considered. Participation in clinical experience is essential to meet the objectives for all clinical athletic training major courses. Students are responsible for all materials covered while student is absent. Absences in clinical rotation may jeopardize a student's successful progression and completion of the program. Clinical absences may result in clinical probation at the discretion of the clinical instructor. Students who are too ill to perform safely in clinical should seek medical attention and contact athletic training faculty their CP prior to missing clinical.

Any student who has experienced an Emergency Department visit or hospitalization or an acute illness, trauma, surgery or pregnancy/delivery will need a health care provider's release to return to clinical. Such a release should provide information that attests to the fact that the

student is physically and emotionally able to provide direct patient care.

Students who must miss clinical due to pregnancy or extended illness may not be able to complete clinical objectives. Students must contact the course instructor to discuss options or students are encouraged to contact the Student Disability Office. The ATEP is not obligated to provide makeup clinical opportunities for students unable to complete clinical during the normal academic calendar. Any make-up clinical opportunity will be at the student's expense and subject to faculty availability, clinical site availability, and approval of the Program Director.

Student Clinical Evaluations

Prior to beginning any rotation, the ATS must complete a policies and procedures assessment of the assigned clinical site to review policies relating to blood borne pathogens, emergency plans, documentation, etc.

Two ATS evaluations will be performed during the semester, one at mid-semester and one at the end of the semester. The assigned CP will complete the evaluation sheet regarding the student's performance. The assigned CP will review the completed evaluations with the student a maximum of one week following the completion of the evaluation.

Clinical Probation

Clinical probation means that the student is not meeting the stated clinical objectives. A student may be removed from the clinical area for any unsafe or unprofessional behaviors. Being placed on clinical probation can affect the clinical grade and may result in being withdrawn from the course which may affect placement in the program.

Examples of clinical probationary actions:

- Unsafe practice in clinical area
- Insufficient preparation for the clinical experience
- Failure to follow faculty/staff guidance
- Failure to notify ACI of tardiness or absence
- Causing patient to experience unnecessary suffering
- Inappropriate performance specific to level expectations
- Unprofessional communication to faculty, staff, coaches, or patients
- Consciously falsifying documents, including patient and personal

Clinical Probation Process

A probationary action sheet is initiated by the Program Director, Clinical Coordinator or Faculty Member. A copy of the probation plan is verbalized with the student, signed by the student and the involved parties and placed in the student's file. At the end of the semester, the student makes an appointment with the program director to determine probationary status.

If a student disputes probationary status, he/she must follow the [University Appeals Procedures](#).

Mentoring and Mandatory Advisement

Each student is assigned to an academic mentor in the Athletic Training Education program. This mentor will assist the student in completing the graduation roadmap found on the Web site. Faculty members may request mandatory advisement sessions when students are in clinical or academic jeopardy, and/or when student behavior appears below professional standards. Satisfactory academics and/or behavioral changes must be accomplished by the end of the course in order to progress in the athletic training program. It is important to maintain continuous progress and a sound knowledge base to be successful throughout the program. The student will complete an evaluation of the CP and site at the end of the semester.

Communicable Disease Policy

Students may not participate in clinical rotations and field experiences during the time they are affected by or suspect they have a communicable disease. A communicable disease is a health disorder that can be passed from one person to another. If suspected of communicable disease, the student must immediately visit the student health center or personal physician for evaluation. If the evaluation shows possible communicable disease, the student must remain out of contact with athletes and other athletic training students for the duration suggested by the physician. The student may not return to clinical participation until he or she has been re-evaluated by a physician, nurse practitioner, or physician assistant and released. This release must be a written verification from the physician.

Students must contact the Clinical Preceptor (CP) or Instructor or Clinical Instructor and Clinical Coordinator upon suspicion and verification of the disease. An e-mail will suffice, although a phone message would be appreciated.

The following are examples of communicable diseases:

AIDS	Meningitis (bacterial)
Botulism	Mumps
Infections	Pertussis (whooping cough)
Chancroid	Rubella
Chickenpox	Shigellosis
Chlamydia	Streptococcus pneumoniae
Syphilis	Trachomatis infection
Cholera	Hand, foot, mouth syndrome
Conjunctivitis	Viral and acute hepatitis
Diphtheria	Herpes

Diarrhea-Infectious	HIV
Influenza	Lyme disease
Tetanus	Escherichia coli (E coli)
Gonorrhea	Tuberculosis
Yellow Fever	Group A Streptococcal
Hepatitis A, B or C	Pinworms
Herpes Simplex	Ringworm
Impetigo	Scabies
Lice (Pediculosis)	Shingles (Herpes Zoster)
Measles	Strep pharyngitis

OSHA Policy

Athletic Training Students in the clinical phase of the ATEP will undergo annual OSHA education at Grand Canyon University during ATS orientation at the start of each academic year. During this training students will be educated in pathogen and infection control. Once in a setting, students will have access to and utilize appropriate blood-borne pathogen barriers, access to and utilize proper sanitary precautions, and access to appropriate biohazard disposal equipment and procedures at each clinical site.

If a student is exposed to blood or bodily fluid that is an intact skin exposure should:

1. Wash the area immediately and thoroughly with soap and water.
2. Within 24 hours, follow-up with the Cooke Health and Wellness Center or own Primary Care Provider who will make a determination of immunization status and give appropriate prophylaxis or referral for appropriate prophylaxis.
3. Complete a student incident report (Available from the Program Director) to be filled out by the student and the supervising faculty or instructor who was present during incident. A copy of this report will be given to the Program Director and placed in the student's file.
4. Counseling referral and other referrals can be arranged through the health center.

HIPAA Guidelines

As health care providers, one of the covered entities, Athletic Trainers must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). COAS offers this guidance below for those persons to ensure compliance with those requirements and asks that all students sign the HIPAA confidentiality agreement.

Student Liability Insurance

All Athletic Training Students are required to have personal athletic training student liability insurance for their own protection. The cost varies depending upon company.

Companies include: National Professional Group www.usatrainers.com and HPSO www.hpso.com/.

Dress Code

The Athletic Training Student will wear a GCU athletic training shirt or appropriate attire as designated by the assigned ACI. In addition, all students are required to wear GCU ATS name tag during clinical rotations. Please remember that students also represent Grand Canyon University. Look clean, neat, and professional.

Course Policies

Refer to the College of Arts and Sciences classroom policies relating to attendance, absences, and late work. These policies can be found in the classroom.

Class Scheduling

Upon admission, students are assigned to a cohort group. This cohort follows a set sequence of courses that begin in the Fall semester and continues for three consecutive academic years (Fall and Spring semesters only).

Unsuccessful Course Completion

Failure of a course occurs when the student receives below a "C" in the final grade calculation of the course. Failure removes the student from the athletic training major and the student must petition to the Program Director to be considered for readmission and progression.

Re-Entry to Athletic Training Major Courses

Students who have failed courses in the athletic training major must submit an official academic appeal to the program director to be considered for re-entry into the program.

A student receiving a grade of incomplete "I" in any athletic training major course must assure that the incomplete is resolved and a grade is submitted prior to the start of the next academic semester. Failure to do so will result in administrative withdrawal from the program and current cohort sequence.

Student must petition with the Athletic Training Program Director for re-entry to the athletic training major under the following conditions:

- Interrupted Enrollment- Student has been out of the athletic training major (for at least one course). Students must follow a cohort sequence.
- Course failure- Student receives a failure (below a grade of "C") in athletic training course. Students may not continue in ATEP course sequence until failed course has been repeated and passed with a "C" or better. Courses are currently offered one time during the academic year.
- Unresolved incomplete- Student receives an incomplete "I" as a grade in an athletic training course that is unresolved by the first day of classes in the following semester.

- Administrative Withdrawal- Student has been administratively withdrawn from the athletic training major course.

Re-entry to the major is not assured simply because the student was previously enrolled in athletic training courses or was previously accepted. The decision will be based on the evidence showing that the student is ready to continue, has potential to complete the program, and is in compliance with University regulations and standards of behavior. All decisions to readmit are also contingent upon clinical space availability. The student must meet all admission and clinical requirements to be considered for re-entry into the program.

Only one failed athletic training course may be repeated once based on acceptance of the student by the reapplication process to the major. Subsequent course failures constitute administrative withdrawal from the athletic training education program.

Program Associated Costs

Students will be required to purchase items to enter and maintain progression through the program. These items are listed on the program website at www.gcu.edu/atep.

Board of Certification Examination

In order to attain certification, an individual must complete an entry-level athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and pass the Board of Certification (BOC) exam.

Please visit the BOC website at www.bocac.org and view the candidate information for full description of qualifications and process.

Bachelor of Science in Nursing (Pre-Licensure)

CPR Requirements

Students must be certified in CPR for Health Care Providers through the American Heart Association or American Red Cross and are required to maintain certification throughout the program. Graduate students may also obtain CPR certification for the Professional Rescuer from American Red Cross. Information as to the availability of courses may be obtained by calling either the American Heart Association, or American Red Cross. CPR for Bystanders or the community will not fulfill this requirement. CPR instruction teaches skill of airway management and external cardiac compression for the adult and pediatric victim.

Students who do not have a current CPR certification card will not be permitted to participate in clinical experiences. In addition, Graduate students need to meet the certification requirements of the respective agency in which they perform clinical.

Policy for Student Drug, Nicotine and Alcohol Screening

The practice of professional nursing demands that the clinician be free from the influence of any substance that

would impair judgment and thinking ability. As a result, health care agencies are requiring new employees to undergo drug screening. Nursing students must also be free from impairing substances. Health care agencies and College of Nursing require drug screening of nursing students prior to their first clinical experience. In addition, College of Nursing students are subject to screening if either the faculty or preceptor suspects that the student is impaired at any time on campus, or during any health care experience or any other university or work-related activity. Any student whose test is deemed positive may not be able to enroll or continue in nursing courses for a minimum period of 1 year. This policy is designed to identify the procedures to be followed for both types of testing as well as to outline the appeal and readmission to the program.

Initial Random Drug Screening

1. First level and new transfer students will be randomly given a drug screen authorization form and a 24 hour time frame to complete a urine drug screen at one of the Southwest Laboratories location options provided. Students may also be asked to submit to an immediate oral drug and alcohol screening test conducted by a College of Nursing faculty member.
2. Students will be required to show picture identification upon arrival. A driver's license or passport is acceptable forms of identification.
3. The cost for all screening and medical review (if deemed necessary) will be the responsibility of the student.
4. A screen with questionable results will be sent by the lab for a medical review. Costs for review and retest will be the responsibility of the student.
5. A negative report is necessary to continue in the program of study in the College of Nursing.
6. This screen need not be repeated as long as the student maintains continuous enrollment. Continuous enrollment is defined as enrollment in nursing classes during all consecutive semesters until graduation.
7. Students may be re-tested for cause or reasonable suspicion.

For Cause or Reasonable Suspicion Drug, Nicotine & Alcohol Screening

The College of Nursing may ask a student to submit to a drug and alcohol screening at any time faculty members feel the student may be under the influence of drugs or alcohol. This includes but is not limited to the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's possession, conduct on the student's part that suggests possible use or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

1. Students will be asked to submit to an immediate oral drug and alcohol screening test conducted by a College of Nursing faculty member.

2. Students may also be given a drug screen authorization form and asked to immediately complete a urine drug screen at one of the Southwest Laboratories location options provided.
3. Students will be required to show picture identification upon arrival. A driver's license or passport are acceptable forms of identification.
4. The cost for all screening and medical review (if deemed necessary) will be the responsibility of the student.
5. A screen with questionable results will be sent by the lab for a medical review. Costs for review and retest will be the responsibility of the student.
6. A negative report, excluding a positive nicotine result, is necessary to continue in the program of study in the College of Nursing.
7. Students who are being screened for cause will be transported to the screening facility by a GCU established company. Faculty should contact Tanya Smith at 602-388-3850.

Follow-Up Action: Positive Screen (For Cause or Initial Drug Screen)

1. Positive drug screens (including medical review) may result in withdrawal from the nursing program for a minimum of 12 months. After this 12 month period, the student may apply for re-admission under the general guidelines stated in the Academic Policy Handbook, provided there is submission of evidence of satisfactory participation in a rehabilitation program for alcohol/substance abuse.
2. Sources of evidence include:
 - Documentation of completed program of rehabilitation
 - Acknowledgement of continuance in a twelve step or aftercare program.
 - Letter from a therapist or program director stating that the student is deemed able to function safely in a clinical facility. The student is deemed able to function safely in a clinical facility. The student must have a negative screen prior to being readmitted to the nursing program. The screen will be at the direction of CON and may be periodic while the student is in a CON program. The student is responsible for all costs of the screening.
3. The decision to readmit will be made by CON faculty after review of submitted materials. As with other applications for readmission, space availability may be a determining factor for that particular semester.
4. A report will be filed with the Arizona state board of Nursing upon withdrawal from program consistent with the rules and regulations of the State Board of Nursing.
5. Any student who screens positive after one re-admission may be permanently dismissed from the nursing program.

Follow-Up Action For- Cause Negative Screen

1. Students whose drug screens are negative will meet

with the Associate Dean or Site Director to discuss the perceptions of impaired behavior and the implications and steps to avoid similar situations in the future.

2. A medical referral for documentation of any medical condition or treatment may be requested.
3. Students will not be counted as absent from clinical during this evaluation process.
4. A reasonable suspicion/cause drug screen that is positive; however, is deemed negative by a medical review officer will follow these guidelines:
 - The student will meet with the Associate Dean or site director.
 - The student may be required to undergo, at the student's expense an evaluation for prescription drug use, impairment by a neuropsychiatrist recommended by the Arizona State Board of Nursing
 - The student will follow other recommendations deemed necessary by the Associate Dean or Site Director.
 - The student will be required to provide a negative drug screen prior to returning to clinical and be subject to periodic drug screens at the student's expense.
 - More than one incident of a reasonable suspicion/cause drug screen that is positive; however, deemed negative by a medical review officer may result in withdrawal from the nursing program for a minimum of 12 months. In this case the student will follow the positive drug screening guidelines.

Students Who Refuse Drug Screening

Students who refuse to participate in screening will be required to leave the clinical area and make an appointment with the Dean of Nursing or his or her designee. The student will be transported home and remain out of the clinical area until an investigation has been done and a recommendation has been made by the dean or his/her designee. Students who refuse screening may be subject to dismissal from the College of Nursing. The student who refuses to participate in the aforementioned rehabilitation program will not be allowed into clinical courses; therefore he/she cannot complete the nursing program.

Substances Included in Screen:

Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine metabolite, Cotinine (tobacco/nicotine), Fentanyl, Meperidine, Methadone, Opiates, Oxycodone, Phencyclidine, Propoxyphene

* Please note certain clinical facilities include nicotine as part of their screening and will not allow students to rotate at their facility that test positive from nicotine or its by product, cotinine.

HIPAA Guidelines

As health care providers, one of the covered entities, nurses must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The College of Nursing offers this guidance

below for those persons to ensure compliance with those requirements and asks that all students sign the HIPAA confidentiality Agreement.

Students Are Required to Do the Following:

1. Sign the College of Nursing Faculty/Staff/Student Confidentiality Agreement before any involvement in a clinical agency.
2. Attend College of Nursing training or in-classroom clinical instruction on requirements relating to patient privacy.
3. Know and adhere to a clinical site's privacy and procedures before undertaking any activities at the site.
4. Maintain at all times the confidentiality of any patient information, regardless of whether the identifiers listed in the "Do not" section of these guidelines have been removed.
5. Promptly report any violation of those procedures, applicable law, or the College of Nursing's confidentiality agreement by, a College of Nursing student, faculty or staff member to the appropriate College of Nursing clinical instructor or faculty member.
6. Understand that a violation of the clinical site's policies and procedures, of applicable law, or the College of Nursing's confidentiality agreement will subject the student to disciplinary action.

Students Are Not to Do the Following:

1. Discuss, use or disclose any patient information while in the clinical setting unless it is part of the clinical setting.
2. Remove any record from the clinical site without the prior written authorization of that site.
3. Disclose any information about a patient during the clinical assignment to anyone other than the health-care staff of the clinical site.
4. Use patient information in the context of a learning experience, classroom case presentation, class assignment, or research without attempting to exclude as much of the following information as possible:
 - Names
 - Geographical subdivisions smaller than a state
 - Dates of birth, admission, discharge, death
 - Telephone and fax numbers
 - E-mail addresses
 - Social security numbers
 - Medical records or account numbers
 - Certificate/license numbers
 - Vehicle or device numbers
 - Web locators/Internet protocols
 - Biometric identifiers
 - Full face identifiers
 - Any other unique identifying number, characteristic, or code
 - All ages over 89

Students who have been accepted into the nursing program may remain as nursing students if they adhere to the following criteria:

1. Maintain continuous registration for nursing courses in the major. Traditional campus students: continuous registration is from Fall/Spring only, while fast-track BSN students must also maintain registration in the summer.
2. Meet the standards of Grand Canyon University as outlined in the Grand Canyon University Policy Handbook.
3. Pass all portions (test, theory, and clinical) of each nursing course with a 76% or greater average. Students must attain 76% or greater overall to complete the course successfully.
4. Maintain a 2.5 cumulative GPA on 4.0 scale in all nursing major courses. GPA will be calculated after the completion of each semester.
5. Maintain a cumulative GPA of 2.5 to graduate.

Health and Immunization Requirements

Nursing students are expected to take measures to maintain their personal health so as not to jeopardize themselves or any patient with which they come in contact. Therefore, students who are accepted into the nursing program must show evidence of the College of Nursing required immunizations and diagnostic procedures as required by the clinical agencies utilized. At any time, a student may be required to receive a medical examination if deemed necessary by the faculty for the wellbeing of the student and/or the patients/clients.

Students are required to ensure that their CPR, TB, and Tetanus booster records on file will not expire during the current or upcoming semester dates. All updated records must be submitted to the Office of Field Experience at least two weeks before the semester start date. Students who fail to meet this requirement may not be allowed in the clinical setting.

Example: Jan Smith's current CPR Card expires on 9/15/12 and her fall semester start date is 8/27/12. In order to register for clinical, Jane Smith must have her updated CPR Card with an expiration date after December 16, 2012 (last date of the fall semester) on file with the Office of Field Experience on or before 8/13/12.

As nursing students are in contact with clients in a variety of health situations, it is imperative that students maintain protection against communicable illnesses. In addition, students must meet agency health requirements to enter clinical course work. Students will not be allowed to participate in clinical experiences unless all agency requirements are current. Missing clinical may jeopardize a student being successful in the program.

The information below indicates the specific health requirements for undergraduate continuing enrollment.

Guidelines are based on the Center for Disease Control guidelines, Morbidity Mortality Weekly Report.

- Tuberculosis (TB) - TB skin testing will be done annually. For students testing positive on any TB screen, an initial chest x-ray and health department clearance is required. Then, yearly, medical clearance is required. Repeat chest x-ray are required for (1) known exposure to TB (Refer to the Tuberculosis Exposure Plan for additional information.) or (2) signs and symptoms of active TB
- MMR (rubeola measles, mumps, rubella) - Students who remain non-immune are at possible risk from exposure throughout clinical course work, especially female students of child-bearing years.
- Varicella Zoster (VZV) - Students that are non-immune and are exposed to varicella during clinical course work will be permitted to continue clinical activities for the first 10 days. Then, they will not be allowed in the clinical area for the next 12 days. An asymptomatic student may return to the clinical area after 12 days of exposure. Symptomatic students must have clearance from health care provider. A vaccinated person exposed to VZV needs serologic evidence of immunity immediately.
- Tetanus- Diphtheria (TD) - TD must be repeated every 10 years or after any possible exposure.
- Hepatitis A - Hepatitis A vaccine is strongly recommended.
- Hepatitis B - Hepatitis B vaccine is strongly recommended. A signed waiver available from the College of Nursing is required if the vaccination series is not complete or declined by the student.
- Influenza – Recommended annually. A signed waiver is available from the College of Nursing is required if the vaccine is not complete or declined by the student.
- Drug Screen - Students may be tested.

Clinical Participation and Safety Guidelines for Pre Licensure Programs

1. Participation in clinical experience is essential to meet the objectives for all clinical nursing major courses. Students are responsible for all materials covered while student is absent.
 2. Clinical absences may result in clinical probation. Students who are too ill to perform safely in clinical should seek medical attention and contact nursing faculty prior to missing clinical lab.
- Any student who has experienced an Emergency Department visit or hospitalization or an acute illness, trauma, surgery or pregnancy/delivery will need a health care provider's release to return to clinical. Such a release should provide information that attests to the fact that the student is physically and emotionally able to provide direct patient care.
 - Students who must miss clinical due to pregnancy or

extended illness may not be able to complete clinical objectives. Students must contact the course instructor to discuss options. The College of Nursing is not obligated to provide makeup clinical opportunities for students unable to complete clinical during the normal academic calendar. Any make-up clinical opportunity will be at the student's expense and subject to faculty availability, clinical site availability, and approval of the Dean of the College of Nursing or designee.

Standard Precautions

Student nurses are not to care for patients with active TB unless ultra-filtration masks or individually fitted masks are available. Student nurses will adhere to all guidelines for Standard Precautions within the clinical agencies.

Protocol for Puncture Wounds and Exposure to Blood or Bodily Fluids

Incidents involving any type of needle stick or body-fluid exposure must be reported to the Preceptor/Clinical Facility immediately!

All faculty and student should observe the protocol for safe needle usage when practicing or performing parental injections, IV starts, blood draws or using syringes as part of a skills check off. The faculty/student should follow the protocol for needle usage at the agency where clinicals are being held.

Uncontaminated Needle Stick

If a student accidentally punctures him/herself with an uncontaminated needle or is exposed to blood or bodily fluid that is an intact skin exposure should:

1. Wash the area immediately and thoroughly with soap and water
2. Follow-up with the Cooke Health and Wellness Center or own Primary Care Provider who will make a determination of Tetanus immunization status and give appropriate prophylaxis or referral for appropriate prophylaxis.
3. Complete a student nurse puncture wound incident report (Available from the College of Nursing) to be filled out by the student and the supervising faculty or instructor who was present during incident. A copy of this report will be given to the Associate Dean or designee and placed in the student's file.
4. Counseling referral and other referrals can be arranged through the health center.

Contaminated Needle Stick

If the exposure is via a contaminated needle or if a bodily fluid exposure to non-intact skin, the student should continue with the following:

1. Follow-up in an Emergency Department within two hours
2. Student nurse puncture wound incident report will be filled out by the student and the faculty or instructor

who was present during incident. A copy of this report will be given to the Associate Dean or designee to be placed in the student's folder.

3. Financial responsibility for testing and recommended care following an exposure rests solely with the student nurse. This could include testing, evaluation, treatment, and counseling.

Tuberculosis Exposure Plan

Tuberculosis (TB) exposure potential is defined as any exposure to the exhaled or expired air of a person with suspected or confirmed TB disease. A high hazard procedure involving an individual with suspected or confirmed TB disease are those that have the potential to generate potentially infectious airborne respiratory secretions such as aerosolized medication treatment, bronchoscopy, sputum induction, endotracheal intubation, and suctioning.

Workplaces with inherent exposure potential to TB disease:

- Health care facilities
- Corrections facilities
- Homeless shelters/clinics for homeless
- Long term health facilities
- Drug treatment centers

Post-Exposure Procedure

1. When a Tuberculosis (TB) exposure occurs, the involved student will report the incident to the clinical instructor and the appropriate administrative staff at the involved institution or agency.
2. The student will be counseled immediately and referred to his or her personal health care provider, the Maricopa County Health Department, or the Cooke Health Center. A baseline Tuberculosis Skin Test (TST) should be administered as soon as possible after the exposure.
3. Frequency of follow-up TSTs will be performed per provider protocol. A TST performed 12 weeks after the last exposure will indicate whether infection has occurred.
4. A student with evidence of new infection, (TST conversions) needs to be evaluated for active TB. Even if active TB is not diagnosed, prophylactic therapy for latent TB is recommended.
5. A student with a previously documented reactive TST need not be retested but should have a baseline symptom screen performed following the exposure and repeated 12 weeks after the exposure. If the symptom screen is positive a chest x-ray is required.
6. Any active case of TB must be reported to Maricopa County Health Department.

Class Attendance

A student diagnosed with active pulmonary or laryngeal TB

may be highly infectious; and will not be able to attend class or clinical experiences until he/she is noninfectious.

In order to return to school the student will need to provide documentation from the health care provider that he/she is noninfectious. The documentation needs to include evidence that:

- The student has received adequate therapy for a minimum of 2 weeks.
- The cough has resolved, and the student is not experiencing chest pain, hemoptysis, fever or chills.
- The results of three consecutive sputum acid-fast bacilli (AFB) smears collected on different days are negative

Note: The Cooke Health Center can perform TST, but will refer the student to Maricopa County Health Dept for treatment and AFB testing if indicated.

Documentation and Financial Responsibility

After the student returns to school and remains on anti-TB therapy, periodic documentation from their health care provider is needed to show that effective drug therapy is being maintained for the recommended period and that the sputum AFB smear results remain negative.

- The student is responsible for all costs related to the exposure incident.
- The student's health records will be maintained in a confidential file within the College of Nursing.

(Source: [Centers for Disease Control](#). (1998). Excerpts from *Tuberculosis Infection Control in Healthcare Personnel*.)

Mandatory Advisement

Faculty members may request mandatory advisement sessions when students are in clinical or academic jeopardy, and/or when student behavior appears below professional standards. Satisfactory academics and/or behavioral changes must be accomplished by the end of the course in order to progress in the nursing program. It is important to maintain continuous progress and a sound knowledge base to be successful throughout the program.

Undergraduate Academic Probation

1. A student is placed on academic probation if the student falls below the cumulative GPA of 2.5 in nursing major courses.
2. The student may be denied continued registration in the nursing program if unable to raise nursing major cumulative GPA 2.5 during the subsequent semester.
3. The student is removed from academic probation when the GPA is 2.5 or above in nursing major courses.

Clinical Probation

Clinical probation means the student is not meeting the stated clinical objectives. Faculty may remove a student from the clinical area and the Associate Dean or designee may confirm clinical probation action for any unsafe or

unprofessional behaviors. Being placed on clinical probation can affect the clinical grade and may result in the student being withdrawn from the course.

- Clinical probation usually will not extend beyond any given course.
- Students must satisfactorily complete course clinical objectives as stated in the syllabus and determined by the faculty before progressing to the next course.
- Students must successfully complete the syllabus stated objectives at or above 76% before proceeding to the next level.

Examples of probationary actions:

- Unsafe practice in the clinical area
- Insufficient preparation for clinical experience
- Failure to follow faculty/staff guidance in clinical
- Failure to notify faculty/staff of tardiness or absences in clinical
- Causing patient to experience unnecessary suffering
- Inappropriate performance specific to level expectations
- Unprofessional communication to faculty, staff, or patient
- Non-adherence to student uniform attire

Re-Entry to Nursing Major Courses

Students who fail a course in the Fast Track and apply for re-entry will be considered for the traditional BSN program. Exceptions are made on an individual basis.

Students who have failed courses in the nursing major must submit a re-entry application to the College of Nursing to be considered for re-entry into the program. Students must apply for re-entry to the nursing major under the following conditions:

1. Student has been out of the nursing major (for at least one clinical course).
2. Student receives a failure in nursing course. Failure of a course occurs when the student receives below a 76% in the final grade calculation of theory and clinical. Failure removes the student from the nursing major and the student must reapply to the nursing program to be considered for reinstatement into the program.
3. Student has been administratively withdrawn from the nursing major course.
4. The student must complete an "Application to Re-enter the Nursing Major" form and submit it to the Associate Dean or designee. The student must meet the designated application deadline. The student who wishes to be readmitted following a failure or administrative withdrawal from a course in the nursing major must submit a request to the College of Nursing to do one of the following:
5. Repeat the failed or uncompleted course.

6. Continue to the next nursing major course if the failed course is not a prerequisite.
7. Withdraw from the next rotation and reapply for readmission to the following semester.
8. Re-entry to the major is not assured simply because the student was previously enrolled in nursing courses or was previously accepted. The decision will be based on the evidence showing that the student is ready to continue, has potential to complete the program, and is in compliance with University regulations and standards of behavior. All decisions to readmit are also contingent upon clinical space availability. The student must meet all admission requirements to be considered for re-entry into the program.
9. Only one failed nursing course may be repeated once based on acceptance of the student by the reapplication process to the major. Subsequent course failures constitute administrative withdrawal from the nursing college.

Student Uniform Attire

The student uniform should be worn only for specific scheduled clinical or classroom activities.

The uniform consists of:

1. Purple scrub pants or a skirt below the knees that is purple or white
2. Purple scrub tops with modest neckline
3. White lab jacket
4. A white lab jacket must be worn if appropriate street clothes are worn in place of the uniform for patient selection. Shorts, very short skirts, jeans, tank tops, tube tops, see-through clothing, exercise clothes (sweats), and open-toed shoes are not acceptable attire in any clinical agency.
5. A white lab jacket is now optional for Level 4. Uniform will be as required by clinical agency.
6. Scrubs and white lab jackets may be purchased through the College of Nursing Student Nurses Association (SNA).
7. Optional, white cotton tee shirts, crew neck or turtleneck, may be worn under uniforms for warmth or modesty. A scrub jacket may be worn in the clinical setting for warmth.
8. Name pin, available at the University Bookstore. The name pin (first name, SN) must be worn while attending any clinical activity. Name pins will not be worn outside of the clinical agency. The name pin should show your first name, SN ("SN" stands for Student Nurse.)
9. Grand Canyon University Nursing Student Photo Name Badge, available through Student Life office. The photo name badge must display your first name, last

initial, and “Nursing Student.” An optional name pin is available at the University Bookstore. The name pin will list your first name, SN (“SN” stands for “Student Nurse”). The name badge or name pin must be worn while attending any clinical activity. Name badge or pin will not be worn outside of the clinical agency.

10. White or neutral socks or hose are to be worn with the uniform.
11. Shoes are to be predominantly white duty, leather shoes with predominantly white soles and closed heels or predominantly white, clean athletic shoes. Shoelaces must also be white.
12. Undergarments will not be visible through the uniform.
13. Additional items to be part of the uniform are:
14. Stethoscope with a bell and diaphragm head
15. Penlight
16. Bandages scissors
17. Black and Red pens
18. Goggles/ Protective eye wear
19. If a belt organizer is used, it must be white or purple.
20. Watch with a second hand.

Professional Appearance

1. When applicable, the clinical facility’s ID must be worn whenever in that facility. Students who do not wear this ID may be asked to leave the facility.
2. Hair should be short, pulled back and styled neatly. Beards or mustaches, if worn, should be neatly trimmed.
3. Fingernails should be neatly trimmed and free of cracked nail polish. Only clear or neutral nail polish may be used if desired. Acrylic nails or any other nail enhancements are not permitted.
4. Permitted jewelry is: one pair of studded earrings, a watch, a plain ring band. No other visible jewelry is acceptable including tongue rings or other facial jewelry. Tattoos and any other body art should be covered where possible. (Students are directed to follow the agency guidelines when in specified areas such as nursery, labor and delivery, and operating room).
5. Perfume, after-shave lotion, and heavy makeup are not acceptable in the clinical area.
6. Gum chewing is not acceptable.
7. Clothing worn in course activities not requiring student uniform should adhere to professional standards.
8. Cell phone use is not permitted in the classroom or clinical setting.

Please remember that students also represent Grand Canyon University. Look clean, neat, and professional.

Professional Attire for Formal Presentations

Business casual is acceptable which can be interpreted as:

- Women: slacks (dress pants), skirts (mid-calf to about two inches above the knee), blouses, shells, cardigans, blazers, dresses.
- Men: dress pants, button down shirts, polo shirts (short sleeved shirts with a collar), blazers.

Do not wear:

- Denim material
- Anything that is see-through, short, tight, or shows too much skin.
- Flip-flops, tennis shoes

Assessment Technology Institute (ATI) Exams

Students are required to complete a minimum of one Assessment Technologies Institute, LLC (ATI) exam in each of the five levels of nursing courses.

1. On the first attempt, two (2) points are awarded for students who achieve a score at or above the Level 2 proficiency, or as otherwise assigned by the College of Nursing Faculty.
2. If the assigned benchmark is not met during the first attempt, ATI recommended remediation based on areas of weakness is required.
3. Following remediation, a second attempt to meet the assigned benchmark is required. If this proficiency is met, 1 point is earned.
4. If the benchmark is not met on the second attempt, remediation is required and no points are awarded.
5. Failure to complete the assigned ATI exams and remediation as needed will result in a grade of incomplete for the course assigned until materials are completed (Incomplete policy at GCU). Incomplete grades may prevent students from progressing to the next course if that course is a prerequisite course.

Students are required to complete the RN LLC (ATI) exam in the last semester of the program. A score at or above 90% on the first attempt will result in earning 2 points.

1. If this proficiency is not met, ATI-recommended remediation based on areas of weakness will need to be completed.
2. Students are expected to attend the live review, which can be used as remediation if the RN LLC proficiency is not met the first attempt.
3. Following remediation, a second attempt will be given to meet the proficiency. If this proficiency is met, 1 point will be earned. If a 90% proficiency is not met on the second attempt, remediation will again need to be completed using the ATI-suggested remediation from the second exam and no points will be earned.
4. Students who fail to meet the proficiency after the

second attempt are required to meet with the Associate Dean or site Director.

5. Failure to meet with the Associate Dean or site Director and complete the assigned ATI exam and remediation as needed will result in a grade of incomplete for the course until materials are completed (following the Incomplete Policy at GCU). Incomplete grades may prevent students from graduating.

Math Requirement

A medication math exam is given at the beginning of the semester and new math content must be passed with a score of 90% or better prior to administering medications in the clinical setting. Two minutes are allotted per math question.

1. A retake exam is administered outside of class time for those individuals who fail the first exam.
2. Students who fail the retake exam are referred to the College of Nursing math committee for remediation and reexamination.
3. Failure to achieve 90% or better on the third attempt will result in an inability to pass medications in the clinical setting, which may result in a clinical failure to graduate from the program.

Licensure Examination

In order to be eligible to take the National Council of State Boards of Nursing Examination for Professional Licensure after graduation, students must have completed the BSN program of study and hold a diploma. No exceptions are made to this policy. Students are responsible for applying to take the National Council License Examination – Registered Nurse (NCLEX-RN) exam for professional licensure through the State Board of Nursing.

Bachelor of Science in Nursing (RN to BSN)

Students who have been accepted into the nursing program may remain in the program if they adhere to the following criteria:

1. Maintain a 2.5 cumulative GPA on 4.0 scale in all nursing major courses.
2. Maintain continuous enrollment for nursing major courses
3. Adhere to the [Class Attendance and Participation](#) section of the University Policy Handbook.
4. Students who fail two courses in the program will be administratively withdrawn from the program. Students have the option to complete a [Request for Reinstatement](#), which is discussed within the [University Appeals Procedures](#) section of the University Policy Handbook.

Bridge to Master of Science in Nursing

CPR Requirements

Students must be certified in CPR for Health Care Providers through the American Heart Association or American Red Cross and are required to maintain certification throughout

the program. Graduate students may also obtain CPR certification for the Professional Rescuer from American Red Cross. Information as to the availability of courses may be obtained by calling either the American Heart Association, or American Red Cross. CPR for Bystanders or the community will not fulfill this requirement. CPR instruction teaches skill of airway management and external cardiac compression for the adult and pediatric victim.

Students who do not have a current CPR certification card will not be permitted to participate in clinical experiences. In addition, Graduate students need to meet the certification requirements of the respective agency in which they perform clinical.

Master Program Progression Requirements

College of Education

- **Master of Education in Elementary Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**
- **Master of Education in Secondary Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**
- **Master of Education in Special Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**
- **Master of Education in Early Childhood Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**
- **Master of Education in Secondary Education**
- **Master of Education in Elementary Education**
- **Master of Education in Special Education**
- **Master of Education in Early Childhood Education**

Prior to participation in any practicum/field experience, students must provide their Teacher Education Specialist with verification of a current State of Arizona Department of Public Safety Fingerprint Clearance Card or current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which they reside. Based on the student's Program of Study, the student will need one of the following:

1. Fingerprint Clearance Card
2. Federal Background Check: If a federal background check is required, official copies of this document will be reviewed by the Teacher Education Specialist. A federal background check will be considered 'clear' if no offense(s) are listed. Students with 'cleared' federal background checks will be deemed eligible for participation in practicum/field experiences. Should any offense(s) be listed on the federal background check, students will be required to apply for and secure

a valid State of Arizona Department of Public Safety Fingerprint Clearance Card. Where applicable, a current teaching certificate may be provided in lieu of fingerprint clearance.

3. District Letter: GCU accepts letters from cooperating school districts to satisfy the fingerprint clearance requirement. The letter must be on district letterhead. GCU must receive this letter directly from the district. If the letter is received directly from the student, the student must sign a FERPA release listing the letter's signatory (school/district contact who completed the letter), and the student's TED will call the signatory to verify the letter's authenticity. In order for the district's letter to be accepted, the following information is required to be included:

- Student name
- Employee identification number
- Date that the background check was completed (must be within the last 6 years)
- Identification number assigned to the background check
- Current employment status
- Date of initial employment
- Breaks in employment (if none, the letter must indicate that there were no breaks in employment)

Should any of the above information be missing from the letter or if the letter is not printed on official district letterhead, GCU will be unable to accept the letter for the purpose of satisfying the Fingerprint Clearance Policy. Please note that students may need to complete additional fingerprinting for certification purposes based on their state's requirements.

In the event that admission to Grand Canyon University's College of Education is denied as a result of one or more offense listed in Sections B or C of the Arizona Revised Statute (ARS) 41-1758.03, outlined in Appendix A, the following appeals process should be followed.

Note: Students enrolled in Non-College of Education programs at Grand Canyon University who seek to transfer into the College of Education need to meet current admission requirements.

Level One Appeal

1. Apply for a fingerprint clearance card from the Arizona Department of Public Safety. (Should the fingerprint clearance card be denied, see a Level Two Appeal)
2. Upon securing an Arizona Fingerprint Clearance Card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona

Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.

3. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Level Two Appeal

1. In the event that a fingerprint clearance card is denied, petition the Arizona Board of Fingerprinting for a good cause exception. More information regarding the application and process for a good cause exception can be found at the [Arizona Board of Fingerprinting](#) website.
2. If the Board of Fingerprinting approves the good cause exception, a fingerprint clearance card will be issued. (Should the Arizona Board of Fingerprinting deny the good cause exception, a fingerprint clearance card will not be issued, and admission will be denied. This decision cannot be appealed.)
3. Upon securing an Arizona Fingerprint Clearance Card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
4. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

Appendix A: Pursuant to ARS 41-1758.03 Sections B & C

ARS 41-1758.03 Section B.

A person who is subject to registration as a sex offender in this state or any other jurisdiction or who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.

7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

ARS 41-1758.03 Sections C.

A person who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card, except that the person may petition the board of fingerprinting for a good cause exception pursuant to section 41-619.55:

1. Manslaughter.
2. Endangerment.
3. Threatening or intimidating.
4. Assault.
5. Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs.
6. Assault by vicious animals.
7. Drive by shooting.
8. Assaults on officers or fire fighters.
9. Discharging a firearm at a structure.
10. Indecent exposure.
11. Public sexual indecency.
12. Aggravated criminal damage.
13. Theft.
14. Theft by extortion.
15. Shoplifting.
16. Forgery.
17. Criminal possession of a forgery device.
18. Obtaining a signature by deception.
19. Criminal impersonation.
20. Theft of a credit card or obtaining a credit card by fraudulent means.
21. Receipt of anything of value obtained by fraudulent use of a credit card.
22. Forgery of a credit card.
23. Fraudulent use of a credit card.
24. Possession of any machinery, plate or other contrivance or incomplete credit card.
25. False statement as to financial condition or identity to obtain a credit card.
26. Fraud by persons authorized to provide goods or services.
27. Credit card transaction record theft.
28. Misconduct involving weapons.
29. Misconduct involving explosives.
30. Depositing explosives.
31. Misconduct involving simulated explosive devices.
32. Concealed weapon violation.
33. Possession and sale of peyote.

34. Possession and sale of a vapor-releasing substance containing a toxic substance.
35. Sale of precursor chemicals.
36. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs.
37. Manufacture or distribution of an imitation controlled substance.
38. Manufacture or distribution of an imitation prescription-only drug.
39. Manufacture or distribution of an imitation over-the-counter drug.
40. Possession or possession with intent to use an imitation controlled substance.
41. Possession or possession with intent to use an imitation prescription-only drug.
42. Possession or possession with intent to use an imitation over-the-counter drug.
43. Manufacture of certain substances and drugs by certain means.
44. Adding poison or other harmful substance to food, drink or medicine.
45. A criminal offense involving criminal trespass and burglary under title 13, chapter 15.
46. A criminal offense under title 13, chapter 23.
47. Child neglect.
48. Misdemeanor offenses involving contributing to the delinquency of a minor.
49. Offenses involving domestic violence.
50. Arson.
51. Kidnapping.
52. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs.
53. Robbery.
54. Aggravated assault.
55. Felony offenses involving contributing to the delinquency of a minor.
56. Negligent homicide.
57. Criminal damage.
58. Misappropriation of charter school monies as prescribed in section 13-1818.
59. Taking identity of another person or entity.
60. Aggravated taking identity of another person or entity.
61. Trafficking in the identity of another person or entity.
62. Cruelty to animals.
63. Prostitution.
64. Sale or distribution of material harmful to minors

through vending machines as prescribed in section 13-3513.

65. Welfare fraud.

Practicum/Field Experiences

Practicum experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum experiences require the teacher candidate to spend a prescribed amount of time in real-life classroom settings in order to demonstrate competency with predetermined activities that are aligned to professional standards in the field of education. Teacher candidates in any course requiring practicum hours are required to have fingerprint clearance on file with their Teacher Education Specialist. Click link to view [COE Practicum Requirements](#).

Basic Skills and Content Area Exams

1. Teacher candidates enrolled in an Initial Program – Leads to Initial Teacher Licensure Programs (IP/TL) beginning with the 2009-2010 Academic Catalog must pass their state-mandated basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching. Arizona residents will be required to take the Arizona Educator Proficiency Assessments (AEPAs).
2. Arizona residents will be required to pass the Arizona Educator Proficiency Assessments (AEPAs) successfully.
3. Teacher candidates requiring Arizona certification in application for their local state licensure will need to complete the appropriate AEPA or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements prior to receiving an Arizona IR. For content areas out of the approved AEPA areas, teacher candidates seeking Arizona Certification will be required to hold 24 units in the certification content area.
4. Score reports for Arizona residents and those seeking initial licensure in Arizona will be accepted only if the score report documents a passing score ('pass' or 'passed').
5. Teacher candidates residing in states that do not have state-specific mandated basic and/or content exams will be required to take the AEPA exams or an equivalent exam.

Student Teaching

Taken at the conclusion of all coursework, student teaching requires 16 consecutive weeks of unpaid, full-time placement with a COE approved cooperating/mentor teacher, who must be licensed in the area in which the student teacher is teaching. Student teaching cannot be done during summer months; and is required for an Institutional Recommendation (IR).

Para-Professionals

Teacher candidates may not student teach in the classroom(s) in which they are employed as para-professionals. Para-professionals are not teachers of record. As assistants to a classroom teacher, their responsibilities are more limited than those required of a classroom teacher. Therefore, para-professionals will need to take a leave of absence from their duties and responsibilities while they complete the student teaching requirements for their program of study.

Eligibility for Student Teaching

1. Complete all coursework within the program of study.
2. Pass the state-specified basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching.
3. Maintain a minimum GPA of a 2.8 for undergraduate students
4. Work with the appropriate departments to remove any academic and/or financial holds on account to ensure that the academic counselor is able to complete the required registration process.
5. View program evaluations with assigned Academic Counselor and/or Teacher Education Specialist to discuss program progression and academic eligibility.
6. Possess a current Fingerprint Clearance Card or background check. Arizona residents must have an Arizona Department of Public Safety Fingerprint Clearance Card.
7. Student teaching may only be repeated once.

Application for Student Teaching

The Student Teaching Application can be found on the [College of Education](#) website. Deadlines for applying for student teaching are as follows:

- For Fall Student Teaching – February 1
- For Spring Student Teaching – September 1
- No exceptions will be made to these deadlines, as placing learners in an appropriate setting is a process.

Requirements for an Institutional Recommendation

All teacher candidates seeking an Institutional Recommendation for a teaching license must complete the program requirements for their degree program, which include verification of fingerprint clearance, successful completion of student teaching, and passing scores in basic skills, content knowledge, and professional knowledge tests. It is the learner's responsibility to determine what, if any, testing is necessary for their individual state. Teacher candidates who are seeking licensure in a state which does not require verification of test scores for the basic skills, content knowledge, and/or professional knowledge exam prior to teacher licensure may request a waiver by completing a Waiver of Test Score Verification form. The Waiver of Test Score Verification will be approved only by a dean, or dean's designee. Learners should check with their own state department of education for additional applicable

teacher licensure guidelines.

Certification through Non-Degree Courses

Graduates from an Initial Program – Does Not Lead to Teacher Licensure (IP/Non-TL) programs who wish to return to GCU to complete certification coursework will enroll in student teaching courses through the non-degree division. As these learners do not qualify for an Institutional Recommendation they must be certified in Arizona through a course-by-course evaluation conducted by the certification division of the Arizona Department of Education. Learners will need to meet all Arizona certification requirements, including verification of fingerprint clearance, successful completion of student teaching, verification of passing scores on the AEPA or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements, and successful completion of Arizona SEI requirements.

Master of Education in Educational Administration (Advanced Program for Principal Licensure (AP/PL)

Internship and Field Work Hours

Learners in the educational administration program will accumulate 270 internship and field work hours. Field work hours are accrued throughout the program and internship hours are accrued only during the last two courses of the program for 16 consecutive weeks. Internship hours are unpaid, require partial-time placement with an approved COE mentor administrator, and are required for an Institutional Recommendation (IR).

Institutional Recommendation

All College of Education principal candidates seeking an Institutional recommendation for principal license must complete the program requirements for their degree program, which include verification of the fingerprint clearance and successful completion of an internship component, and verification of passing scores on a principal licensure test.

- Arizona residents will be required to successfully pass the Arizona Educator Proficiency Assessment (AEPA) principal licensure test.
- Principal candidates requiring Arizona principal certification in application for their local state licensure will need to successfully pass the principal AEPA licensure test or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements prior to receiving an Arizona IR.
- Principal candidates requiring Arizona principal certification in application for their local state licensure will need to complete all requirements for Arizona principal licensure, including successful completion of Arizona

College of Nursing

All Nursing Programs

CPR Requirements

Students must be certified in CPR for Health Care Providers through the American Heart Association or American Red Cross and are required to maintain certification throughout the program. Graduate students may also obtain CPR certification for the Professional Rescuer from American Red Cross. Information as to the availability of courses may be obtained by calling either the American Heart Association, or American Red Cross. CPR for Bystanders or the community will not fulfill this requirement. CPR instruction teaches skill of airway management and external cardiac compression for the adult and pediatric victim.

Students who do not have a current CPR certification card will not be permitted to participate in clinical experiences. In addition, Graduate students need to meet the certification requirements of the respective agency in which they perform clinical.

Professional Attire for Formal Presentations

Business casual is acceptable which can be interpreted as:

- Women: slacks (dress pants), skirts (mid-calf to about two inches above the knee), blouses, shells, cardigans, blazers, dresses.
- Men: dress pants, button down shirts, polo shirts (short sleeved shirts with a collar), blazers.

Do not wear:

- Denim material
- Anything that is see-through, short, tight, or shows too much skin.
- Flip-flops, tennis shoes

- **Master of Science in Nursing: Acute Care Nurse Practitioner**
- **Master of Science in Nursing: Family Nurse Practitioner**
- **Master of Science in Nursing: Adult Clinical Nurse Specialist**

1. Prior to registration for NUR 671, NUR 675, NUR 675C, NUR 665E or NUR 655, the following are required to be on file with the College of Nursing for the ACNP, FNP, NEd, CNS, and CNS-NEd programs:
 - Required Liability Insurance
 - Evidence of Professional Nursing Liability Insurance \$1 million per event and \$3 million total coverage
 - Evidence of Health Insurance
 - Health/Safety Requirements:
 - Health History/Note from
 - PCP stating that student is healthy to participate in clinical activities
 - Current immunization records – Tetanus (Td) booster within past 10 years, Hepatitis B series, Measles,

Mumps and Rubella, Varicella immunization or evidence of immunity, and TB screen within the last year.

- CPR certification current for the Health Care Provider from American Heart Association or CPR for the Professional Rescuer from American Red Cross
 - Drug Screen – negative
 - Signed HIPAA Confidentiality Agreement form
2. Credits are being taken, regardless of whether the college or the student determines the clinical assignment. CNS students may submit the Student Clinical Placement Application for clinical placement assistance; they should be communicating with the CNS Faculty Lead for further direction regarding clinical placement. The College of Nursing will give priority to assigning clinical placements to those students who have submitted the application and all required documentation by the appropriate deadline.

Mandatory Advisement

Faculty members may request mandatory advisement sessions when students are in clinical or academic jeopardy, and/or when student behavior appears below professional standards. Satisfactory academics and/or behavioral changes must be accomplished by the end of the course in order to progress in the nursing program. It is important to maintain continuous progress and a sound knowledge base to be successful throughout the program.

Doctoral Program Progression Requirements

College of Doctoral Studies

- **Doctor of Education in Organizational Leadership (EdD)**
- **Doctor of Business Administration (DBA)**

Residency Attendance Policy

Doctoral Learners that are required to attend residencies as part of their program of study for their degree programs and who do not attend residency during the first 24 credit hours of their program will be not be allowed to register for further coursework until the first residency requirement is fulfilled.

Additionally, any learner who has not fulfilled their second residency requirement by completion of 42 credit hours will not be allowed to register for further coursework until the second residency requirement is fulfilled.

All residency requirements must be fulfilled as a graduation requirement.

The only exceptions to this attendance policy will be for medical or other unforeseen extenuating circumstances and then only at the recommendation of the appeals process. Any learner who is granted an appeal to postpone residency

will be expected to attend the next available residency to fulfill this attendance requirement.

Doctor of Philosophy in General Psychology (PhD)

This degree is not intended for those seeking licensure in clinical practice. Those interested in licensure or certification should identify the applicable requirements by inquiring directly with their state or province.

Code of Conduct and Academic Standards

Student Code of Conduct

Grand Canyon University works to create an atmosphere of value-based liberal arts education. All students who enroll in the University are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the civic and academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning experience. These expectations include, but are not limited to the expectation that the student:

- Gives appropriate attention to college level work
- Attends class, exercises, and engagements as required
- Acknowledges and accepts the responsibility of honorable adherence to the University's standards, rules, policies, and procedures
- Supports and exhibits ethical behavior with fellow students, faculty, and staff
- Recognizes and embraces the diversity and personal values of others
- Exhibits self-direction and self-reliance as a college student and in the pursuit of individual and collaborative learning objectives and goals
- Acknowledges and accepts personal responsibility and accountability for his or her actions, interactions, and communication in all forms with fellow students, faculty, and staff
- Upholds confidentiality and respect for personal or professional information communicated in the classroom
- Adheres to University policies and standards of academic honesty

Conduct Violations

The following is a non-exhaustive list of actions that are considered student conduct violations, for which students are subjected to disciplinary action up to and including expulsion from the University:

- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function
- Falsification, forgery, alteration, or invention of information, including, but not limited to, any

document used for admission or eligibility to the University, document used to apply for financial aid, or other official University documents

- Disruptive behavior in any form that creates a hostile or offensive educational environment for a student, faculty member, or staff member
- Failing to comply promptly with any reasonable directive from a faculty member or University official
- Failing to cooperate with officials in a University investigation
- Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while on University property or as part of any University activity
- With the exception of authorized persons, permitting anyone access to one's classroom, attend class in one's stead, or attending class for another
- Sharing one's password or using someone else's password for any University system or network
- Using any University system, network, or other IT resources to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, or other materials without the written consent of the copyrighted owner.
- No student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, is permitted to solicit, market, offer goods or services, or operate on behalf of such organization in any way on the University's campus without the prior written consent of the University's President or Chief Operating Officer. In addition, no student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, may use the University's name, marks, seal, logos or other identifying symbols, without the prior written consent of the University's President or Chief Operating Officer.

Zero Tolerance Policy

Grand Canyon University is committed to an educational environment that is free from violence. The University has a zero tolerance policy with regard to threatening statements, behaviors, or acts of violence against students, faculty, and staff. The University prohibits and will take immediate action against:

- Acting or communicating in any form, whether oral or written, that threatens or violates the personal safety of any fellow student, faculty member, or member of the University staff
- Acts which can be interpreted as physical assault or abuse
- Threats to harm or endanger the safety of others

- Behaviors or actions interpreted by a reasonable person as carrying the potential for violence or acts of aggression

Academic Integrity Violations

As indicated in the Code of Conduct, all students are expected to possess a high standard of conduct and personal integrity in the classroom. Academic dishonesty is defined as any act of deception in an academic setting. The following examples include, but are not limited to, academic integrity violations for which students may be subjected to disciplinary action:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise
- Fabricating or inventing any information that applies to an academic exercise or University investigation
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others and representing them as one's own in any academic exercise. The exact copy of information from a source without proper citation or acknowledgement
- Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement.
- Presenting work that has been prepared by someone other than the student. This includes the purchase and sharing of work.
- Self-plagiarism - Submission of work that has been used, wholly or in part, and prepared for a different course without appropriate citation of the original work and prior approval of faculty.
- Unauthorized assistance - Use of materials not authorized by the faculty member to complete an assignment, or completion of an assignment by someone other than the student. This includes but is not limited to providing/receiving exam answers, use of faculty materials, answer keys, or solution manuals.
- Unsanctioned collaboration - Students must work individually on homework, assignments, other assigned coursework, unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration.
- Knowingly violating copyright laws and regulations.
- Violating the University's policies and regulations pertaining to the use and propriety nature of the Grand Canyon University curriculum, network, networking facilities, computer use, or platform access.
- Selling or providing papers, essays, discussion questions, assignments, or any part of the University curriculum, to online term paper clearinghouses, or other commercial websites.

Procedure for Processing Alleged Violations of the Student Code of Conduct

The University may take disciplinary action against a student who violates the University's Code of Conduct. Depending on where the incident occurs, violations will be reported on the Classroom Incident Report (classroom-related incidents), the Student Life Incident Report form (for campus housing issues), or the Security Incident Report (for general campus incidents) (collectively the "Reports").

Reports are then forwarded to the Office of Academic Compliance within three calendar days of discovery of the incident. Additionally, faculty are required to notify students that an incident report will be submitted to the Office of Academic Compliance. The Office of Academic Compliance then reviews the report, as well as any history of prior offenses. This office then notifies the student if the University intends to take further action as a result of the particular report or as a result of the history of offenses. If further action is recommended, the Code of Conduct Committee will determine whether the alleged violation has been substantiated and which University-level penalty to apply.

Students who are charged with a violation of the Student Code of Conduct are afforded an opportunity to be heard before a University-level penalty is applied. Students at risk for University-level sanctions will be contacted by the Office of Academic Compliance and offered the opportunity to present documentation and speak on their own behalf to the Code of Conduct Committee, which includes the Dean (or designee) of the appropriate College. Those at risk for University-level sanctions are offered three ways in which they may present refutation information to the Code of Conduct Committee: 1) Written statement; 2) Teleconference, and 3) In-person meeting (students are responsible for any expenses incurred).

Students are not required to present information to the Code of Conduct Committee. If the student does not respond within seven days of contact by the Office of Academic Compliance, the student forfeits their right to participate in the process and a determination will be made by the Code of Conduct Committee.

Students are not entitled to representation by any third party, personal representative, or attorney in the University disciplinary process.

In-Course Penalties

The instructor determines the penalty for academic dishonesty that occurs during the course, as it relates to the outcome of the course for the student. An in-class penalty may include, but is not limited to:

- Requiring a rewrite of the assignment or paper, with or without point deductions
- Awarding limited credit for a specific assignment or paper
- Awarding no credit for a specific assignment or paper
- An instructor may not prevent a student from attending or completing a course, as this would be a University-level decision. However, the professor can recommend such action to the Code of Conduct Committee in the Classroom Incident Report.

University Penalties

The Code of Conduct Committee determines all University-level penalties. In making their determination, the Committee considers the severity of the offense as well as the student's history at the University. A University-level penalty may include, but is not limited to:

- An official academic warning applied to the student record
- Awarding a failing grade for the assignment(s)
- Awarding a failing grade for the course
- Removing a student from class
- Academic suspension
- Academic expulsion
- Revocation of academic credit or degree

The recommendation for academic suspension, academic expulsion, and the revocation of academic credit or degree must be approved by the Executive Director of Academic Compliance or a designee. Upon conclusion of a required separation period, students who are suspended or expelled from the University for a code of conduct violation may apply for reinstatement by submitting a formal appeal through an Academic Counselor, however, re-admittance is not guaranteed.

Grand Canyon University requires the use of plagiarism detection software, in which student work is monitored for plagiarism. The University retains all student work submitted to the plagiarism detection database.

- The University reserves the right to review all courses for any purpose at any time. If unreported / undiscovered academic dishonesty is found through course examination, the University may engage in a thorough investigation of all coursework the student completed at GCU. Upon completion of the investigation, if the University believes academic dishonesty has occurred, a report will be submitted to the Office of Academic Compliance for disciplinary action by the Code of Conduct Committee.

University Appeal Procedures

The process described herein relates only to the formal University-level procedure for student appeals, including

academic and financial issues. In some cases, a student may appeal a financially or academically related University policy or decision, including tuition, fees, a Code of Conduct or an Academic Dishonesty charge when extreme extenuating circumstances merit, and where supporting documentation exists. Such issues may involve, but are not limited to, final grades, discrimination, or harassment. The appeal process is designed to offer the student multiple opportunities to be heard, as illustrated in the table below. Students should be aware that appeals in which policy or process was not followed, in which extenuating circumstances are not existent, are unlikely to be approved. Additionally, in order to provide students with as many options as possible for resolving issues, University departments may attempt to address student concerns through an informal issue resolution process which is separate from the formal University-level appeal procedure. Students may request to escalate their appeal to the University Appeal process at any time; any decision made at the University-level will supersede all previous proposed resolutions.

Students must initiate the appeal by contacting their Academic Counselor. The Academic Counselor will gather the information and route to the appropriate parties at the university. All supporting documentation should clearly and explicitly describe the appeal (including the actual policy being appealed), demonstrating he or she attempted in good faith to resolve the issues with the involved parties. Students are strongly encouraged to discuss the intended appeal with an Academic Counselor prior to submission.

Under extenuating circumstances, if the student believes the first level decision is unjust, the student may escalate the appeal to the second level by submitting another request via their Academic Counselor. Not liking the first level decision is not justification for filing a second appeal. A second appeal decision requires additional documentation to justify a re-submission of the issue. The second level of appeal decision is the final decision of the University.

The following include the different appeal definitions:

- End-of-course grades: Student cannot appeal final grades earned unless the student has ample evidence that the grade earned was erroneous (miscalculated) or based on discriminatory factors. To file a grade appeal, students must provide ample documentation indicating the ways in which the grade was miscalculated or based on discriminatory factors or the appeal will not be heard. A final grade for a course may be disputed within five weeks of the last day of the course. Students may not file a grade appeal with the University for a grade/score on an individual assignment while the course is in progress. Students are expected to employ and demonstrate open and

respectful communication with the instructor to resolve a grade dispute prior to submitting a grade appeal to the University.

- A published policy: Students who have issues with a particular policy may in some cases appeal the policy. However, the following is a list of examples, albeit a non-exhaustive list, for which a dispute of a published policy is not acceptable, and for which relief (tuition and fees) will not be granted:
 - Disputes arising out of a student’s lack of knowledge or understanding of a stated policy
 - A student’s reliance upon verbal statements which conflict with the University’s written policies, regardless of the source of the verbal communication
 - A student’s actions when the student failed to investigate, understand, or consider the financial ramifications of that action / decision
 - A student’s failure to regularly review University communications, whether via telephone, mail, or e-mail
 - Illness or death of a person who is not a member of the student’s immediate family
 - Disputes arising because of technological issues that are not in direct control of the University
- Reinstatement Admission Appeals: Students who have been dismissed from the University due to a lack of academic progress. Students do have the option to submit a [Request for Reinstatement](#).
- Code of Conduct: Depending on the severity and origination of a Code of Conduct violation, a student may be subject to consequences of violating the Student Code of Conduct up to, and including, expulsion. A Code of Conduct violation that is also a violation of state or federal law will be turned over to the appropriate authorities for action and is not under the jurisdiction of the University.

Reason for Appeal	1 st Appeal Level	2 nd Appeal Level
End-of-course grades	Program chair or equivalent in the appropriate college	Dean of the appropriate college or designee
A published policy	Appeals Decision Board	Vice President of Academic Affairs or designee
Reinstatement Admission Appeals	Dean (or designee) of the appropriate college	Vice President of Academic Affairs or designee

Reason for Appeal	1 st Appeal Level	2 nd Appeal Level
A Code of Conduct violation that may result in sanctions up to and including suspension from GCU	Dean (or designee) of the appropriate college	Vice President of Academic Affairs or designee
A Code of Conduct violation that results in expulsion from GCU	Vice President of Academic Affairs or designee	Provost or designee
A doctoral academic appeal	Dean of College of Doctoral Studies	Vice President of Academic Affairs or designee
Denial of doctoral admission	NA	Vice President of Academic Affairs or designee

If the student complaint cannot be resolved after exhausting the Institution’s appeal procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is:

1400 W. Washington, Room 260
 Phoenix, AZ 85007.
 Phone: 602/542-5709
 Website: <http://azppse.state.az.us>

Appeal Timelines

Appeals for both academic and non-academic concerns must be filed no later than five weeks after grades are posted for the course involving the appealed issue. Appeals received after this deadline will not be considered. If the student chooses to dispute the first appeal decision, the second appeal must be filed with the University within five weeks after the notification of the first appeal decision is issued.

The University makes every effort to come to a decision and notify the student within 15 business days of receipt of the appeal. However, in some cases the investigative process may lengthen this timeframe.

Appeal Communication

Appeal decisions are communicated to the student through postal letter. Any questions regarding the appeal must be communicated to the assigned Academic Counselor.

Textbooks

Some courses are digitally enabled where students are charged the Canyon Connect fee to access the eBook in their Learning Management System. Other courses that may require a print textbook will direct students to

purchase the print copy at the campus bookstore. For questions on print textbooks, contact 1-877-866-8917.

Grading System

Grade points are assigned to specific grades according to the grading system and are used to compute a grade point average (GPA). Only those courses in which a letter grade (A through F) is earned are included in the calculation of the GPA. The semester credits of each course are multiplied by the grade points for the grade earned in each course. The sum of these products is divided by the number of semester credits in which a letter grade (A through F) is earned. The GPA that appears on the GCU transcript is based only upon coursework completed at Grand Canyon University. Certain courses earn credit toward fulfilling academic requirements but are not included in the computation of the GPA. These courses are denoted by a grade of CR or S. A grade of U earns no credit. A degree will never post prior to the final course end date.

Undergraduate GPA

Undergraduate students must earn a minimum grade point average of 2.0 to meet the minimum GPA graduation requirement. Undergraduate students must earn a grade of C in courses in their majors and minors. To review all graduation requirements, please visit the [Undergraduate Graduation Requirements](#) section.

Undergraduate Grading Scale

The 100-point grading scale is the standard for all GCU undergraduate courses, although point scales may differ by college or program. Previous grading scales are presented on the University's official transcript. The grade or symbol, point equivalent (scale), the GPA value of the course letter grade, and the interpretation of the level of performance are as follows:

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		KBCOB, COAS, COE, COFAP	CON	
A	4.0	93-100	95-100	Superior; outstanding scholarship
A-	3.7	90-92	92-94	
B+	3.3	87-89	90-91	
B	3.0	83-86	87-89	Above average; good work
B-	2.7	80-82	84-86	
C+	2.3	77-79	80-83	
C	2.0	70-76	76-79	Average standard performance
D	1.0	60-69	72-75	Below standard
F	0.0	<60	<72	Failure

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		KBCOB, COAS, COE, COFAP	CON	
I	NA	NA	NA	Course work is incomplete
W	NA	NA	NA	Authorized withdrawal; no credit
MW	NA	NA	NA	Mandatory Withdrawal
AW	NA	NA	NA	Academic Withdrawal
DW	NA	NA	NA	Deployment Withdrawal
CR	NA	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	NA	Campus Only: Satisfactory completion of non-credit course
U	NA	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
NR	NA	NA	NA	Grade status not reported by instructor
NF	0.0	NA	NA	Unearned F grade; Ceased completing any academic activity prior to the completion of the course
IP	NA	NA	NA	Course currently in progress

Graduate GPA

Graduate students must maintain a GPA of 3.0 or higher to be eligible for graduation. Graduate students must earn a grade of C or better in all of their courses.

Graduate Grading Scale

The 100-point grading scale is the standard for all GCU graduate courses, although point scales may differ by college or program. In graduate courses, students will be evaluated by the grading scale shown below. Previous grading scales are presented on the University's official transcript. If a graduate student earns a grade of F, he or she will be required to repeat the course and bring up the

grade in order to continue in the program. The grade or symbol, point equivalent (scale), the GPA value of the course letter grade, and the interpretation of the level of performance are as follows:

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		KBCOB, COE, COAS	CON, CODS	
A	4.0	93-100	97-100	Superior; outstanding scholarship
A-	3.7	90-92	93-96	
B+	3.3	87-89	89-92	Above average; good work
B	3.0	83-86	85-88	Average standard performance
B-	2.7	80-82	81-84	Below Standard
C+	2.3	77-79	78-80	
C	2.0	70-76	76-77	
F	0.0	<70	<76	Failure
I	NA	NA	NA	Course work is incomplete
W	NA	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	NA	Campus Only: Satisfactory completion of non-credit course
U	NA	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
MW	NA	NA	NA	Mandatory Withdrawal
AW	NA	NA	NA	Academic Withdrawal
DW	NA	NA	NA	Deployment Withdrawal
NR	NA	NA	NA	Grade status not reported by instructor
NF	0.0	NA	NA	Unearned F grade; Ceased completing any academic activity prior to the completion of the course
IP	NA	NA	NA	Course currently in progress

Incomplete Grades

Students become eligible to request an incomplete grade if the following requirements have been met during the last week of the course:

- They are experiencing a physical and/or extreme circumstance that prevent them from completing the assignments by the scheduled end of the course;
- They are passing the course at the last week of the class;
- They have no outstanding Incompletes; and
- Their course fees and tuition are paid in full.
- Incompletes are not intended for students who have fallen behind in their studies and request an extension past the last day of class solely to submit materials.

Even if the student is eligible for an Incomplete, the decision to grant the Incomplete contract lies solely with the instructor. If the instructor grants an incomplete, the following must happen:

- By the end of the course, the instructor and the student must complete the Incomplete Contract Form, which is created by the instructor and lists all eligible assignments to be completed by the student and the deadline date(s).
- When submitting final grades for the course, the instructor must enter a grade of "I" and send a copy of the Incomplete Contract Form to the Office of Academic Records.
- The student must submit all assignments within three weeks of the last day of the course.
- Within four weeks of the last day of the course, the instructor must submit a final grade for the student, or the grade of I will be changed to a failing grade.

Neither the incomplete nor the failing grade may be changed to a W grade. A student with more than one outstanding Incomplete may not register for any additional courses until the requirements for all outstanding Incompletes have been fulfilled.

Auditing Courses

Students are not permitted to audit Grand Canyon University courses.

Repeat Policy

When a course has been repeated, the credit used in computing the grade point average is the grade and credit hours earned the last time the repeated course was taken. Students who maximize the number of attempts for repeating a required course may not be able to complete their program.

Repeating Non-Passing Courses

A grade of D or lower earned at Grand Canyon University may be replaced in an undergraduate student's GPA when

the identical course or course equivalent is retaken. Undergraduate students must repeat any program-specific pre-requisite courses completed in which a grade of less than C was earned. A grade of C or lower earned at Grand Canyon University may be removed from a graduate student's GPA under the same conditions and with the same results as stated above. Students may attempt the same course up to three times. Attempts include any course with an issued grade, including withdrawn courses. Any attempts thereafter will need approval by submitting a formal appeal through an Academic Counselor. All attempted courses will be documented on the official transcript, but the repeat grade will be the grade of record regardless if it is higher or lower on the grading scale.

A course in a Program of Study may not be repeated once the degree has been awarded. The student should note that graduate schools or other institutions may calculate grades in an alternate fashion. This policy does not apply to special topics and independent study courses, which may consist of varying content depending on the timeframe it was offered.

Repeating Non-Failing Courses

Undergraduate students have the option to repeat any undergraduate general education course where a non-failing grade was earned. The grade earned at Grand Canyon University may be replaced in an undergraduate student's GPA when the identical general education course or equivalent course is retaken. Students have one attempt to retake the same non-failing general education course. This option can only be used for a total of two non-failing general education courses throughout their academic career at Grand Canyon University. All attempts will need approval by submitting a formal University Appeal through an Academic Counselor. Students may be financially responsible for the tuition of the course. All attempted courses will be documented on the official transcript, but the repeat grade will be the grade of record regardless if it is higher or lower on the grading scale.

A course in a Program of Study may not be repeated once the degree has been awarded. The student should note that graduate schools or other institutions may calculate grades in an alternate fashion. This policy does not apply to special topics and independent study courses, which may consist of varying content depending on the timeframe it was offered.

Grade Changes

A final grade may be changed by the instructor of the course within five weeks of the last day of the course for the following reasons:

- A miscalculation or error in grading has been detected by the instructor/student after final grades have been submitted.

- A University investigation of a grade dispute appeal supports a change of grade or an instructor fails to submit a final grade to replace an Incomplete grade by the deadline.

To change a student's final grade, an instructor must complete and submit a Grade Change Form to the Office of Academic Records.

Academic Honors

Dean's and President's List

GPA's for all undergraduate students' completing 12 semester credits are calculated to determine eligibility for these honors. Students whose enrollment cumulative GPA is 3.50 or above qualify for the Dean's List. Students whose enrollment cumulative GPA is 3.8 or above qualify for the President's List. Student's receiving the Dean's and President's honors will be notified by letter, at each 12-credit review.

Special Study Courses

Certain course numbers have been reserved for special study courses that departments of the University wish to approve. This fall into four categories: independent study, practicum, internship, and student teaching. To register for a special study course, students must obtain and complete appropriate forms with their Academic Counselor. Once approved by the college, these forms are submitted to the Office of Academic Records where they are reviewed to determine student eligibility. A Special Study Request Form must be submitted no later than the last day of the regular registration period.

Independent Study

Independent Study courses may only be used when a student exhausted alternative courses, especially in the case of degree completion. Independent study courses are restricted to a case-by-case need that must be approved by the instructor, College Dean, and the Provost. A syllabus must be included.

Practicum

A practicum is a supervised practical experience in the student's major area of interest. Between 45 and 60 hours of practical experience equates to one University credit. Arrangements must be made between the agency, organization, or individual and the College Dean/designee to design and evaluate the student's experience. Practicum is reserved for junior and senior students with at least a cumulative 2.00 GPA and approval is required from the College Dean and/or Department Chair or designee(s). Practicum courses are restricted to the lock-step programs of study in the online modality.

Internship

The internship is the culminating course in an academic Program of Study. The internship provides students the

opportunity to work as independent practitioners within their field and to practice principles learned in their major area of study by working in an outside organization under the supervision of a professional.

Student Teaching

Student teaching provides students with the opportunity to demonstrate mastery of knowledge and skills in a live classroom setting. College of Education requires full-time placement of student teachers for 16 weeks in classrooms associated with their major area(s) of interest under the direct supervision of a certified educator. For 16 weeks, student teachers will assume all teaching duties and responsibilities necessary for effective teaching of students, including assessing students, planning and teaching lessons, and evaluating students' progress. Students must complete all associated student teaching paperwork and approvals, prior to commencing student teaching activities. Students with missing approvals on forms needed may be removed from student teaching. Student teaching may only be repeated once.

Official Enrollment Status Change and Withdrawal

The implications of discontinuing course registration differ greatly during various points. The academic and financial consequences of the specific types of enrollment status changes are outlined below.

Change of Classification

Traditional Undergraduate students who want to become a Non-Traditional (Online) Undergraduate student, or vice versa, need to contact their Academic Counselor for approval. The Academic Counselor will assign a new Academic Counselor to the student.

Change of Start Date

Graduate and undergraduate students who have not begun their initial start date at GCU may decide to change their start date by contacting their Enrollment Counselor. Students should be aware of the University [Course Tuition Refund Policy](#), when considering changing their start date after the commencement and attendance in their first course.

Course Drop

When students seek to remain active in school, yet reduce the number of credits for which they are registered, the option to drop a course is available. Students must contact their Academic Counselor to process a course drop.

Students who drop a course prior to two weeks before the end of the course will earn a grade of W for the course.

Students are not permitted to drop a course during the last two weeks of the course. If students stop attending a course within the last two weeks of the course, they will

earn the grade based on their academic performance. Faculty will assign a letter grade of A through F.

Before dropping a course, students are strongly advised to speak with their Academic and Finance Counselors to understand the academic and financial ramifications associated with dropping a course. The [Course Tuition Refund Policy](#) in the Financial Services section of the University Policy Handbook outlines the refund schedule for dropped courses. Students who delay exercising the course-drop option until after the deadline retain financial responsibility. Students are responsible for all non-refundable charges.

Add/Drop

If students drop and add courses there may be additional tuition charges depending on the timing of the drop/add action, and the length of the instructional period of the course that is being dropped or added.

Traditional Campus Students

All students may add courses after the semester has begun, but the scheduling may differ based on the length of the instructional period.

- Students enrolled in 16-week courses may add additional 16 week courses to their schedule through the third week of the semester with College approval. Students are responsible for any additional tuition charges that may be incurred as a result based on the change. A student who is enrolled in 16-week courses, who desires to drop a 16 week course after the third week of the term (outside the refund period) and add another course will be responsible for tuition charges if the number of registered credits, including the dropped course, exceeds 18.
- Students enrolled in 8-week and 5-week may add additional courses in their current 16-week semester only if the instructional period has not yet begun, they have been actively enrolled from the beginning of the semester, and are responsible for any additional tuition charges based on the change.

Registration Discontinuance

Students who choose to drop from courses after they have already begun participation in the courses must request to discontinue by contacting their Academic Counselor. Students will be dropped from all current and future scheduled courses and will be considered inactive for the period discussed with their Academic Counselor.

Although the discontinuation of registration places students in an inactive status for the requested time, students retain their admitted status within the University and should remain in contact with an Academic Counselor. If the student is out of attendance for more than 180 days, the student will have to enroll in a program in the current Academic Catalog. Students are still subject to the [Course](#)

[Tuition Refund Policy](#) and the [Course Drop Policy](#). Students are strongly advised to speak with their Academic Counselor and Finance Counselor to understand the academic and financial ramifications associated with dropping a course.

University Official Withdrawal

In the event that students choose to discontinue their enrollment at GCU, they must officially withdraw from the University. Students in this situation lose all of the rights and privileges associated with being GCU students, including maintaining enrollment in their Program of Study (POS). To officially withdraw from the University, students must submit a University Official Withdrawal Form to the Office of Academic Records via the GCU Student Portal. When submitting the University Official Withdrawal Form, students will be asked to identify the reason for withdrawing from the University.

Students are still subject to the Course Tuition Refund Policy and the grading policy listed above in Course Drop Policy. Before withdrawing from the University, students are strongly advised to speak with an Academic Counselor and a Finance Counselor to understand the academic and financial ramifications associated with dropping a course.

All Financial Aid students are required to complete Exit Counseling for any federal loans borrowed while in attendance at Grand Canyon University. This is in accordance with the Department of Education requirements and students should contact the Office of Financial Aid for further information on how to complete the Exit Counseling.

Officially withdrawn students must reapply for admission to the University if they decide to return, and enroll in the most current POS.

Semester Official Withdrawal

Traditional Campus Students

Traditional campus students, who choose to discontinue their enrollment at GCU for the current semester enrolled, must complete an Semester Official Withdrawal Form, which can be obtained through their Academic Counselor. Students are subject to the Course Tuition Refund Policy and the grading policy listed above in Course Drop Policy.

Military Deployment

In support of U.S. military students, the University offers special circumstance withdrawals for students who find themselves deployed without computer access or experience other circumstances that will make it impossible to complete coursework within the prescribed time frame due to temporary assignments when accompanied with official documentation. Active Duty, Reservists, and National Guard students that are currently enrolled in a degree program will be placed on a deployed status for the duration of deployment. Students will receive

a tuition credit to their GCU account for the course(s) from which the University withdraws the student. A DW grade (Deployment Withdrawal) will appear on the student transcript for each class the University approves for withdraw with the expectation that students will re-take the affected courses upon re-entrance.

Students seeking this option must submit a completed GCU Deployment Form prior to deployment to be eligible, including submission of official military deployment orders to their Academic Counselor. It is also the student's responsibility to inform the instructor of the situation. The student assumes responsibility of a course if they post into the classroom after the deployment date indicated on the soldier's Orders.

Students out of attendance for greater than 14 days may have a recalculation of financial aid completed, which may result in a balance on the student's account (if student is using Title IV). Grand Canyon University will defer collections of tuition and fees while in a deployed status.

Eligibility:

- The student must have been attending the course and completing the assignments up to the point of the deployment request.
- The student's circumstances must involve a military commitment.
- Students who determine their need for a deployment withdrawal must submit the GCU Deployment form prior to any scheduled departure date.
- Students must submit official documentation to confirm deployment and/or circumstance (official orders, letter from Commander, etc.).
- Students using Financial Aid must also complete a Deferment Form.
- Official documentation submitted by the student must confirm that the dates of the deployment and/or special circumstance coincide with the time frame of the course.

Temporary Duty or No-Notice deployment will be assessed on a case-by-case basis and must have a letter from the Commander of the soldiers unit attached with the Deployment Orders.

Unofficial University Withdrawal

There are two types of unofficial university withdrawals. The first is administrative withdrawal and the second is the 14-day rule.

Administrative Withdrawal

The University reserves the right to administratively withdraw a student for the following reasons:

- Students who do not attend any of their registered classes within the first week of the course may be

administratively withdrawn from all classes, current and future.

- Students charged with Code of Conduct violations, College-specific policy, or student request.
- Students who have not returned to the University in 6 months and have not provided any notification of their absence.

14-day Rule

An unofficial withdrawal occurs when a student has stopped attending courses for a period of 14 consecutive days or more but has not communicated a desire to officially withdraw from the University.

Student Records

Family Educational Rights and Privacy Act (FERPA)

Grand Canyon University annually informs students of the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Academic Records.

These rights are as follows:

- The right to inspect and review educational records within 45 days of the day the University receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Office of Academic Records. The University will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the Office of Academic Records and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory,

academic, research, or support staff position (including law enforcement, personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Executive Cabinet; or a student serving on an official committee, such as a disciplinary or appeal committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW.
Washington, DC, 20202-5920

Grand Canyon University has designated certain information in the education records as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA). Students are required to complete a Student Information Release Form, submitted to the Office of Academic Records, to control release of such information with respect to student records. The Student Information Release Form is good for one year, from the date of signature.

Although GCU recognizes some information as directory, GCU's practice is not to release most directory components unless there is a significant emergency reason to do so (for example, police request). Some directory information will be released when it comes to athletes or other student activities, for program production. Students wishing that no directory information be released must submit written notification to the Office of Academic Records.

- Student name
- Address
- Personal email address
- Phone number
- Date and place of birth
- Hometown
- Degrees and awards received and dates
- Dates of attendance (current and past)
- Full or part-time enrollment status
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams

- Most recently attended educational institution
- Major field of study
- Academic levels
- Photographs

Student Access

Title IX

Grand Canyon University complies with Title IX, the federal law that prohibits educational institutions in receipt of federal funds from participating in or perpetuating gender bias and discrimination.

Please direct any inquiries pertaining to the University's compliance with the regulations of Title IX of the Educational Amendments of 1972 to the University Athletic Director, Keith Baker at 602-639-6054 or via e-mail at kbaker@gu.edu.

Student Disability Services

Grand Canyon University (GCU) seeks to serve all of its students equally. This plan is established in order to provide all students with equal access to GCU's programs, systems and facilities.

In order to receive accommodations through the University, students are required to complete the Accommodation Request Form and provide supporting documentation to the Disability Office. To allow the University sufficient time for processing, requests should be submitted no later than two (2) weeks (10 working days) prior to the start of the course. All approved accommodation requests turned in after the course has begun will be in place as of the date the form and documentation was received by the Disability Office. Accommodations will not be retroactive. Processing of accommodations begins after both the request form and the appropriate documentation information is received.

Students are required to complete a new accommodation request form annually based on their original approval date. Documentation for permanent disabilities will remain on file with the Disability Office. Students that are approved for Temporary services will be asked to provide additional documentation to extend services. (Please see Temporary Accommodations Policy for more information). Students are required to notify the Disability Office of any schedule changes that may occur during their program of study, in order to ensure that their accommodations are applied or adjusted accordingly. Students that withdraw from the University or have been suspended will need to contact the Disability Office upon their return in order to re-establish their accommodations. Please note that the University cannot provide accommodations that are not requested.

Steps to Accommodations:

1. Complete the Accommodation Request Form

2. Supporting documentation is required for all students requesting accommodations through the Disability Office. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation should be on letterhead from the provider or service company. The documentation is kept on file in the Disability Office for verification purposes.
3. Turn in a copy of the above items via one of the options listed below:
 - Fax - 602.589.2652 (All documents must contain the student's name and be addressed: Attn: Disabilities Coordinator)
 - Email - disabilityoffice@gu.edu please put the students name in the subject line of the email (last, first)
 - Hand Delivery - Take requests to the Kaibab building through the Ground Advisement Team and ask for the Disability Office.

The student is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the student's request for accommodations. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation must state the specific disability and show cause for why a student's disability significantly limits their ability to complete their educational goals at GCU. The documentation should include a summary of the student's functional limitations in order for the University to determine the appropriate accommodations. The documentation is kept on file in the Disability Office for verification purposes.

The documentation should be typed with the appropriate official signature and contact information for the associated facility for verification purposes (on official letterhead is preferred). We do NOT accept documentation that is handwritten or submitted on a prescription note. These documents are scanned into a protected part of your permanent record and therefore, must be legible and clear. Documentation can be submitted to the Disability Office either by fax to 602-589-2652, by email to disabilityoffice@gu.edu or they can be hand delivered to the Disability Office at the Main Campus in Phoenix, Arizona.

Once documentation is received it will be reviewed. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. Students will receive notice and will be

asked to provide alternative supporting documentation. The documentation is kept on file in the Disability Office for verification purposes. Students requesting additional accommodations after their initial approval may be asked to provide additional documentation.

ADA Executive Decision Committee

Students have the opportunity to request accommodations above and beyond the normal scope of the Disability Office. At such times, students submit requests for additional accommodations through the Disability Office who then presents the request to the ADA Executive Decision Committee for their determination.

If the student is unsatisfied with the determination made by the ADA Executive Decision Committee they can request a final determination from the Provost of Grand Canyon University or designee. As the second decision, the Provost's decision will stand as the final decision of the University.

Grand Canyon University does not discriminate on the basis of age, race, color, national origin, sex, or handicap in its programs and activities.

University Technology Requirements

Students and faculty participating in Online and Web-Enhanced courses must have access to the following minimum hardware and software:

* Please note that AOL, Safari, Google Chrome and other browsers are not supported for use with ANGEL 7.4. Additionally most mobile devices including web tablets, PDA devices and smart phones as well as many e-book reader devices do not support PDF files with embedded digital rights management which require connecting to a lifecycle policy server for authentication.

	Microsoft Windows PC	
	Minimum	Recommended
Operating System	Windows XP with Service Pack 2 (SP2)	Windows XP (SP2 or SP3), Windows Vista (SP1) or Windows 7
Processor Speed	233 MHz Pentium II, or equivalent	800 MHz Pentium III, or equivalent
CPU Memory	64 MB of RAM	512 MB of RAM or more
Internet Connection	56 kbps dial-up	Cable Broadband or DSL
Internet Browser	Internet Explorer 8.0; Mozilla Firefox 8	<ul style="list-style-type: none"> Internet Explorer 8.0; Mozilla Firefox 8 or newer

	Microsoft Windows PC	
	Minimum	Recommended
Internet Browser Configuration	<ul style="list-style-type: none"> Pop-Up Blocking Disabled JavaScript Enabled AJAX Enabled 	<ul style="list-style-type: none"> Pop-Up Blocking Disabled JavaScript Enabled AJAX Enabled
Java Runtime Environment	1.4	1.4 or higher
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit
Software Please note that Microsoft Works is not a valid alternative	<ul style="list-style-type: none"> Microsoft Office Suite 2003 or higher (Word, Excel, PowerPoint) Windows Media Player 10.0 Adobe Acrobat Reader 8.1 An updated anti-virus software 	<ul style="list-style-type: none"> Microsoft Office Suite 2007 or higher (Word, Excel, PowerPoint) Windows Media Player 12 or newer Adobe Acrobat Reader 10 or newer An updated anti-virus software

	Macintosh	
	Minimum	Recommended
Operating System	OS 10.2	OS 10.4
Processor Speed	350 MHz G3	800 MHz G4, or better
CPU Memory	64 MB of RAM	256 MB of RAM or more
Internet Connection	56 kbps dial-up	Cable Broadband or DSL
Internet Browser	Mozilla Firefox 8	Mozilla Firefox 8 or newer
Internet Browser Configuration	<ul style="list-style-type: none"> Pop-Up Blocking Disabled JavaScript Enabled AJAX Enabled 	<ul style="list-style-type: none"> Pop-Up Blocking Disabled JavaScript Enabled AJAX Enabled
Java Runtime Environment	1.4 or higher	1.4.2 or higher

	Macintosh	
	Minimum	Recommended
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit
Software	<ul style="list-style-type: none"> • Microsoft Office 2004 Suite (Word, Excel, PowerPoint) • Adobe Acrobat Reader 8.1 • An updated anti-virus software 	<ul style="list-style-type: none"> • Microsoft Office 2008 Suite (Word, Excel, PowerPoint) • Adobe Acrobat Reader 10 or newer • An updated anti-virus software

Intellectual Property Rights

The Digital Millennium Copyright Act (DMCA) amends federal copyright law to provide certain liability protections for online service providers, when their computer systems or networks carry materials that violate (infringe) copyright law. To qualify for liability protection, the University is required to have a policy under which the computer accounts of users will be terminated if they repeatedly infringe the copyrighted works of others.

The objectives of this policy are to minimize liability while also providing support for the activities of students, faculty, and staff. In the context of copyright and other intellectual property, this means that the Chief Information Officer should be advised as soon as possible of any suspected infringement. The Chief Information Officer will work with the University content provider to establish any defenses. However, if there is inadequate information to provide a defense, or it appears that no defense exists, the best route to minimize University damages will be prompt removal of the allegedly infringing material.

Policy Statement

Compliance with federal copyright law is expected of all students, faculty, and staff at Grand Canyon University. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including e-mail and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Students may "use" all or part of a copyrighted work only if (a) they have the copyright owner's permission (in writing—either e-mail or letter), or (b) they qualify for a legal defense (the most common defense is called "fair use"). "Use" of a work is defined for copyright purposes as

copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the University's networks or other computer resources may create liability for the University as well as the computer user. Accordingly, repeat infringers are subject to the appropriate disciplinary review procedures as set forth in the disciplinary policies for students, faculty or staff. Violations of law may also be referred for criminal or civil prosecution.

The University has a legal duty to ensure that official Web sites, official e-mail, and other official communications and expressions do not violate the intellectual property rights of third parties. The most common intellectual property rights found on the Internet involve copyright and trademark/service marks.

"Official" Web sites and communications include those that are funded or otherwise sponsored by the University for a University purpose, or which are created by an employee or agent of the University who is acting within the authorized scope of employment or agency on behalf of the University (e.g., posting Canyon Connect on the web for educational use of enrolled students).

Removal of official University content, especially Canyon Connect, can be harmful to academic freedom, to teaching effectiveness, and to the University's educational mission. Therefore, faculty and staff are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property, before using the material.

Procedures

A Notice and Counter Notice for material that may infringe on Intellectual Property Rights:

Notice: A copyright owner, or person acting for the owner, must provide the University's designated agent, the Chief General Council, with written notice that information residing on the University's computer systems or networks is an infringement of the copyright. The notice requirement also applies to information in system cache and to information location tools (e.g., hypertext links) that infringe copyright.

If a person working for the University has independent knowledge of a copyright violation on a University computer system or network, the University may have a duty to remove the infringing material. This is true even if there is no "notice" from the copyright owner and this person should report the violation to the General Council as soon as possible.

The University has "notice" of possible infringement when a third party advises a University official that there is an infringement, or when it appears to a University official that material is likely to be infringing based on the circumstances (e.g., copies of nationally syndicated cartoons appear on a University Web site without any statement of copyright permission).

When the University has notice of a possible intellectual property infringement in official University-provided content, it will in good faith:

- Attempt to establish who truly owns the copyright (or other intellectual property) through consultation with the author of the University content and the party claiming ownership.
- Attempt to determine if any legal defense (e.g., "fair use") exists to allow the material to be used by the University.
- Attempt to negotiate a permission or settlement if it appears that the content is infringing or if it appears that settlement is preferable to litigating an unclear claim. If permission or settlement is not feasible and it appears that the material is infringing, the University will promptly remove the material and the designated agent will notify the computer user and the person who complained of infringement.
- When copyright ownership is clear and sharing of the copyrighted material on the University's network appears to violate the law, the University will take appropriate, interim actions to discontinue sharing of the copyrighted materials on the University's network.
- Determine if any disciplinary action is appropriate against the person who posted infringing content. In the case of repeated infringement or bad faith infringement, disciplinary action may include suspension or termination of computing privileges, disciplinary review, termination of employment, and/or legal action.

Network Use

To assure reliable operation of the Grand Canyon University computer network in a manner compliant with all applicable federal, state, and local laws and regulations, the Information Technology Services department enforces each of the policies listed below. All network users must agree to abide by these policies. Use of the network or any portion thereof for any purpose implies such consent.

Network Goals and Priorities

The Grand Canyon University Information Technology Services department operates and maintains the computer network for the purpose of facilitating the timely transfer of digital information relevant to and essential for the research and educational activities of Grand Canyon University. In particular, the network is intended to enable

information transfer among students, faculty, staff and administrators as necessary to observe the following goals:

- To facilitate student and faculty research;
- To enable access to published literature relevant to teaching and research efforts at Grand Canyon University;
- To allow the receipt and transmission of electronic mail both within the campus and between the campus and off-campus institutions and individuals; and
- To provide access to Internet-based information resources of value to teaching and research efforts at Grand Canyon University.

For all students, faculty, and administrators of Grand Canyon University Information Technology Services, all networking activities not directly related to one of the above goals are considered to be of secondary importance and should not impede or interfere with activities which serve the stated goals of the network.

Media Licensing and Compliance with Copyright Protection Legislation

It is strictly forbidden for any student of Grand Canyon University to engage in any illegal activity while on Grand Canyon University property or during performance of coursework or any other duties related to their involvement with the University. Because unauthorized copying of software is a form of theft and theft is illegal, the illegal copying or "pirating" of software, music, videos, or other media is forbidden by Grand Canyon University policy.

Software Purchase and Installation

To fully comply with Grand Canyon University policy governing software copyright protection, each registered network user must agree that (s)he will not install or use any software that is not legally purchased and registered.

Copyrighted Materials and Usage of Peer-to-Peer and Other File Sharing Systems

Grand Canyon University strictly forbids the sharing and distribution of copyrighted digital materials, including music, movies, photos, etc. Peer-to-Peer File-sharing software including, but not limited to Limewire, BitTorrent, and Kazaa shall not be activated on any computer that is attached to any GCU network without express written permission from the Information Security. The University shall monitor its networks for indications of such file sharing systems and refer all violations for disciplinary action.

Discipline and Consequences of Policy Violation

If there is discovery of illegally installed software or inappropriate possession, use, or sharing of copyrighted materials, the user may be subject to disciplinary action which may include but is not limited to the loss of network access privileges, suspension, dismissal, and/or criminal

prosecution. The individual involved shall be held responsible to fully reimburse the Grand Canyon University for all losses resulting from such discovery.

Installation and Detachment of Network Devices

No device may be connected to the network without authorization of the network manager for the Information Technology Services department. This includes hardware or software, routers, printers, modems, servers, wireless access points and new computers. Violation of this policy that results in network crashes, or other downtime, may result in loss of network privileges.

Computer Virus Protection

All computers connected to the Grand Canyon University Network will be required to have anti-virus software installed and providing active protection. The software must be configured to check for updates on a daily basis. Upon request, the Information Technology Services department will provide students legal sources for free and/or low cost anti-virus software that meets these requirements.

User-Caused Network Service Interruptions

Any user who repeatedly causes service interruptions in any network segment, either through knowingly or unknowingly performing disruptive procedures, introducing viruses, or by attempting procedures for which the user is unqualified, can lose the privilege of access to the network. It is incumbent upon the individual user to use reasonable care to make sure that his/her computer is free of computer viruses that may infect other network computers before each attachment to the network. In cases of malicious vandalism of the network and/or tampering with other user files, the perpetrator may be financially liable for all damages, subject to disciplinary action, and can be subject to criminal prosecution.

Hacking

It is expressly forbidden to make any attempt to defeat any security system in operation on the network. It is also forbidden to reconfigure any common use machine without the express authorization of the network manager

responsible for supporting that machine. No computer attached to the network may be used for any illegal activities, including attempts to penetrate the security of other networks. Any user who knowingly or negligently attempts to defeat security may be subject to disciplinary action including but not limited to loss of network access.

Desktop Support

Desktop support is defined as the support required to keep a desktop personal computer up and running. This includes the installation, set-up and trouble-shooting of desktop hardware including hard drives, computer cards, monitors, modems, printers, memory upgrades, etc.

University Information Technology Services does not provide desktop support to students.

Software Support

Students will not receive software support from the Grand Canyon University Information Technology Services department.

Network Access and Support

The Grand Canyon University Information Technology Services department will provide support for student computers to connect to the University network and access the Internet.

The Grand Canyon University Information Technology Services department assumes no responsibility for the loss of any data that resides on student owned computers.

Student computers must have a network interface card (NIC) or wireless network adapter in order to connect to the GCU network.

Students are required to be present when a representative from the Information Technology Services department is working on a student owned computer.

Warranties

It is a recommendation that students maintain manufacturer warranties for the computer and any software installed.

Financial Services

The financial information presented in this Handbook was current when published. Many of the policies, interest rates, limitations, etc., are set by organizations (private or governmental), which may change after this Handbook is published. We strongly urge students to confirm all such information with the student's Finance Counselor before making financial decisions or commitments.

Finance Counselors

Each student at the University has an assigned Finance Counselor (FC). Finance Counselors are each student's main contact for any questions regarding financing their education to include responsible borrowing options, cash payments, financial aid, direct bill, and military tuition assistance. Specific services the FC provides for students includes educating on responsible borrowing, approves students for new and continuing coursework and validates documents on file to support the student's elected payment option. Finance Counselors also offer support to students with financial questions throughout their academic journey, and assist students to maintain accounts in good financial standing. To reach your assigned Finance Counselor, please call 1-800-800-9776.

Payment Policy

Method of Payment

The University offers students the option of one or more of the following methods of payment:

- Cash Payment Options
- Direct Bill
- Financial Aid

Students choose primary and secondary methods of payment upon completing the application for admission. Students are expected to clear their account balances using the specified methods of payment, unless other arrangements are approved. Upon clearing their account, students may contact their GCU Finance Counselor to arrange different methods of payment for future courses.

Cash Payment Options

Cash

For the protection of Grand Canyon University students and employees, cash payments are only accepted in the Advisement Center with a Finance Counselor. Students should not send cash through the mail.

Check

The University accepts personal checks, traveler's checks, bank money orders, and cashier's checks. When paying by check, students must include their full name and GCU Student ID on the face of the check. Remit payments to the Accounting Department at P.O. Box 11590, Phoenix, AZ 85061-1590. A service fee of \$25.00 is charged for each

check returned by a bank for any reason. The University may refuse future payments by check for individuals whose payment is returned by a bank.

Charge

The University accepts Visa, MasterCard, Discover and American Express. All credit card payments are subject to authorization by the issuing bank. If authorization is denied, payments cannot be processed. Credit card payments can be made online via the Student Portal, available at <http://my.gcu.edu>. Student Portal displays student balances by payment period. Enter payment information and submit. An e-mail will be sent to the GCU e-mail address with confirmation of payment received.

Monthly Installment Plan

The Tuition Payment Plan enables students to spread tuition payments in four equal payments during the duration of the payment period. Tuition Payment Plans will not accrue interest, but do have a \$50.00 application fee. Because it is not a loan, there are no interest charges. The Tuition Payment Plan is available to all families, regardless of financial need. For additional information, students may contact their GCU Finance Counselor.

Deferred Payment/Tuition Reimbursement Plan

GCU will offer a deferred payment plan to those students who are eligible for their employer's Tuition Reimbursement plan. To benefit from this option the students must complete a Deferred Payment Voucher with current and valid Credit Card information and the signature of a company representative. This process must be completed each payment period, confirming that the employee is eligible for the Tuition Reimbursement plan. Students need to be aware that when an employer offers tuition reimbursement, the student is liable for payment of the tuition to the University. The reimbursement relationship is between the student and the employer, not between the school and the employer. Students expecting reimbursement from their employers will be marked as cash paying with Grand Canyon University. For additional information, students may contact their GCU Finance Counselor.

Direct Bill Payment Options

Corporate

Students may have employers that pay school tuition directly (this is different from Deferred Payment). In this situation, the Employer will create an account with GCU,

and the GCU Accounting Office will send a billing statement directly to the Employer. This payment relationship bypasses the students; however, students must have their employer complete a Direct Bill Voucher, and submit with their application. Students should contact their assigned Finance Counselor with questions. In addition, students must pay any balance that Employers do not cover or on which Employers default by selecting an alternative payment option before the end of each payment period.

Military

In order to support those who are currently serving and their spouses or those who have served in the military and are able to utilize military education benefits, Grand Canyon University offers a special military rate per credit hour. Qualifications are given to those students who can provide the following supporting documentation:

- Military Transcripts;
- Copy of DD-214 (Release or Discharge from Active Duty);
- Letter from Commanding Officer;
- VA Letter Certifying Military Service;
- Benefit Documentation (TA form, COE, VA from 1905);
- Copy of Military Orders;
- Leave and Earnings Statement (LES); and
- Copy of Military Personal Record.

Qualifying documentation must be presented in advance of the term to receive the scholarship.

There are numerous military benefits from the government based upon military status at the time of departure from the service as well as for active duty personnel. Students may utilize several Veterans' Administration educational benefits at GCU such as ROTC, the Montgomery GI Bill, Tuition Assistance (Top-Up), and Vocational Rehabilitation. For additional information, please call 888-442-4551 or visit www.gibill.va.gov.

Financial Payment Options

Students may use financial aid to fund their education. Refer to [Financial Aid](#) section for information on applying for aid and the types of aid available.

Payment Deadlines

Tuition and fees are assessed to students as follows: Online (Non-Traditional) students are assessed at the time of attendance and Ground (Traditional Campus) students are assessed on the start date of the term. All cash payment options must be paid in full by the start date of the course or term, unless other payment arrangements have been agreed to. Students are able to view their outstanding balance and account activity as well as initiate a credit card payment through logging into the student portal. Any

financial related questions should be directed to the student's assigned Financial Counselor.

All direct-bill payment options must be paid in full within 30 days of invoicing unless other terms are agreed to with the vendor. Balance notices will be generated and sent to the responsible third party on Day 10 of the course after all rosters have been confirmed.

Accounts that remain delinquent past 30 days are subject to collection efforts that may include credit reporting and placement of the account with a third party collection agency. Accounts that are placed with a third party collection agency will be assessed the associated collection fees. It is the sole responsibility of the students to adhere to payment deadlines of their tuition and fees, regardless of the method of payment or contract with their employer.

Late Payment Policy

Traditional Campus students are required to pay any balance due on their account prior to the first day of the term. Students who do not pay the balance due before the first day of the term will be charged a late fee of \$250 or 1.5% of the balance due; whichever is greater. Residential students who do not pay the balance due before the first day of the term may be removed from Campus housing, may have their Meal Plan access restricted, and may be removed from class.

Failure to Pay

Failure to pay the balance does not cancel registration or responsibility for tuition and fee charges or related taxes. Non-attendance does not cancel registration or responsibility for tuition and fee charges or related taxes. All cash and direct-bill payment options must be received in full by their due date or a Finance hold will be placed on the student's account on day 30 of the payment period.

** The only exception to this rule includes CASH-paying students who are making regular and consistent payments through Tuition Payment Plans or students with a Deferred Payment Voucher. These students will not receive holds on their accounts.

A Finance hold will prohibit any future class registration as well as prohibit the purchase and distribution of any official Grand Canyon University transcripts or diploma. Any students who have a hold placed on account will be subject to Grand Canyon University Collection Policy.

Failure to comply with the stated policies of the University may result in an administrative withdrawal from classes and/or submission to an outside collection agency, with the student assuming all additional costs.

Student Bankruptcies

Upon notification that a student has filed a bankruptcy petition, the University will immediately cease any collection efforts on the student's account, including

removing any Collection Hold on the student's account.

In addition, the University will immediately place a Bankruptcy Hold on the student's account. The purpose of a Bankruptcy Hold is to identify a student with a pending bankruptcy petition. A Bankruptcy Hold allows the University to:

- Release the student's transcript upon receipt of an Official Transcript Request Form and Fee, if applicable.
- Allow the student continued enrollment and attendance in current course(s).
- Students that file a bankruptcy petition will have their files referred to the University's legal department for processing. Students in this situation may continue to attend their current classes without interruption, but must prepay for future enrollment.

Course Tuition Refund

The University will refund tuition according to the following policy unless a student attending courses online is a resident of a state that requires the University to follow different guidelines. These state policies are listed in the [State Refund Policies](#) section of this handbook. Refer to the [Official Enrollment Status Change](#) section of the University Policy Handbook for a complete explanation of the University's Withdrawal Policy.

Nontraditional Students

Students who drop/withdraw from a course/all courses are eligible for the following refund:

Before Week 1.....	100% tuition refund
During Week 1.....	75% tuition refund
During or after Week 2.....	No refund

Traditional Campus Students

Students who drop/withdraw from 16-week courses at the ground campus in Phoenix, Arizona, are eligible for the following refund:

Before Week 1	100% tuition refund
During Week 1.....	90% tuition refund
During Week 2.....	75% tuition refund
During Week 3.....	50% tuition refund
During or after Week 4	No refund

Traditional campus students who drop/withdraw from 8-week, 5-week, or 4-week courses taken either On-Line or at the ground campus in Phoenix, Arizona, are eligible for the following refund:

Before Week 1	100% tuition refund
During Week 1.....	75% tuition refund
During or after Week 2	No refund

Continuing Education Courses

Given the limited time frame within which Continuing Education (CTE) courses are conducted, tuition is only refundable prior to the first day of class. After the course has begun, no tuition will be refunded.

Course Fee Refunds

Nontraditional Students

All fees, including materials fees, are non-refundable after the start of a course.

Traditional Campus Students

With the exception of materials fees, which are non-refundable after the start of class, all instructional and ground campus-related fees (such as insurance and facilities fees) are refundable during Week 1. After Week 1, all fees are non-refundable.

State Refund Policies

Many states have regulations that require the University to apply a specific refund policy to students taking courses in these states. State refunds will be processed in two steps. The [Course Tuition Refund Policy](#) will be recorded first on the account, and then the state's policy will be recorded second as a separate credit. Note that each transaction may be recorded on a separate day. The specific state refund policies are listed below.

Georgia

Students in the state of Georgia will receive a full refund of all monies, including application fees, if the student requests it within three business days after signing an enrollment agreement.

A student who has completed 50% or less of a course and withdraws is eligible for a pro rata refund. The completion percentage is based on the total number of calendar days in a course and the total number of calendar days completed. All refunds are made in full to the student within 30 days of the date of official withdrawal.

Refunds will be calculated as follows:

- Applicants requesting cancellation more than three business days after signing the contract will receive a 100% refund of tuition.
- Students completing no more than 5% of a course are refunded 95% of tuition.
- Students completing more than 5% but no more than 10% of a course are refunded 90% of tuition.
- Students completing more than 10% but no more than 25% of a course are refunded 75% of tuition.
- Students completing more than 25% but no more than 50% of a course are refunded 50% of tuition.
- Students completing more than 50% of a course will receive no refund.

Indiana

Students in the state of Indiana will receive refunds in accordance with the following policy:

The University shall cancel a student's enrollment upon request of the student. The University must make the proper refund no later than 31 days after the student's request for cancellation or withdrawal.

The student's obligation at the time of cancellation will be calculated as follows:

- If a student cancels an enrollment agreement within six days of the signing of the agreement, the student has no obligation and is entitled to a full refund of all monies paid.
- If a student cancels an enrollment agreement after six days, but before the start of a course, the student is entitled to a full refund, less a registration fee of 20% of the total tuition not to exceed \$100.
- A student canceling enrollment in a course after starting the course and completing 10% or less of the assignments is entitled to a 90% refund of total tuition, less the registration fee.
- A student canceling enrollment in a course after completing 10% of the assignments but prior to completing 25% of the assignments is entitled to a 75% refund of total tuition, less the registration fee.
- A student canceling enrollment in a course after completing 25% of assignments but prior to completing 50% of the assignments is entitled to a 50% refund of total tuition, less the registration fee.
- A student canceling enrollment in a course after completing 50% of assignments but prior to completing 75% of the assignments is entitled to a 25% refund of total tuition, less the registration fee.
- A student canceling enrollment in a course after completing 75% or more of assignments is not entitled to a refund.

Iowa

If a student withdraws from an 8-week course after the fifth week, from a 7-week course after the fourth week, or from a 5-week course after the third week, the University is not required to refund tuition to the student, except for military withdrawal, explained below. If a student withdraws from a course before those periods have elapsed, the University shall refund tuition charges on a pro-rata basis, calculated as follows: The tuition charged for the course shall be multiplied by a fraction, the numerator of which shall be equal to the number of days that have not yet elapsed in the course, and the denominator of which shall be the number of days in the length of the course. In this calculation, each course week shall be counted as 7 days, without regard for holidays or weekends. The amount which results is the amount of the refund. No additional fee of any kind shall be charged to

the student by reason of such withdrawal. Any such refund shall be accomplished within thirty days of the date that the University determines that the student has withdrawn.

Military withdrawal: If an Iowa resident is ordered to active duty military service, whether it be Federal or State of Iowa service, the University shall, upon receipt of a copy of the order to report to duty, offer the following options to the student, and if the student is the spouse of a deployed service member who has a dependent child, to the spouse:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees for any courses not completed.
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Kentucky

Students in the state of Kentucky that cancel their enrollment at any point before the start of the first class session will receive a full refund of all monies paid, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less. A student who has completed less than 50% of a course and withdraws is eligible for a refund. All refunds are made in full to the student within 30 days of the date of official withdrawal.

Refunds will be calculated as follows:

- Students who withdraw from a course during the first week of instruction are eligible for a 75% refund.
- Students who withdraw after the first week of a course but complete no more than 50% of a course will be refunded 10% of tuition.
- Students completing more than 50% of a course will receive no refund.

Mississippi

Students in the state of Mississippi that cancel their enrollment at any point before the start of the first class session will receive a full refund of all monies paid. A

student who has completed less than 4 weeks of a course and withdraws is eligible for a refund. All refunds are made in full to the student within 45 days of the date of official withdrawal. Refunds will be calculated as follows: Refunds will be calculated as follows:

- Students who withdraw from a course during the first week of instruction will receive a 100% refund of tuition for the course.
- Students who withdraw from a course during the second week of instruction will receive a 75% refund of tuition for the course.
- Students who withdraw from a course during the third week of instruction will receive a 50% refund of tuition for the course.
- Students who withdraw from a course during the fourth week of instruction will receive a 25% refund of tuition for the course.
- Students who withdraw from a course after the fourth week of instruction will receive no refund.

Missouri

Students in the state of Missouri will receive a full refund of all monies, including application fees, if the student requests it within three business days after signing an enrollment agreement. After the three-day period, all fees are nonrefundable. A student who has completed 50% or less of a course and withdraws is eligible for a pro rata refund. The completion percentage is based on the total number of calendar days in a course and the total number of calendar days completed. All refunds are made in full to the student within 30 days of the date of official withdrawal.

Nevada

Students in the state of Nevada who cancel their enrollment any time before the start of the first class session will receive a full refund of all monies paid, less 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less. A student who withdraws or is expelled by the University after the start of the course and before the completion of more than 60% of the course will be refunded a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$100, whichever is less. The completion percentage is based on the total number of calendar days in a course and the total number of calendar days completed. All refunds are made in full to the student within 15 days of the date of official withdrawal.

Oregon

Students in the state of Oregon who have completed 50% or less of a course and withdraw are eligible for a pro rata refund. The refund percentage shall be based on unused instructional time. Students who withdraw prior to the start of a course will receive a full tuition refund. All fees,

including materials fees, are non-refundable after the start of a course.

South Carolina

Students in the state of South Carolina have a right to a full refund of all monies paid if the student cancels his/her enrollment agreement within 72 hours (excluding weekends and legal holidays) after signing the agreement or the student is not accepted by the University. After the 72-hour cancellation period, the University may retain up to \$100 if the student does not attend a course. Students who have completed 60% or less of the course are eligible for a pro rata refund. The refund will be calculated by dividing the total numbers of weeks of the course into the number of weeks remaining in that course as of the official date of withdraw. This percentage should be rounded downward to the nearest 10%. The University may retain an administrative fee up to \$100. Refunds will be paid within 40 days of the student's official withdrawal.

Tennessee

Students in the state of Tennessee will receive refunds in accordance to the following policy:

- If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00);
- If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00);
- If after expiration of the of ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00);
- If after expiration of twenty-five (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred (100%) of the tuition, fees and other charges assessed by the institution.

Virginia

Students in the state of Virginia will receive refunds in accordance with the following policy:

The University shall cancel a student's enrollment upon request of the student. The University must make the proper refund no later than 45 days after the student's request for cancellation or withdrawal or the date the student last attended classes, whichever is sooner.

The student's obligation at the time of cancellation will be calculated as follows:

- All fees and payments remitted to the University by a prospective student shall be refunded if the student is not admitted, does not enroll in the University, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program.
- For students cancelling their enrollment prior to the completion of the first course assignment, all monies paid to the school shall be refunded.
- A student who starts a course and withdraws after completing the first course assignment but prior to completing 25% of the course is entitled to a 75% refund of total tuition. All fees are non-refundable.
- A student who starts a course and withdraws after completing 25% of the course but prior to completing 50% of the course is entitled to a 50% refund of total tuition. All fees are non-refundable.
- A student who starts a course and withdraws after completing 50% of the course but prior to completing 75% of the course is entitled to a 25% refund of total tuition. All fees are non-refundable.
- A student who withdraws from a course after completing 75% or more of the course is not entitled to a refund.

Wisconsin

Students in the state of Wisconsin will receive refunds in accordance with the following policy: The student is entitled to a full refund if they cancels enrollment within 3 business days; The student accepted is unqualified, and the school did not secure a disclaimer under; The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school.

A student who withdraws or is dismissed after 3 business days has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

- Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest

ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

- All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- Refunds shall be paid within 40 days after the effective date of termination.
- After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
- No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Sales/Use/Excise/Gross Receipts Taxes

It is the policy of the University to collect and remit sales, use, excise, and/or gross receipts taxes in compliance with state and local taxing jurisdiction regulations which require the University to remit tax where applicable. These regulations vary by student location. Please note: It is also the policy of the University to require payment of sales, use excise, and/or gross receipts tax. Payment of tax is ultimately the student's financial responsibility to the University regardless of the financing arrangements.

Per Hawaii requirements: It is hereby stated that students residing in the State of Hawaii will be charged Hawaii General Excise Tax on all transactions. Students living in the District of Oahu will be charged 4.5%. Students residing in other Hawaii districts will be charged 4.0%.

Institutional Aid (GCU Scholarships and GCU Grants)

Traditional Campus Students

Grand Canyon University institutional aid reduces the cost of tuition, room and board, materials, and lab fees.

Institutional aid is not available for the Summer semester.

Eligibility

Applicants may be required to:

1. Complete and submit a GCU Admissions Application.
2. Submit post-secondary (college) transcripts if applicable.
3. Submit final transcripts noting high school graduation date and unweighted GPA to allow final institutional

- aid to be awarded by the University due date.
- Submit math and reading SAT and ACT scores (writing does not need to be included).
 - Students must be fully accepted into the University. Students who are [Accepted with Specifications](#) are not eligible for institutional scholarships and will remain ineligible even if they meet full acceptance criteria after their first semester.
 - Students already receiving an employer tuition discount are not eligible for institutional aid.

Institutional Aid Limits

Institutional aid can be combined up to an annual limit (commonly referred to as caps). Institutional aid limits vary by enrollment period. Institutional aid limits also vary based on housing selection per semester.

Institutional Aid Renewal Eligibility

The following University institutional aid renewal criteria do not supersede requirements that may be specifically outlined within other GCU scholarship programs.

- Students must maintain full-time continuous enrollment which is defined by program (typically 12 credits per semester) and meet minimum GPA requirements.
 - Students are typically re-evaluated at the end of the University's academic year.
 - Students may use the Summer semester to increase their GPA, if needed.
- If a student becomes ineligible to participate in the institutional aid program, they lose eligibility for any future institutional aid.
- Institutional aid is renewable up to eight semesters for freshman students and up to six semesters for transfer students.
- Many forms of institutional aid vary based on housing selection and are adjusted on a semester basis.
- Students enrolled in a double major or double degree may extend their institutional aid for additional semesters if needed, but only if they were enrolled in the double major or double degree prior to their first semester.

Scholarship Revocation

- Students who are unable to fulfill the requirements of their institutional aid will have their award immediately revoked in the full amount for the current semester, regardless of the calendar date or amount of time spent in their program of study.
- Students transitioning from Online, Evening-Satellite or Evening-Campus to the Traditional Campus do not qualify for Academic, Programmatic or Early Start scholarships.

- GCU reserves the right to decline institutional aid at any time. Typically, students will be re-evaluated at the end of the University's academic year.

Common Institutional Aid Awards

Following is a list of commonly awarded forms of Institutional Aid for new students who enrolled for the first time during the 2012-13 Academic Year. This is not a comprehensive list and excludes the Institutional Aid program requirements for prior years. For more information about the specific requirements for any Institutional Aid program not listed, please contact your Finance Advisor.

Freshman Academic Scholarships (0-23 credits)

This program is only available for freshman students defined as follows:

- Students who have fewer than 24 transfer credits.
- Students who completed college coursework while enrolled in high school are except from the 24 transfer credit limit. These students may choose to use their transfer GPA if preferred.
- This award is evaluated annually and can be adjusted up or down so long as the student maintains eligibility.

Scholarship Options	Award Amount for new Freshman students starting during the Fall 2012 or Spring 2013 term
President's Scholarship	<ul style="list-style-type: none"> \$10,000 per year (\$5,000 per semester) Minimum incoming 3.8 GPA (unweighted) or SAT: 1350 / ACT: 31 Maintain minimum 3.5 GPA
Provost's Scholarship	<ul style="list-style-type: none"> \$8,000 per year (\$4,000 per semester) Minimum incoming 3.6 GPA (unweighted) or SAT: 1225 / ACT: 27 Maintain minimum 3.3 GPA
Dean's Scholarship	<ul style="list-style-type: none"> \$6,000 per year (\$3,000 per semester) Minimum incoming 3.4 GPA (unweighted) or SAT: 1100 / ACT: 24 Maintain minimum 3.2 GPA
Faculty Scholarship	<ul style="list-style-type: none"> \$4,000 per year (\$2,000 per semester) Minimum incoming 3.0 GPA (unweighted) or SAT: 1000 / ACT: 21 Maintain minimum 3.0 GPA

*Freshman students that started prior to Fall 2012, need to contact their Finance Advisor for award amounts and requirements.

Transfer Academic Scholarships (24 or more transfer credits) – Non- Nursing

This program is only available for transfer students defined as follows:

1. Students with 24 or more transfer credits.
2. Students who are out of attendance for a minimum of one academic year and reapply to the University. Credits attempted at another institution and GCU will be included in the incoming GPA calculation to determine scholarship amounts.
3. This award is evaluated annually and can be adjusted up or down so long as the student maintains eligibility.

Scholarship Options	Award Amount
Transfer President's Scholarship	<ul style="list-style-type: none"> • \$7000 per year (\$3,500 per semester) • Minimum incoming 3.5 GPA • Maintain minimum 3.3 GPA
Transfer Provost's Scholarship	<ul style="list-style-type: none"> • \$5000 per year (\$2,500 per semester) • Minimum incoming 3.25 GPA • Maintain minimum 3.2 GPA
Transfer Dean's Scholarship	<ul style="list-style-type: none"> • \$3000 per year (\$1,500 per semester) • Minimum incoming 3.0 GPA • Maintain minimum 3.0 GPA

Transfer Academic Scholarships – Nursing

This award is available for students who transfer from another institution into GCU's Bachelor of Science in Nursing (BSN) Pre-Licensure program.

1. Students must maintain full-time continuous enrollment during the Summer, Fall and Spring semesters.
2. Scholarship will be applied to the Fall and Spring semesters.
3. Submit official transcripts by University deadline which includes all nursing pre-requisite courses.
4. Scholarships are renewable yearly up to five consecutive semesters of the nursing program.
5. Scholarships cannot be applied towards pre-requisite courses. However, once enrolled into the Bachelor of Science in Nursing (BSN) Pre-Licensure program, students are eligible to participate in this scholarship program.

Scholarship Options	Award Amount
Nursing President's Scholarship	<ul style="list-style-type: none"> • \$7,000 per year (\$3,500 per semester) • Minimum incoming GPA of 3.7 • Maintain minimum GPA of 3.5
Nursing Provost's Scholarship	<ul style="list-style-type: none"> • \$5,000 per year (\$2,500 per semester) • Minimum incoming GPA of 3.5 • Maintain minimum GPA of 3.3
Nursing Dean's Scholarship	<ul style="list-style-type: none"> • \$3,000 per year (\$1,500 per semester) • Minimum incoming GPA of 3.25 • Maintain minimum GPA of 3.0

Early Registration Scholarship & New Student Grant

This scholarship/grant is for new students only. Award amounts are based on date of registration, housing selection per semester and incoming GPA: Freshman must have a minimum incoming 2.75 GPA (un-weighted) and transfer students (24 or more transfer credits) must have a minimum 2.25 cumulative GPA.

Once awarded, students must maintain a 2.5 GPA to retain this Scholarship.

Programmatic Scholarships

Effective February 13, 2012, this Institutional Aid program was eliminated. New students enrolled in an applicable program prior to this date will remain eligible to participate in this program on an ongoing basis, so long as the following criteria are met:

1. Students must maintain a minimum 2.5 GPA.
2. Students must complete a minimum of 12 credits per semester.
3. Students must stay enrolled in the applicable program.
4. If the student changes programs, and the new program was originally designated for programmatic scholarship eligibility for the year the student enrolled, the student will be eligible for the new award amount, so long it is of equal or lesser value.

For a list of eligible programs and the Scholarship values per Academic Year, please contact your Finance Advisor.

Tuition and Fees

Tuition Rates for Courses beginning April 30, 2012

Traditional Campus Programs	
Undergraduate Tuition	
Credits 1-11	\$687.50/credit
Block Tuition (12-18 credits)	\$8,250.00
Credits 19+ (Block +)	\$8,250.00+\$687.50/ per credit above 18 credits
*Summer Traditional Undergraduate rate (except nursing cohorts)	\$290/credit
Graduate Tuition	
Graduate Programs (Effective January 1, 2013)	\$390.00/credit

*No In-State/Out-State rates

*Traditional campus students are required to take a minimum of 9 credits in the Traditional Campus format.

*Traditional campus students taking courses in the online format will be charged the regular tuition rates.

Non- Traditional Campus	
Undergraduate Tuition	
Active Duty and Active Reserve (Online and Professional Studies)	\$250/credit
Education Programs	\$435/credit
Theology Programs–Effective July 1, 2012	\$350/credit
Online and Professional Studies (all programs other than those listed above)	\$465/credit
Graduate Tuition	
Active Duty and Active Reserve (Online and Professional Studies)	\$400/credit
Education Programs	\$510/credit
Business Programs	\$550/credit
Nursing Programs (Advance Practice Programs)	\$600/credit
Nursing	\$495/credit
Ken Blanchard Executive MBA Program	\$1200/credit
Online and Professional Studies (all programs other than those listed above)	\$495/credit
Doctoral Programs (includes dissertation courses DIS-966 thru DIS- 970)	\$630/credit
Doctoral Programs-Active Duty and Active Reserve (Online and Professional Studies)	\$598.50
Continuing Education (CTE) Tuition	
Online	\$150/credit
Fees	
Canyon Connect-Undergraduate	\$75
Canyon Connect-Graduate	\$85
Canyon Connect-Doctoral	\$95
Learning Management Service Fee (New Online & Professional Studies students)	\$400
Course Material Fee for RN to BSN Program, 5 week courses (excluding HLT 310V)	\$110
Nursing Program Premium (Traditional campus students in the Nursing Pre-Licensure Program)	\$250/semester
Doctoral Residencies-Fee Dependent upon Location	\$800 to \$1,200/residency
Doctoral Programs –Dissertation Continuation (Optional zero credit course–DIS-975)	\$500

Student Activity Fee (Traditional campus students excluding students in the Nursing Pre-Licensure program)	\$250/semester
Student Parking Fee (Traditional campus students)–Effective January 7, 2012	\$75-175/semester
Health Insurance (Traditional campus students)	\$800/semester
Housing Application Fee (Traditional Undergraduate campus students)	\$250
Registration Deposit (Traditional Undergraduate campus students)	\$50
Credential Evaluation (International) Basic Evaluation	\$175
Credential Evaluation (International) Course-by-Course Evaluation	\$250
Returned Check Fee-All returned checks	\$25
Transcript Fee	\$5
Graduation Fee	\$150
Course Restoration Fee	\$50

Room Rates (per semester) for Residential Students	
Dormitory Rates: (Students are required to carry a minimum of a 10 Meal Plan)	
Camelback Hall / Sedona Hall Triple Occupancy	\$1,500
Canyon Hall / Hegel Hall Double Occupancy	\$2,000
Prescott / Camelback / Sedona Double Occupancy	\$2,200
North Rim Apartments (Students are required to carry a Meal Plan)	
Double Occupancy	\$1,900
Single Occupancy (as available)	\$2,850
Married/Family Unit	\$3,800
Summer Room Rates	
Active Student (must be actively enrolled in at least 1 course)	\$800/semester
Working Student (On-campus job, but not enrolled in any course)	\$1,600/semester
Meal Plans Effective Fall 2012	
Daily Plan A-2 Meals per day- Weekday	\$1,227/semester
Daily Plan B-2 Meals per day-7 days	\$1,590/semester
Daily Plan C-3 Meals/day- Weekday, 2 Meals/day- Weekend	\$1,800/semester
Block Plan A-130 Meals	\$1, 138/semester
Block Plan B-150 Meals	\$1,275/semester
Block Plan C-200 Meals	\$1,600/semester

Special Class Fees

Certain University classes require payment of fees or deposits for materials, breakage, and/or rental. Refer to the Program Director in the pertinent College for specific information.

- All College of Education students are required to have an e-Portfolio through TaskStream. The fee is billed to the student's account and provides a 3 year subscription to TaskStream. Please note that the TaskStream account is specific to GCU curriculum.
- Any course where digital materials are provided will be charged the course materials fee. Digital course materials include but are not limited to, simulations, multimedia content, ebooks and/or custom created content. Some courses will include electronic textbooks for which students will be charged a Canyon Connect fee.

Student Health Insurance

All traditional on-campus undergraduate students taking 12 credits or more and all student athletes, regardless of registered credits, are required to carry health and accident insurance. Students will be charged for the University-sponsored student health insurance upon registration.

In addition, all international students must carry health insurance, regardless of academic level or number of registered credits.

Those students taking less than 12 credits, professional studies students, off-site students, and graduate students are exempt from this University requirement and will not be automatically charged at the time of registration.

Student Health Insurance is provided by The Chickering Group, an Aetna Company. This University-sponsored plan provides in-and-out patient coverage up to the limit (see current brochure for limit) of reasonable and customary charges. Insurance brochures are available in the Cooke Health and Wellness Center.

- Annual Period: Coverage for all insured students enrolled for the Fall semester, will become effective on August 17, 2012 at 12:01AM, and will terminate at 11:59 PM on August 16, 2013.
- Fall Semester Period: Coverage for all insured students will become effective on August 17, 2012 at 12:01 AM, and will terminate at 11:59 PM on December 31, 2012.
- Spring Semester (Newly Enrolled) Period: Coverage for all students first entering Grand Canyon University in the Spring semester will become effective on January 1, 2013 at 12:01 AM, and will terminate at 11:59 PM on August 16, 2013.
- New Enrolled Summer Semester Period: Coverage will be determined prior to the start of the Summer semester.

NOTE: The health insurance rate for the full academic year is \$1,600.00. It is \$800.00 for Fall semester and \$800.00 for the combined Spring and Summer semesters. The rate for students who enroll for the first time during the Spring semester is \$800.00. These rates may be subject to change in Fall 2013. For Newly Enrolled Summer Students – rates will be determined prior to the start of the Term.

Waiving Health Insurance

Students with comparable health insurance, including coverage for acute and follow-up health care in the Phoenix area, may apply to waive the student health insurance. (An insurance policy with emergency only care in Phoenix is not considered comparable insurance.)

To submit a waiver, students should visit <http://www.aetnastudenthealth.com/>. Students must complete the Insurance Waiver process by the posted semester deadline, September 3, 2012 for Fall, and January 14, 2013 for Spring. No other means of acceptance (i.e., enrollment counselor, health center, etc.) will be acknowledged. A new waiver must be completed each academic year. All waivers are subject to verification and approval. The University cannot waive student health insurance later than the deadline, and fees cannot be appealed.

International students may not waive the mandatory student health insurance.

Voluntary Purchase

Although students taking fewer than 12 credits, professional studies students, and graduate students are exempt from the mandatory health insurance requirement, they may choose to enroll in the University-sponsored student health insurance, which is provided by The Chickering Group. Students can contact Chickering through its customer-service group at 877-480-4161. The enrollment deadline is the same as the waiver deadline.

Insurance charges may be subject to change in Fall 2011.

Financial Aid

The purpose of student financial aid is to provide funding resources to students who otherwise would be unable to pursue a postsecondary education. The primary responsibility for meeting University costs lies with the students and their family.

Eligibility

To receive federal Title IV financial assistance, undergraduate and graduate students must be admitted to the University, be enrolled in a degree Program of Study, be in good academic standing, and be making satisfactory academic progress. Students who are [Accepted with Specifications](#) are eligible for financial assistance

according to the University's admission policy. According to federal regulations, financial aid recipients must be U.S. citizens or eligible non-citizens, not owe money back on a federal student grant, and not be in default on any federal student loans.

Application Process

The University uses the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA on the Internet at <http://www.fafsa.ed.gov>. If a student does not have Internet access, they may complete a paper FAFSA that may be obtained from either the Department of Education or from most high schools. The University does not require any of the supplemental forms processed by the College Scholarship Service (CSS) or American College Testing (ACT), for which there is a fee charged.

Preference/Deadline Dates

Students, new and returning, are strongly encouraged to submit initial or renewal FAFSA applications as soon as possible after January 1 of each year. Some types of financial aid have limited funding. Students whose FAFSA applications are delayed run an increased risk of receiving reduced awards. Only students who have applied for admission to Grand Canyon University will be issued a financial aid award notice through the Student Portal.

Financial Need and Expected Family Contribution (EFC)

Aid for most federal funding is awarded based on financial need. The EFC is a measure a family's financial strength and indicates how much of a students' and students' families (for Dependent students) financial resources should be available to help pay for educational costs.

The EFC is calculated from the information reported on the FAFSA and according to a formula established by law. Family income and assets are considered in determining the EFC along with family size and number of family members attending a college or career school. The EFC can be found on the Student Aid Report that is based on information reported on the FAFSA.

To determine financial need for federal student aid programs the EFC is subtracted from the Cost of Attendance (COA). The COA is the total amount it will cost to go to school for a year. Costs include tuition and fees, housing, allowances for books, supplies, transportation, and personal expenses.

$$\text{COA} - \text{EFC} = \text{Financial Need}$$

Federal grants and other financial aid are used to meet financial need. A financial aid award letter will be provided upon receipt of a Student Aid Report.

Any changes made to original FAFSA answers may result in a change in financial aid award amounts. If your

financial aid record is selected for verification, any changes made during the verification process may also change financial aid award amounts.

Traditional: Financial Aid Academic Year and Enrollment

Traditional campus students are processed using the term based scheduled Academic Year method. Undergraduate students must be enrolled in at least 12 credits per term to be considered full-time students and receive full financial aid benefits. Undergraduate students enrolled part-time may be eligible for a prorated portion of their financial aid. Undergraduate programs require enrollment of at least six credits per term. Students who receive any institutional scholarships (i.e., academic, departmental, endowed, and/or merit) must maintain continued full-time enrollment status. Courses taken at other colleges do not count as enrollment at Grand Canyon University for financial aid/scholarship purposes.

Nontraditional: Financial Aid Academic Year and Payment Period Definitions

GCU processes financial aid using the Borrower-Based, Non-term method. The academic year for undergraduate programs is defined as a minimum of 24 earned credits and 30 instructional weeks. The academic year for masters programs is defined as a minimum of 16 earned credits and 32 instructional weeks. The academic year for doctoral programs is defined as a minimum of 12 earned credits and 32 instructional weeks. The academic year is divided into payment periods. The first payment period consists of half of the credits and instructional weeks as defined in the academic year. The second payment period begins when a student has successfully completed the first payment period requirements and has continued on into the next scheduled course. Aid for students is packaged and disbursed using these definitions. Payments of financial aid awards are made in two equal disbursements. The first disbursement is made upon the start of the first payment period; the second disbursement will be made after start of the second payment period as defined above.

Inform the Office of Financial Aid

Students who receive additional outside assistance must report this fact to the Office of Financial Aid through their assigned Finance Counselor. Students who have received any Title IV aid from a prior school or are currently receiving Title IV aid at another institution while attending Grand Canyon University must also notify the Office of Financial Aid through their assigned Finance Counselor as this other source of funding may affect students' eligibility to receive maximum Title IV aid with GCU.

Student Responsibilities

All students should do the following:

- Accurately complete and return all applications, additional documentation, verification forms,

corrections, and/or new information that are requested by any GCU department or any other agency providing financial assistance. Errors or omissions may delay the disbursement of eligible funds.

- Read and understand all documentation and/or agreements that are signed and submitted to any department and/or agency.
- Review award letter and all other notices issued regarding the responsibilities and conditions that must be adhered to by students receiving financial aid.
- Understand what portion of the financial aid package is grant and scholarships (gift-aid that does not have to be returned) and what portion is student loans (self-help aid that must be repaid or earned). If any portion of the self-help aid is in the form of a student loan, understand the total amount of the loan, the interest rate assessed to the amount borrowed, the repayment schedule, the time-frame of the repayment schedule, and the start date for the repayment schedule.
- Notify the lender(s) of any changes to personal name, address, and enrollment status.
- Review and understand the amounts pertaining to the cost of attendance and the [Course Tuition Refund Policy](#) for Grand Canyon University as stated in the Financial Services section.
- Review and comply with all rules and regulations pertaining to academic, financial aid, and University conduct policies.
- Understand that any intentional misrepresentation of information on applications and/or documentations submitted for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

Disbursement of Title IV Funds for Books and Supplies

If a Pell grant-eligible student meets all requirements to receive Title IV funds at least 10 days before the start of a payment period, any Title IV funds in excess of the amount owed to the school at that time (Title IV credit balance funds) are to be made available to the student up to the amount needed to obtain books and supplies.

The school must make the Title IV credit balance funds for books and supplies available to the student by the 7th day of the payment period.

If a student has not yet established eligibility to receive Title IV funds at least 10 days before the beginning of a payment period due to outstanding verification requirements, unresolved “C” codes on the Student Aid Report (SAR) and Institutional Student Information Record (ISIR), or conflicting information, this requirement does not apply.

In determining whether a Title IV credit balance exists, the school considers all Title IV funds that could be disbursed

at least 10 days before the payment period. This includes all Title IV funds that could be disbursed to a student at the beginning of the payment period, even if those funds have not yet been received by the school to deliver to the student. It is the student’s eligibility to receive Title IV funds at that time, rather than the school’s schedule for receiving or disbursing those funds, that determines the existence and amount of a Title IV credit balance for this purpose.

If a student requires monetary assistance with purchasing books and supplies, he should contact his Finance Counselor to determine if he meets the qualifications listed above. If the Finance Counselor determines that the student is eligible to receive assistance in purchasing books/supplies, the student will have a maximum of \$300 available at the GCU bookstore to purchase the required books/supplies.

The student is under no obligation to take advantage of this provision.

Leave of Absence

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance. A student who requires a temporary break of enrollment in his program of study that will last for more than 14 days has the option of requesting a Leave of Absence. An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education rather than being counted as a withdrawal. There must also be a reasonable expectation that the student will return from the LOA in order for the leave to be approved.

Leave of Absence Criteria

- An LOA request must be signed, dated and submitted on or before the last day of class attendance in a course and must include the reason for the student’s request. The request must be completed on the GCU Leave of Absence form. Any request submitted after the last day of class in a course will be denied unless unforeseen circumstances prevented the student from doing so.
- GCU policy allows two LOAs of up to 60 calendar days each in any 12 month rolling calendar year.
- A third LOA can be requested for extenuating circumstances only and will be approved within this 12 month period only if the student can demonstrate extenuating circumstances that would warrant a third leave of absence. LOA’s in total cannot exceed a total of 180 days in a rolling calendar year.
- Students who do not return from an approved LOA will be withdrawn from the University as of their last date of documented attendance.
- Title IV loans cannot be disbursed to a student while on an LOA; Pell Grant, FSEOG and Perkins funds can be disbursed to a student while on an LOA.

A student wishing to request an LOA will need to initiate the process with his Finance Counselor. The Finance Counselor will route the completed LOA form to the OFA for final approval/denial within one week of the student's LDA. No additional charges can be assessed to a student who returns from an approved LOA.

If the LOA request is not approved or the student does not return as scheduled from the approved LOA, this time of non-attendance will be counted against any grace period for Title IV student loan repayment purposes.

Federal Refund Policy: Official and Unofficial Withdrawal

Any federal financial aid recipient who fails all courses in a semester (traditional students) or withdraws from all classes (traditional and non-traditional) is subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal aid that the student and the school are eligible to retain along with the amount that must be returned to the student's lender and/or the federal government. Federal Aid is defined under the [Financial Aid](#) Section of the University Policy Handbook.

An official withdrawal occurs when a student has formally requested to be withdrawn from the University. The student must submit a Complete Withdrawal Form, available on the student portal. An unofficial withdrawal occurs when a student has stopped attending courses for a period of 14 consecutive days or more but has not communicated a desire to officially withdraw from the University.

The federal refund calculation is as follows:

Withdrawal:

- Withdrawal from the University before the first day of classes, 100% of Title aid must be returned.
- Withdrawal from the University through the 60% of the payment period will result in a prorated percentage of aid being earned. Any unearned aid due from the school will be returned to the appropriate funding source. In some instances a portion of unearned aid will be the student's responsibility.
- Withdrawal from the University after the 60% point in the payment period will result in 100% of the student's Title IV aid being earned. The institution will retain 100% of institutional costs; students may retain the remainder of funding.

Failing All Courses in a Semester (Traditional Campus):

Traditional students earning all failing grades for the semester will be pro-rated such that 50% of the student's Title IV aid will be earned. The student will still owe tuition and fees for the entire semester and will be responsible to the University for any remaining balance.

Maximum Timeframe

Federal regulations require a student to complete his Program of Study within a measured maximum time frame that cannot exceed 150% of the published length of the program. The sum of the number of required credits multiplied by 150% will be the maximum number of attempted credit hours for which a student can receive aid. If a student reaches the 150% mark and has not completed his program of study, he is no longer eligible for Title IV aid. The student may continue taking required coursework, but must make other payment arrangements.

Federal Funding Sources

Federal Pell Grant Awarding

A Federal Pell Grant is a free grant and is available to eligible undergraduate students that have not earned a bachelor's degree. Student and family income information that is provided when completing the FAFSA determines Pell eligibility.

Federal Supplemental Educational Opportunity Grant

To receive a Federal Supplemental Educational Opportunity Grant (FSEOG), a student must meet the general eligibility requirements. An eligible recipient must also be an undergraduate student and have financial need, and students with the lowest EFCs who will also receive Pell grants for the award year have primary consideration for FSEOG money. FSEOG is an award that does not need to be paid back to the government after a student has completed the program of study. Same Pell Grant requirements apply to the Supplemental Educational Opportunity Grant (FSEOG). The award is dependent on financial need and availability of limited funds.

Teacher Education Assistance for College and Higher Education Grant (TEACH)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program was established under the College Cost Reduction and Access Act (CCRAA), to benefit current and prospective teachers. This program provides up to \$4000 a year in grant assistance to students who plan on becoming a teacher and meet certain specified requirements. If a student who receives a TEACH Grant does not complete the required teaching, the grant must be repaid as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program (<http://ifap.ed.gov>).

To be eligible to receive a TEACH Grant, students must:

- Enrolled student in an eligible institution
- File an application and agreement
- Have a 3.25 GPA

Agreement to serve:

- Full time teacher for 4 years within eight years of completing degree
- Teach in high need subject areas
- Math
- Science
- Foreign Language
- Bilingual Ed
- Special Ed
- Reading specialist
- Another field as defined by the federal government as high need
- Comply with the requirements for being a highly qualified teacher

Amount of grant will be treated as an unsubsidized Stafford loan and interest will accrue from the date of grant award if the student fails to complete service.

More information will be made available once the final approval for the TEACH grant is determined. For more information about this grant, students can refer to the [Financial Services](#) website.

Loan Programs

Loans are often part of a financial award package and are considered self-help aid. They provide students with an opportunity to defer part of their educational costs by borrowing now and paying later. Please note that the FAFSA must be submitted each award year and is required to establish the student's eligibility for federal student loans. Likewise, eligibility for certain loans and loan amounts may change according to the information reported on all required documentation.

Federal Carl D. Perkins/National Direct Student Loan Programs

The Federal Perkins Loan provides low interest, long-term loans for graduate and undergraduate students who are United States citizens or permanent residents. The amounts awarded vary, depending on financial need and the availability of limited funds. No interest is charged nor is repayment required while the borrower is enrolled at least halftime. Nine months after the borrower ceases to be enrolled at least half time, payments begin at an interest rate of 5%. Loan repayment must be completed within a ten-year period at a minimum repayment rate of \$40 per month. Under certain circumstances, a portion of the loan may be canceled for designated public service. To be considered for this loan, a student must file the application for Federal Student Aid. The application procedure is described in the Financial Aid Application Process section.

All financial records pertaining to Federal Perkins Loans awarded to Grand Canyon University students are maintained by the Office of Financial Aid. Federal Perkins

Loan Requirements Recipients of the Federal Perkins Loan must complete the Perkins Entrance Interview and sign the Perkins Promissory Note. The Federal Perkins Promissory Note must be signed before the Perkins Loan can be credited to students' accounts. Funds cannot be credited before July 1.

William D. Ford Federal Direct Stafford Loan (DL)

These loans are secured from the Department of Education. To be considered for this loan, students must file Application for Federal Student Aid. See Application Process Both subsidized and unsubsidized loans have the same terms and conditions, except unsubsidized loan borrowers are responsible for interest that accrues during all in school, grace, and deferment periods. Borrowers must meet the general eligibility requirements to be eligible for a Stafford loan.

PLUS Loans

PLUS Loans are for parent borrowers. This loan provides additional funds for educational expenses and, like the Stafford, is funded by the Department of Education. The PLUS Loan enables parents to borrow up to the full cost of attendance less any other financial aid for each eligible dependent. This rate may vary from year to year. Call your lender to obtain the current interest rate. PLUS Loan borrowers must begin repayment within 60 days after the loan is disbursed. Before the PLUS Loan can be awarded, a determination must be made to see if the student is eligible for the Stafford loan. To be considered for the PLUS loan, a student must file an application for Federal Student Aid.

Graduate PLUS Loan

The Federal Graduate PLUS loan is a low-interest federal student loan, guaranteed by the US government. Like its undergraduate counterpart, the Graduate PLUS loan can be used to pay for the total cost of education, less any aid that the student have already been awarded. Also like the undergraduate version of the loan, eligibility for the Graduate PLUS loan is largely dependent on the credit rating and history of the borrower, as opposed to the purely financial-need based Graduate Stafford Loan.

Annual and Aggregate Loan Limits

The interest rate for all borrowers is determined each year and is announced during the month of July.

Contact your Finance Counselor for the most current interest rate that applies to Federal Student Loans.

Repayment on the principle loan balance and the interest begins six (6) months after the borrower drops below half-time enrollment status or graduates. Monthly loan payments will not be less than fifty dollars (\$50) and must

be repaid within the time-period specified by the terms of your repayment contract.

Academic Year Loan Limits			
	Base Loan Dependent/ Independent Sub/Unsub	Additional Loan Independent Unsub	Total Loan Amount
Freshman	\$3,500/\$2,000	\$ 4,000	\$ 9,500
Sophomore	\$4,500/\$2,000	\$ 4,000	\$10,500
Junior	\$5,500/\$2,000	\$ 5,000	\$12,500
Senior	\$5,500/\$2,000	\$ 5,000	\$12,500
Graduate	\$8,500	\$12,000	\$20,500
Aggregate Stafford Loan Limits			
Undergraduate Subsidized Limit		\$ 23,000	
Undergraduate Combined Limit		\$ 57,500	
Graduate Subsidized Limit (including all undergraduate loans)		\$ 65,500	
Graduate Combined Limit (including all undergraduate loans)		\$138,500	

Stipend Checks

Many times students are awarded aid in excess of the total amount of the account charges. Once funds post to the student account, the excess funds create a credit on the account. When the University determines that there is no existing balance from a previous payment period, in compliance with Federal Regulations, the University will mail a refund check within 14 days from the date the credit was created on the account. Refund checks being issued from Grand Canyon University will not expedited; all checks will be sent within the 14 day refund check issue policy.

It is University policy to mail all refund checks to the current address on file. Students that wish to change their address must go through the Office of Academic Records to make this change. Students will be subjected to a \$25.00 charge for stop payments after seven business days of mailed date.

Student refund checks are processed according to federal regulations and University policies. For further details, please contact your Finance Counselor.

State Grants for Arizona Residents

Leveraging Educational Assistance Partnership Program (LEAP)

To be eligible for assistance under the Leveraging Educational Assistance Partnership Program, all students must meet the general eligibility requirements for the FSA programs and the additional eligibility criteria that the state higher education agencies establish. The student must also demonstrate substantial financial need, as defined by the state agency and approved by the Department.

Arizona LEAP Requirements

- Arizona resident
- Undergraduate student
- Must meet GCU SAP requirements
- Must not enroll in undergraduate and graduate courses at the same time
- Must complete the current FAFSA application
- Must demonstrate substantial financial need
- Must be a registered Arizona voter
- Must have an Arizona Driver's License
- Must show proof of Arizona taxes

For more information about this grant, students can refer to the [Financial Services](#) website.

Arizona Private Postsecondary Education-Student Financial Assistance Program (PFAP)

A graduate from an Arizonan Community College with an Associate's Degree can apply for this voucher. The student must enroll full-time at Grand Canyon University. To apply, the student can pick-up an application at the Financial Aid Office. The student will need to complete the Promissory Note and submit it with copies of his or her Associate Degree Certificate or official transcript showing the AA degree posted. The Financial Aid Scholarship Specialist will certify that the student has met the criteria and fax the Promissory Note and the certification form to the Arizona Commission for Postsecondary Education. A check is mailed to GCU Office of Financial Aid with the student listing. If the student drops or does not complete the program within 3 years, they will owe the money back to the state and the state will collect. The Voucher is money for the students that have 2 years left to complete their bachelor's degree; it becomes a loan if the student fails to graduate in 3 years.

Student Eligibility Requirements:

- Must be an Arizona State resident
- Must have received an AA degree from an Arizona Public Community college or from a community college under the jurisdiction of an Indian tribe in Arizona

- Must be accepted for or enrolled full-time in a baccalaureate program of a participating PFAP college or university
- Degree program can be completed within 3 years or repayment or repayment of the Award is required
- Award amounts: Full-time \$1,500, Three-quarter time \$750, & Half-time \$500

For more information about this grant, students can refer to the [Financial Services](#) website.

Postsecondary Education Grant (PEG)

The Postsecondary Education Grant was established to provide financial assistance to students seeking a baccalaureate degree from an accredited private postsecondary institution in Arizona (http://azhighered.gov/acpe_default.aspx?pageid=62).

The PEG grant award is \$2,000 annually for a maximum of 4 calendar years to be used for tuition, books, and fees. If the student fails to receive a baccalaureate degree within five years from the recipient of the first award, the student shall reimburse the state the total amount awarded. Monies are distributed on a first-come, first-serve basis and are contingent upon registered enrollment at a qualified private postsecondary institution.

For more information about this grant, students can refer to the [Financial Services](#) website.

Early Graduation Scholarship Grant (EGSG)

Arizona's Early Graduation Scholarship Grant or forgivable loan program is designed to encourage high school students who graduate early to promptly attend a regionally or nationally accredited Arizona postsecondary institution. A student who graduates at least one year early and enrolls full-time at an eligible postsecondary institution may receive up to \$2000. Part-time will be pro-rated (\$1250 for the first academic year and \$750 for the second). A student who graduates at least one semester early and enrolls full-time at an eligible institution may receive up to \$1500. Part-time will be pro-rated (\$1000 for the first academic year and \$500 for the second).

Student Eligibility Requirements:

- Graduate at least one semester early from an Arizona charter school or public high school
- Achieve passing scores on all components of the Arizona Instrument to Measure Standards (AIMS) test
- Currently a resident of Arizona and has been a resident for at least the past twelve months

For more information about this grant, students can refer to the [Financial Services](#) website.

Student Employment

Federal and Non-Federal Work Study

On campus Federal Work Study and Non-Federal Work Study employees will not be able to work without completed hiring documents. Federal and Non-Federal Work Study positions are paid bi-monthly. Paychecks are available from the Accounting Office. A student employed by GCU must be registered for at least six credit hours in order to maintain his/her exemption from Social Security taxes. Students are unable to receive state unemployment upon termination of their position.

Students are expected to do the following:

- Report to work promptly.
- Notify supervisors in advance if they will be late or absent from work.
- Refrain from conducting personal business and schoolwork on the job.
- Accurately report the hours worked (sign time sheet).
- Dress appropriately according to position.
- Monitor earnings in relation to their Federal Work Study award.
- Give two weeks' notice before resigning.

On-Campus Employment

International students with F-1 status may be employed on campus without obtaining special permission from the U.S. Citizenship and Immigration Services (USCIS) provided they are maintaining legal immigration status. Nonetheless, international students should check with the Center for International Education to be sure the prospective job is permissible.

Off-Campus Employment

After being enrolled full time for one academic year (two semesters), international students may be eligible for employment off-campus; however, opportunities are limited. Consult with the Center for International Education for more information.

Below is a listing of the three primary types of off-campus employment that are available to international students.

- **Practical Training (PT)** - PT is a benefit that allows F-1 students to gain practical experience working in the US in their field of study. There are two types of PT, **Optional Practical Training (OPT)** and **Curricular Practical Training (CPT)**. OPT may be taken either during or following completion of the degree program, but is most feasible following completion because of the amount of time it takes to apply. Students are allowed a total of 12 months of OPT. The International Student Coordinator in the Center for International Education will determine eligibility for OPT and may recommend to USCIS that work authorization for OPT be given. Prior to submitting an

application for OPT, students must have completed full-time enrollment in two semesters of the degree program, and the application must be submitted to USCIS prior to completion. USCIS will review the application and upon approval will issue an Employment Authorization Document (EAD) card as legal permission to work. Students must have the EAD in their possession before they begin to work. Students are not required to have a job offer to apply for OPT.

- CPT may be authorized for those F-1 students who have enrolled in an internship course and have an internship job (firm offer) that has been certified through the college and the Center for International Education. Any time up to 12 months on full-time CPT does not detract from a student's OPT. Students who complete 12 or more months of full time CPT, however, are not eligible for OPT.
- Employment with an International Organization: This type of employment is very limited and must fit within the guidelines of the International Organization Immunities Act. It may require a change of status that could be detrimental to the student's status.

International Student Employment

International students who wish to work while in the U.S. must be aware of and comply with federal employment regulations. Working illegally while in the U.S. is a serious offense that can result in loss of immigration benefits or deportation. All international students must confer with the staff of the Center for International Education before accepting or beginning any employment.

International Student Tax-Reporting Responsibilities

International students have some responsibilities for reporting to the Internal Revenue Service each year. Students may be subject to U.S. taxation based on the source and type of income and the number of years they have been present in the U.S. Each tax year, all international students must file Form 8843. Those who earned income from a U.S. source must file Form 1040NR or 1040NR-EZ. Grants and scholarships may be subject to taxation. Generally, tax forms must be filed by April 15 for the previous tax year (January 1 – December 31).

It is students' responsibility to determine tax liabilities and file the appropriate forms in a timely manner.

The Center for International Education will provide tax information and resources for international students. However, the staff is not trained as professional tax consultants and cannot complete and/or file the forms.

For Canadian Students: Grand Canyon University is dedicated to provide high quality service for our Canadian students. Please be advised that students are responsible

for determining their eligibility for Canadian Tax Credits. Certain Grand Canyon University courses and programs may not meet certain requirements for tax credits, including but not limited to the minimum week and continuous enrollment requirements. For more information on Canadian Tax Credits, please contact The Revenue Canada Agency or visit www.cra.gc.ca.

Social Security Number

A Social Security Number (SSN) is required in order to be employed in the U.S. For F-1 students to obtain an SSN, they must have employment on-campus or have other work authorization like Curricular Practical Training or Optional Practical Training. To apply for a SSN on the basis of an on-campus job, students must provide a letter from the campus department and the Center for International Education, verifying the job and eligibility.

The following documentation will be necessary to present when applying:

- Unexpired passport containing F-1 visa
- Form I-94 Arrival/Departure record
- I-20 form
- One other piece of identification – a student ID card, driver's license, etc.
- Letter of eligibility from the Center of International Education
- Letter from campus department where the student will be working

To apply on the basis of Curricular Practical Training (CPT), after approval for the internship and registration for an internship course, the staff in Center for International Education will generate a new I-20 that lists the student's work permission for that specific employment. In the case of Optional Practical Training (OPT), the student will apply for it in the last semester of study. Upon approval from U.S. Citizenship and Immigration Service (USCIS), the student will receive a card showing work authorization. Please see staff in the Center for International Education for these types of employment.

After obtaining one of the above types of authorization and hold the documentation, apply for a Social Security Number. Go in person to the Social Security Administration office, located at:

5907 W. Kings Avenue
Glendale, AZ 85306

Evaluation of Transfer Credit

The following section outlines how Grand Canyon University evaluates transfer credit from other institutions, alternative transfer credit options, and discusses general policies.

General Policies

The University generally accepts courses from accredited, GCU-approved colleges, universities, or programs provided the work is not of a highly specialized nature and a grade of C or better is earned. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

If the Office of Academic Records is unable to determine specific applicability for an acceptable course, general elective credit will be granted.

Transfer students who received credit by examination at a previous college must submit an official score report to Grand Canyon University's Office of Academic Records for evaluation.

Baccalaureate Transfer Policies

All undergraduate students accepted to Grand Canyon University with prior college or university course credit will receive an official transfer credit evaluation from the Office of Academic Records showing how the courses completed at each previous school will transfer.

Evaluations will include the total number of credits accepted, as well as a course-by-course breakdown indicating how each class may be applied toward University graduation requirements. Courses may be accepted as upper or lower division general electives, upper or lower division major or minor electives, or as directly equivalent University courses.

GCU uses the following policies to determine acceptability of courses in an undergraduate program:

- For undergraduate programs, a maximum of 90 hours of transfer credit, no more than 84 credits of which can be lower-division:
- A maximum of 30 credits, combined from the list below, can come from alternative credit options:
- College Level Examination Program (CLEP)
- Prometric DSST Exams (DANTES)
- Excelsior Colleges Exams
- Berlitz Language Evaluation
- Advanced Placement (AP)
- International Baccalaureate (IB)
- ACE approved credits
- Lifelong Learning Assessments (8 credit maximum)

- GCU Approved Certificates
- Another 30 credits maximum can come from military schools and training.
- All other transfer credits must come from transfer coursework accepted by GCU.
- No course with a grade below C will count toward the required number of credits for graduation for an undergraduate degree.
- The University will not accept for transfer any credit where the course number is not 100 or above or is described as having remedial content.
- If a student disagrees with the way credit has been awarded, he or she may appeal through the appeals process as outlined in this University Policy Handbook.
- When coursework is equivalent, transfer credit from a quarter-system institution is evaluated and converted to semester credits on a 1:0.666 ratio.

Quarter Credits	Equivalency in Semester Credits
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67

- Courses that are evaluated and converted to a fractional amount of credit (e.g., 2.67).
- Example A: If a student completed 4 quarter credits of ENG 101, the credits would be converted to 2.66 semester credits of English Composition at GCU. It would fulfill credits in the Communications requirement of the General Education; however, the student would earn only 2.66 credits toward the overall requirement of 120.
- Example B: If a student completed 3-quarter credits of ENG 101, the credits would be converted to 2.00 semester credits of English Composition at GCU. The 2 credits would count toward the overall requirement of 120 hours by fulfilling 2 credits in the Effective Communications requirement of the General Education; however, it does not fulfill the English composition requirement. The student would earn only 2.00 semester credits toward the overall requirement of 120.

Master Degree Transfer Policies

The University generally accepts courses from accredited, GCU-approved colleges, universities, and programs,

provided the work is equivalent to a Grand Canyon University graduate-level course, has been earned in conjunction with the completion of a 500 level or higher course, and a grade of B or better was earned. The University will accept up to 12 credits or 1/3 of the total program requirements in transfer (whichever is less).

If students are found to have taken a course equivalent to a GCU course of differing credit, the student will still need to meet the total program requirements in order to graduate.

College Transfer Restriction

The first course of the graduate program of study cannot be satisfied by transferred credits.

Doctoral Degree Transfer Policies

Doctoral learners accepted into Grand Canyon University who wish to have transfer credit evaluated must submit a Doctoral Transfer Credit Request Form, official transcripts, and course descriptions, for review by the College of Doctoral Studies. Upon review by the College Dean or designated representative, the Office of Academic Records will apply the approved transfer credits toward the learner's graduation requirements. The University generally accepts courses from regionally accredited colleges and universities provided the content is equivalent to a Grand Canyon University doctoral-level course, and a grade of B or better was earned. The University will accept up to nine credits into the program. Courses with RES, RSD, and DIS prefixes (all research, dissertation, residency courses) must be completed at GCU and are not eligible for transfer. Coursework transferred into GCU's doctoral program must have been completed within the last seven years.

Foreign Evaluation of Transfer Credits

The following policies apply to credits students have earned at foreign institutions and wish to transfer to GCU.

In order to accurately and consistently evaluate foreign credentials, Grand Canyon University requires all international college or university transcripts to be evaluated by a University-approved evaluation service. Obtaining an evaluation is an additional step to awarding college or university credit from foreign transcripts. The fee for evaluation is the responsibility of the student.

Transferring from GCU to another Institution

Students transferring from GCU to another educational institution are subject to that institution's transfer credit policy. All institutions reserve the right to refuse credits

for transfer; therefore, students are encouraged to consult that institution's policy. Grand Canyon University cannot control how, or if, other institutions accept credits earned at GCU.

Transfer Credit Application

There are two methods Grand Canyon University uses to apply transfer credit; through an earned transfer-oriented associate degree (AA or AS), or through course-by-course evaluation.

Associate Transfer Plan

Students who complete a transfer-oriented associate degree (Associate of Arts or Associate of Science) at an accredited, GCU-approved college, university, or program may fulfill the University's General Education requirements, with the exception of the University Success and Christian Worldview requirements. This applies only if the content of the associate is in alignment with the chosen bachelor program (Associate of Science in Business to Bachelor of Science in Business Administration). If a student's chosen bachelor program is not in alignment (Associate of Science in Business to Bachelor of Science in Education) than a course-by-course evaluation will occur (due to the number of credits required in the major). The same is true of the Arizona General Education Curriculum (AGEC) from Arizona's public community colleges.

Students enrolled in the GCU Nursing RN to BSN professional studies program are exempt from all general education requirements including University Success and Christian Worldview.

Course-by-Course Evaluations

Students who transfer into a baccalaureate degree program without a previously earned transfer-oriented associate's degree (AA or AS) or with an Associate of Applied Science degree must fulfill the requirements of the General Education and have a course-by-course evaluation completed. Grand Canyon University will accept a maximum of 90 transfer credits, of which a maximum of 84 can be lower-division credits. Students are required to complete the 120-credit graduation requirement, including the balance of courses specified in the program of study and any elective credits.

Course-by-course transcript evaluations are conducted to determine if courses taken in transfer work equal courses in the student's chosen GCU bachelor degree program. If courses match, the University considers the content requirement fulfilled by that equivalency; however, the upper division requirement may remain. After the University evaluates the student's transfer credits, the University only applies those transfer credits that fulfill program requirements including general education, electives, and courses in the major. Additionally, credit

will only be given when it does not duplicate credit previously earned.

Alternative Transfer Credit Options

As discussed earlier, students may transfer a total of 30 credits from all alternative transfer credit options combined. All alternative methods accepted are listed in this section. Many students who come to Grand Canyon University have achieved college-level mastery of certain subjects through advanced high school programs or by other means not generally recognized for college credit.

For this reason, the University actively participates in the following:

- High School Programs
- Advanced Placement (AP)
- International Baccalaureate Credit (IB)
- Alternative Testing Programs
- College Level Examination Program (CLEP) of the College Entrance Examination Board;
- Prometric DSST Exams (Formerly DANTES)
- Excelsior College Exams
- Berlitz Language Evaluation
- American Council on Education (ACE);
- GCU Approved Certificates
- Life Learning Papers (LLA).

Certain restrictions apply to these programs. Credit will only be given when it does not duplicate credit previously earned and is not for a course more elementary than one for which the student has earned college credit. CLEP credit will be given only for examinations completed after July 1965.

High School Programs

Student may have earned credits through two alternative credit options during high school. These include Advanced Placement Requirements (AP) and International Baccalaureate Credit (IB). Official transcripts will need to be sent to the Office of Admission. Upon receipt of transcripts, credit will be awarded as designated below.

Advanced Placement Requirements (AP)

General Examination:	Score	Credits	General Education Competency
AP Chinese Language & Culture	3	6	Effective Communication
Biology	3	8	Critical Thinking
Calculus AB	3	3	Critical Thinking
Calculus BC	3	6	Critical Thinking
Chemistry	3	8	Critical Thinking
Computer Science A	3	3	Critical Thinking

General Examination:	Score	Credits	General Education Competency
Computer Science AB	3	6	Critical Thinking
Economics/ Macro-economics	3	3	Global Awareness, Perspectives, and Ethics
Economics/ Micro-economics	3	3	Global Awareness, Perspectives, and Ethics
English/ Language and Composition	3	6	Effective Communication or Global Awareness, Perspectives, and Ethics
Environmental Science	3	3	Critical Thinking
French Language	3	8	Effective Communication
French Literature	3	6	Effective Communication
German Language	3	6	Effective Communication
Government and Politics/ Comparative	3	3	Global Awareness, Perspectives, and Ethics
Government and Politics/ United States	3	2	Global Awareness, Perspectives, and Ethics
History of Art	3	6	Global Awareness, Perspectives, and Ethics
History/ European	3	6	Global Awareness, Perspectives, and Ethics
History/ United States	3	6	Global Awareness, Perspectives, and Ethics
Human Geography	3	3	Global Awareness, Perspectives, and Ethics
Italian Language & Culture	3	7	Effective Communication
Japanese Language & Culture	3	6	Effective Communication
Latin Literature	3	6	Effective Communication
Latin/Vergil	3	6	Effective Communication
Music Theory	3	6	Global Awareness, Perspectives, and Ethics
Physics B	3	6	Critical Thinking

General Examination:	Score	Credits	General Education Competency
Physics C/Electricity and Magnetism	3	4	Critical Thinking
Physics C/Mechanics	3	4	Critical Thinking
Psychology	3	3	Global Awareness, Perspectives, and Ethics
Spanish Language	3	8	Effective Communication
Spanish Literature	3	6	Effective Communication
Statistics	3	3	Critical Thinking
Studio Art: 2D Design	3	6	Global Awareness, Perspectives, and Ethics
Studio Art: 3D Design	3	6	Global Awareness, Perspectives, and Ethics
Studio. Drawing, or General Portfolio	3	6	Global Awareness, Perspectives, and Ethics
World History	3	6	Global Awareness, Perspectives, and Ethics

International Baccalaureate Credit (IB)

Subject (Higher level exams only)	Score	Hours	General Education Competency
Biology	4	4	Critical Thinking
	5,6,7	8	Critical Thinking
Chemistry	4	4	Critical Thinking
	5,6,7	8	Critical Thinking
Economics	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	6	Global Awareness, Perspectives, and Ethics
English A	4	3	Effective Communication
	5,6,7	6	Effective Communication
English B	N/A	N/A	N/A
Geography	5,6,7	3	Global Awareness, Perspectives, and Ethics
History – American	4	3	Global Awareness, Perspectives, and Ethics

Subject (Higher level exams only)	Score	Hours	General Education Competency
	5,6,7	6	Global Awareness, Perspectives, and Ethics
History – European	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	6	Global Awareness, Perspectives, and Ethics
Math Methods	4,5,6,7	3	Critical Thinking
Advanced Math	4	3	Critical Thinking
	5,6,7	6	Critical Thinking
Music	4	3	Global Awareness, Perspectives, and Ethics
Philosophy	4,5,6,7	3	Critical Thinking
Psychology	5,6,7	3	Global Awareness, Perspectives, and Ethics
Spanish A	4	4	Effective Communication
Spanish B	5,6,7	7	Effective Communication

Alternative Testing Programs

National testing exams offer students another choice to demonstrate mastery of course content.

College Level Examination Program Requirements (CLEP)

General Examination:	Score	Credits	General Education Competency
American Government	50+	3	Global Awareness, Perspectives, and Ethics
American Literature	50+	6	Global Awareness, Perspectives, and Ethics
Analysis and Interpreting of Literature	50+	6	Global Awareness, Perspectives, and Ethics
Biology	50+	6	Critical Thinking
Calculus	50+	3	Critical Thinking
Chemistry	50+	6	Critical Thinking
College Algebra	50+	3	Critical Thinking
College Composition	50+	6	Effective Communication
College Composition Modular	50+	3	Effective Communication
College Mathematics	50+	4	Critical Thinking

General Examination:	Score	Credits	General Education Competency
English Literature	50+	6	Global Awareness, Perspectives, and Ethics
Financial Accounting	50+	3	Critical Thinking
French Language, Level 1	50+	6	Effective Communication
French Language, Level 2	59+	12	Effective Communication
German Language, Level 1	50+	6	Effective Communication
German Language, Level 2	60+	12	Effective Communication
History of the United States I: Early Colonization to 1877	50+	3	Global Awareness, Perspectives, and Ethics
History of the United States II: 1865 to Present	50+	3	Global Awareness, Perspectives, and Ethics
Human Growth and Development	50+	3	Global Awareness, Perspectives, and Ethics
Humanities	50+	6	Global Awareness, Perspectives, and Ethics
Information Systems and Computer Applications	50+	3	Critical Thinking
Introductory Business Law	50+	3	Global Awareness, Perspectives, and Ethics
Introduction to Educational Psychology	50+	3	Global Awareness, Perspectives, and Ethics
Introductory Psychology	50+	4	Global Awareness, Perspectives, and Ethics
Introductory Sociology	50+	3	Global Awareness, Perspectives, and Ethics
Natural Sciences	50+	6	Critical Thinking
Precalculus	50+	3	Critical Thinking
Principles of Macroeconomics	50+	3	Global Awareness, Perspectives, and Ethics

General Examination:	Score	Credits	General Education Competency
Principles of Management	50+	3	General Elective
Principles of Marketing	50+	3	General Elective
Principles of Microeconomics	50+	3	Global Awareness, Perspectives, and Ethics
Social Sciences and History	50+	6	Global Awareness, Perspectives, and Ethics
Spanish Language, Level 1	50+	6	Effective Communication
Spanish Language, Level 2	63+	12	Effective Communication
Western Civilization I: Ancient Near East to 1648	50+	3	Global Awareness, Perspectives, and Ethics
Western Civilization II: 1648 to Present	50+	3	Global Awareness, Perspectives, and Ethics

Prometric DSST Exams (Formerly DANTES)

General Examination	Score	Credits	General Education Competency
A History of the Vietnam War	49	3	Global Awareness, Perspectives, and Ethics
Art of the Western World	48	3	Global Awareness, Perspectives, and Ethics
Astronomy	48	3	Critical Thinking
Auditing I	47	3	Critical Thinking
Basic Automotive Service	46	3	General Elective
Basic Technical Drafting	48	3	General Elective
Beginning German I	45	3	Effective Communication
Beginning German II	45	3	Effective Communication
Beginning Italian I	46	3	Effective Communication
Beginning Spanish I	48	3	Effective Communication
Beginning Spanish II	46	3	Effective Communication

General Examination	Score	Credits	General Education Competency
Business Ethics and Society	400	3 UD	Global Awareness, Perspectives, and Ethics
Business Law II	52	3 UD	Global Awareness, Perspectives, and Ethics
Business Mathematics	V.3 400 V2. 48 V1. 45	3	Critical Thinking
Contemporary Western Europe: 1946-1990	48	3	Global Awareness, Perspectives, and Ethics
Criminal Justice	400	3 UD	Global Awareness, Perspectives, and Ethics
Electric Circuits	46	3	General Elective
Environment and Humanity: The Race to Save the Planet	46	3	Critical Thinking
Ethics in America	400	3 UD	Global Awareness, Perspectives, and Ethics
Foundation of Education	46	3	Global Awareness, Perspectives, and Ethics
Fundamentals of Counseling	47	3	General Elective
Fundamentals of Electronics	45	3	General Elective
Fundamentals of College Algebra	400	3	Critical Thinking
General Anthropology	47	3	Global Awareness, Perspectives, and Ethics
Here's To Your Health	400	3 UD	Global Awareness, Perspectives, and Ethics
Human/Cultural Geography	48	3	Global Awareness, Perspectives, and Ethics
Introduction to Business	V2. 400 V1. 46	3	Global Awareness, Perspectives, and Ethics
Introduction to Carpentry	49	3	General Elective

General Examination	Score	Credits	General Education Competency
Introduction to Law Enforcement	V2. 45 V1. 45	3	Global Awareness, Perspectives, and Ethics
Introduction to the Modern Middle East	44	3	Global Awareness, Perspectives, and Ethics
Introduction to World Religions	400	3 UD	Global Awareness, Perspectives, and Ethics
Introduction to Computing	400	3	Critical Thinking
Introductory College Algebra	46	3	Critical Thinking
Introductory Cost Accounting	46	3	Critical Thinking
Lifespan Developmental Psychology	400	3	Global Awareness, Perspectives, and Ethics
Management Information Systems	48	3 UD	Critical Thinking
Money and Banking	48	3 UD	Critical Thinking
Organizational Behavior	48	3	Global Awareness, Perspectives, and Ethics
Personal Finance	400	3	Critical Thinking
Personnel/Human Resource Management	48	3	Global Awareness, Perspectives, and Ethics
Physical Geology	46	3	Critical Thinking
Principles of Electronic Communications Systems	47	3	General Elective
Principles of Finance	V3. 400 V2. 46 V1. 46	3 UD	Critical Thinking
Principles of Finance Accounting	49	3	Critical Thinking
Principles of Physical Science I	47	3	Critical Thinking
Principles of Public Speaking	47	3	Effective Communication

General Examination	Score	Credits	General Education Competency
Principles of Statistics	400	3	Critical Thinking
Principles of Supervision	V2. 400 V1. 46	3	Global Awareness, Perspectives, and Ethics
Principles of Refrigeration Technology	45	3	General Elective
Rise and Fall of the Soviet Union	400	3 UD	Global Awareness, Perspectives, and Ethics
Substance Abuse	400	3 UD	Global Awareness, Perspectives, and Ethics
Technical Writing	46	3	Effective Communication
The Civil War and Reconstruction	V2. 47 V1. 47	3 UD	Global Awareness, Perspectives, and Ethics
Western Europe Since 1945	400	3	Global Awareness, Perspectives, and Ethics

Excelsior College Examinations (ECE)

General Examination	Score	Credits	General Education Competency
Abnormal Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Adult Nursing	C or better	8 UD	Critical Thinking
Anatomy and Physiology	C or better	6	Critical Thinking
Bioethics: Philosophical Issues	C or better	3 UD	Critical Thinking
Community-Focused Nursing	C or better	4 UD	Global Awareness, Perspectives, and Ethics
Cultural Diversity	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Earth Science	C or better	3	Critical Thinking
English Composition	C or better	6	Effective Communication
Essentials of Nursing Care: Chronicity	C or better	3	Critical Thinking
Essentials of	C or	3	Critical Thinking

Nursing Care: Health Differences	better		
Essentials of Nursing Care: Health Safety	C or better	3	Critical Thinking
Essentials of Nursing Care: Reproductive Health	C or better	3	Critical Thinking
Ethics: Theory and Practice	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Foundations of Gerontology	C or better	3 UD	Critical Thinking
Fundamentals of Nursing	C or better	8	Critical Thinking
Health Differences Across the Life Span 1	C or better	3	Critical Thinking
Health Differences Across the Life Span 2	C or better	3	Critical Thinking
Health Differences Across the Life Span 3	C or better	3	Critical Thinking
Human Resource Management	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Interpersonal Communication	C or better	3	Effective Communication
Introduction to Micro-economics	C or better	3	Global Awareness, Perspectives, and Ethics
Introduction to Macro-economics	C or better	3	Global Awareness, Perspectives, and Ethics
Introduction to Music	C or better	3	Global Awareness, Perspectives, and Ethics
Introduction to Philosophy	C or better	3	Critical Thinking
Juvenile Delinquency	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Labor Relations	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Lifespan Developmental Psychology	C or better	3	Global Awareness, Perspectives, and Ethics

Literacy Instruction in the Elementary School	C or better	6 UD	Global Awareness, Perspectives, and Ethics
Management in Nursing	C or better	4 UD	Global Awareness, Perspectives, and Ethics
Maternal and Child Nursing: Associate	C or better	6	Critical Thinking
Maternal and Child Nursing: Baccalaureate	C or better	8 UD	Critical Thinking
Maternity Nursing	C or better	3	Critical Thinking
Microbiology	C or better	3	Critical Thinking
Organizational Behavior	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Patho-physiology	C or better	3 UD	Critical Thinking
Psychiatric/ Mental Health Nursing	C or better	8 UD	Critical Thinking
Psychology of Adulthood and Aging	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Research in Nursing	C or better	3 UD	Critical Thinking
Research Method in Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics OR Critical Thinking
Social Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Transition to the Registered Professional Nurse Role	C or better	3	General Electives
World Conflicts Since 1900	C or better	3 UD	Global Awareness, Perspectives, and Ethics

Berlitz Language Evaluation

For assessment of languages, an evaluation of language proficiency from the Berlitz Institute may be accepted for credit. Credit will satisfy the foreign language requirements. Students can take exams for any language assessed by Berlitz. A maximum of 16 lower-division credits will be awarded using the following scale:

A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Speaking and Listening portion of the evaluation:

- Listening Comprehension
- Pronunciation
- Speaking Ability
- Vocabulary
- Use of Grammar

A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Reading and Writing portion of the evaluation:

- Reading Comprehension
- Writing Ability
- Vocabulary
- Grammar
- Spelling

American Council on Education (ACE)

ACE provides credit recommendations for formal courses and examinations completed outside of a traditional classroom. ACE evaluated courses can be applied towards undergraduate lower division general education or elective requirements. Certificates or an ACE transcript should be submitted to the Office of Academic Records. A transcript can be requested on the ACE website at <http://www.acenet.edu/> Students may submit certificates issued by the National Fire Academy (NFA) and Emergency Management Institute (EMI) as approved by the American Council on Education (ACE). All other certificates issued by NFA and EMI, as well as FEMA Independent Study and Gannett, will not be considered for alternative transfer credits.

GCU Approved Certificates

GCU has identified a list of international and national professional certificates that students can submit for alternative transfer credits, which are listed on the GCU Transfer Center . These certificates have been approved by the Colleges and can apply towards one of the following:

- Lower division undergraduate general education or elective requirements
- Limited graduate level coursework

Grand Canyon University will award alternative transfer credits based on the equivalencies listed below:

- 10 contact hours = 1 Continuing Education Units (CEU) credit
- 15 contact hours = 1 semester credit
- 1.5 CEU credits = 1 semester credit

Grand Canyon University will consider an academic appeal for certificate(s) not listed on the ACE website or GCU Transfer Center if the certificate meets the following criteria:

- Issued by an international or national organization (cannot be issued by an approved provider of a national or international organization)
- Name of attendee
- Name of Certification earned
- Documents number of CEU or contact hours completed
- Date certification was awarded

Lifelong Learning Assessment

The Center for Learning & Advancement defines 'Lifelong Learning Experiences' within the context of the LLA, and for the purposes of choosing an LLA topic and writing an LLA paper, as: "A real-life event that was experienced first-hand, has generated an extensive amount of personal and professional learning that is equivalent to college-level academic rigor and quality, and has created a significant life change in the learner (i.e., an increased capacity to live and apply the learning in new contexts). These learning experiences are most valued when they are job-based (or volunteerism), but they should involve engaging in activities for significant amounts of time (e.g., several years or more), are non-episodic (i.e., not one-time events), and are context-embedded within naturally occurring life events during the adult years of life."

In order to take advantage of this alternative credit method, students must first take the course ENG 135: Lifelong Learning Assessment, which teaches students the skills needed to submit up to 8 credits of Lifelong Learning Assessments. Students create and submit an LLA by documenting adult life experience in the form of an essay following the Kolb model of experiential learning. Papers submitted for consideration of credit should follow the following guidelines to earn:

- 2 credits, complete 10 pages and a minimum of two academic references; 3 subtopics;
- 4 credits, complete 20 pages and a minimum of four academic references; 6 subtopics.

Papers should be written and documented following APA guidelines, including title and reference pages. These pages are not included in the page requirement.

Grand Canyon University will award credit to students for life experiences when the evaluator is convinced that such experiences meet the requirements as outlined in the grading rubric and LLA definition. Sample topic areas follow:

- Caring for the Elderly
- Death and Dying
- Early Childhood
- Management
- Marriage and Family

Credit earned through the LLA process can only be used to fulfill undergraduate general-education or elective requirements and these credits may not be transferable to another institution in the way credit for actual courses completed at GCU would be transferable.

Students should note that incomplete LLAs or LLAs with incomplete coversheets will not be reviewed and will be returned to the student. Students will be notified of the outcome of the review within 2 weeks of receipt of the LLA. Students are notified through their GCU e-mail account. Students will only have 2 attempts to receive a passing score on their LLA paper. Completed LLAs are submitted through the [Transfer Center](#) site.

Credit for Military Training and Experience

In addition to the other alternative methods of earning college credit, Grand Canyon University will award an additional maximum of 30 credits for military training and experience as included on the Army/ACE Registry Transcript System (AARTS) and Sailor/Marine/ACE Registry Transcript (SMART). If used in conjunction with the other alternative credit methods, a military student can transfer in 60 credits (30 military training and experience and 30 alternative credit methods listed above). Credits earned above 60 credits must come from transfer coursework up to 90 credits, of which a maximum of 84 lower-division credits would be accepted. AARTS and SMART transcripts track all of a service member's or veteran's military training and coursework. Created by the Army, Navy, and Marine Corps in partnership with ACE and similar in format to college transfer transcripts, the documents list personal student data, courses, and occupations evaluated by ACE, including descriptions, learning outcomes, and equivalent college credit recommendations, as well as national college-level exam results. In lieu of the AARTS and SMART documentation, GCU also will accept the DD Form 295, *Application for the Evaluation of Learning Experiences during Military Service* and DD Form 214, *Certificate of Release or Discharge from Active Duty*. More information is available regarding these transcripts at http://www.acenet.edu/Content/NavigationMenu/Programs/Services/MilitaryPrograms/Transcript_FAQs.htm#cc-airforce.

Graduation Requirements

The completion of the required minimum of 120 semester credits for a baccalaureate degree usually requires four years of 30 semester hours each. The freshman and sophomore years are usually spent in general or introductory courses in diversified liberal arts areas. During the remaining two years, the student may concentrate in the field of major interest. The work for the entire program consists of General Education (GE) requirements, major and minor subjects, and elective courses. Students completing a graduate program must meet the curricular requirements per the Program of Study.

An academic counselor will help each student select a combination of major, minor, and elective studies appropriate for that individual. However, it is the ultimate responsibility of the student to plan their course of study appropriately.

Choice of Academic Catalog

University, college, and department requirements may change from Academic Catalog to Academic Catalog. A candidate for a degree from Grand Canyon University may elect to meet the requirements for graduation as outlined in the Academic Catalog in effect at the time of his/her original matriculation or those of any subsequent Academic Catalog, provided the student has remained in continuous enrollment at Grand Canyon University. Any changes of chosen Academic Catalog must be reported and changed on students' [Graduation Application](#) in the Office of Academic Records to ensure correct degree evaluation.

Nontraditional Student

Continuous enrollment is defined as being in attendance continuously, with no break in attendance longer than 14 days.

Traditional Student

Continuous enrollment is defined as consecutive semesters; enrollment in the Summer session is not relevant for the traditional campus student.

A student who has been readmitted after a period of non-attendance or after attending an institution other than Grand Canyon University (including an Arizona community college) will graduate under the requirements for graduation as stated in the Academic Catalog at the time of readmission. This provision applies whether the period of non-attendance at Grand Canyon University was voluntary or due to Academic Suspension or Academic Expulsion.

Students who complete one degree program and then wish to pursue a second degree do not do so under the same Academic Catalog as their first degree. These students must meet the Academic Catalog requirements in effect at the time they begin work toward the second degree, unless they remained in continuous enrollment for both degrees and both degrees will be posted at the same time.

Students who transfer directly to Grand Canyon University from an Arizona community college will be permitted to follow the degree requirements specified in the Grand Canyon University Academic Catalog in effect at the time they were initially enrolled in an Arizona community

college, providing their college attendance has been continuous and they remain continuously enrolled at Grand Canyon University after transferring. (Such a student may instead elect to graduate under any subsequent Academic Catalog issued while the student is in continuous enrollment.)

Graduation Requirements

Students are considered complete once all degree requirements are fulfilled and grades have been posted. Students are eligible for graduation upon submission of the [Graduation Application](#), graduation fee, and clearance of financial responsibilities. All degrees will be posted (formally placed on the student's transcript) approximately 30 days after degree requirements are fulfilled and grades are posted. Students wishing to participate in Commencement will have additional requirements to complete. Please refer to the Commencement section for further details.

Undergraduate Graduation Requirements

Program Credit Requirement

The minimum number of semester credits required for a baccalaureate degree is 120. Students lacking the required minimum 120 credits to graduate from their program, usually due to transfer credit may take one of the University's Service Learning courses to complete the difference in credits either in the major or elective category. Service Learning courses cannot be used to fulfill credits in the general education category. Students are required to meet the program graduation requirements of their degree including meeting the required coursework and any capstone requirements.

Minimum GPA Requirements

- Major Grade Point Average: Undergraduate students must also have at least a cumulative 2.00 GPA in their majors and are not permitted to count any course with a grade below C toward their majors. Higher GPAs are required by specific departments and colleges.
- Minor Grade Point Average: Undergraduate students must have at least a cumulative 2.00 GPA in their

minors and are not permitted to count any course with a grade below C toward their minors.

Residency Requirement

Undergraduate students must complete at least 30 semester credits of course work in a Grand Canyon University program to satisfy residency requirements.

Upper Division Credit Requirement

For a baccalaureate degree, a student must earn a minimum of 36 semester credits in upper division (300 or above) courses.

Writing Intensive Course Credit

As a graduation requirement, all students must complete successfully three courses that have been designated as Writing-Intensive. The purpose of the Writing-Intensive courses is two-fold: to introduce students to genres and styles of writing appropriate to their own disciplines; and to give students continued practice in writing standard academic English in structuring, drafting, and revising compositions effectively. One of these courses must be ENG 105. At least one of the Writing-Intensive courses must be upper division and from the student’s major. Only those courses designated as Writing-Intensive in the Academic Catalog descriptions will count toward meeting this requirement. While each college designates which courses are Writing-Intensive, the student in one of these classes can expect to produce significant amounts of writing, complete multiple drafts which may be reviewed by peers and receive a grade for the effectiveness of the written assignments.

The University has always accepted comparable courses from other accredited, GCU-approved institutions that, in the judgment of the faculty, meet the intent of the requirements as specified. The faculty teaching a specific discipline will be consulted when the Office of Academic Records cannot establish whether or not a particular transferred course is substantially similar to the GE requirement.

Undergraduate Programmatic Graduation Requirements

Some programs of study at Grand Canyon University require additional criteria to qualify for graduation.

College of Arts and Sciences
<p>Bachelor of Science in Athletic Training Athletic Training Students must:</p> <ul style="list-style-type: none"> • Complete at least 750 supervised clinical hours after acceptance into Athletic Training Education program. • Complete hours in clinical instructor courses over a minimum of five consecutive semesters. • Complete all required clinical instruction course proficiency evaluations with a “C” or better.

- Successfully complete all required courses with a “C” or better.
- Successfully complete GCU BOC endorsement exam prior to being endorsed by the Program Director for the Board of Certification Exam.

College of Nursing

Bachelor of Science in Nursing (Pre-Licensure)

The registered nurse licensing requirements are the exclusive responsibility of the State Board of Nursing (Nurse Practice Act, A.R.S. Sections 36-1601 et. seq.) and must be satisfied independently of any requirements for graduation from the University. Historically, College of Nursing graduates have been successful on the licensure examination. Satisfactory performance on the licensure examination is the responsibility of the graduate and not guaranteed by the College of Nursing.

Professional Nurse Qualifications
Section 32-1632 of the Arizona State Board of Nursing Statutes, Chapter 15, Article 2 – Licensing states:

“An applicant for a license to practice as a graduate, professional or registered nurse shall file with the board a verified written application accompanied by the prescribed fee and shall submit satisfactory proof that the applicant:

- Has completed the basic professional curriculum in approved professional nursing program and holds a diploma or degree from that program.
- If convicted of one or more felonies, has received an absolute discharge from the sentences for all felony convictions five or more years prior to the date filing an application pursuant to this chapter.”

Nursing students are expected to be clear of any felony convictions at the time of admission into the College of Nursing and to remain free of felony convictions for the duration of the program. If the prospective student or student is charged with a felony either before admission or during the program, he/she must speak with the Associate Dean immediately.

Major/Core

Undergraduate students are required to select one subject area, a major, in which they must earn at least 36 semester hours of acceptable credit. At least 24 credits of the major must be upper division. Courses with a grade of D or below (2.0 GPA) are not permitted to count toward the major.

Double Major

Students wishing to pursue two majors under a single degree (e.g., Bachelor of Arts in Communications and Bachelor of Arts in History or Master of Science in Leadership and Master of Science in Psychology):

- Must meet the admission criteria for that degree.
- Must submit request form to their Academic Counselor of the primary major and the desire to seek a secondary major.
- Must fulfill the General Education requirements (for undergraduate programs) and all degree requirements for each major sought.
- Will have a single GPA for the purpose of determining graduation honors (undergraduate programs only).
- 24 semester credits must be unduplicated within each major for the completion of both majors if pursuing a second major.
- Will use the catalog year of the primary major to determine the secondary major requirements.
- Must file a [Graduation Application](#) with the Office of Academic Records that notes each major sought.
- Will receive a single diploma with the degree, primary major and secondary major. The secondary major will also be indicated upon the transcript.

Dual Major

Dual major programs are specifically designed sets of University curriculum and clearly outlined in the Academic Catalog as predetermined by the University (e.g., Bachelor of Science in Elementary Education and Special Education).

- Fulfill the General Education requirements, degree prerequisites and requirements, and all other University requirements for the dual-major program.
- Will have a single GPA for the purpose of determining graduation honors.
- Will receive a single diploma with the degree, primary major and secondary major. This will also be indicated upon the transcript.

Minors (Undergraduate Programs)

Students wishing to pursue an additional minor under a single degree:

- Minors are a minimum of 16 semester credits, with a minimum of 12 semester credits being unduplicated.
- Must complete at least 12 semester credits of course work at Grand Canyon University to satisfy residency requirement for minor.
- Must submit request form to their Academic Counselor of their desire to seek a minor.
- Must fulfill the prerequisites and requirements for the minor sought.
- Will use the catalog year of the primary major to determine requirements.
- Will have the additional minors indicated upon their transcripts. Minors will not be listed on the diploma.

Additional Emphases (Graduate Programs)

Students wishing to pursue an additional emphasis under a single degree:

- An Additional Emphasis is a minimum of 8 semester credits, with a minimum of 8 semester credits being unduplicated.
- Must submit request form to their Academic Counselor of their desire to seek an additional emphasis.
- Must fulfill the prerequisites and requirements for the emphasis sought.
- Will use the catalog year of the primary major to determine requirements.
- Will have the additional emphasis indicated upon their transcripts.
- Will receive a single diploma with the degree, primary emphasis and secondary emphasis.

Dual-Degree Programs

Dual-degree programs are specifically designed sets of University curriculum that will convey two separate degrees (e.g., M.B.A. and M.S.) upon completion of a set of unified curriculum. Dual-degree programs are clearly outlined in the Academic Catalog and predetermined by the University.

A student wishing to pursue a dual degree:

- Must meet the admission criteria for that dual-degree program
- Must complete the requirements for both degrees before being granted either degree.
- Must file a [Graduation Application](#) with the Office of Academic Records that notes each degree sought.
- Will receive two separate diplomas, one for each degree in the dual-degree program.

Double Degree

An undergraduate student wishing to pursue two degrees simultaneously from Grand Canyon University must meet the following requirements: (e.g.: Bachelor of Science in Psychology and Bachelor of Arts in Christian Studies)

- Must meet the admission criteria for each degree.
- Must submit request form to their Academic Counselor of the primary degree and the desire to seek a second degree.
- Complete a minimum of 30 credit hours at Grand Canyon University beyond the requirements for the first degree (e.g., a minimum of 150 credit hours if the requirements, for the first degree were completed after 120 hours).
- Must fulfill the General Education requirements, all degree prerequisites and requirements, and all other University requirements for each degree sought.

- 24 semester credits must be unduplicated within each degree for the completion of both degrees if pursuing a second degree.
- Will use the catalog year of the primary degree to determine the secondary degree requirements.
- Must file a [Graduation Application](#) with the Office of Academic Records that notes each degree sought.
- Will receive a single diploma for each degree earned. The secondary degree will also be indicated upon the transcript.
- The student will have a single GPA for the purpose of determining graduation honors.

Second Degree

- A student who has earned a baccalaureate degree from an accredited, GCU-approved college, university, or program may be granted an additional baccalaureate degree from Grand Canyon University upon completion of the following:
 - Meet the admission criteria for that degree.
 - Select a major field not used as a major for the previous degree (see specific major for number of hours required).
 - Complete a minimum of 30 additional credit hours in the major area at Grand Canyon University after the conferral of the previous baccalaureate degree(s). (Note: Second Degree students do not qualify for honors at graduation.)
 - File a [Graduation Application](#) with the Office of Academic Records for the degree sought.

Graduate Graduation Requirements

Graduate students must meet the degree requirements of the degree in which they graduate.

- Requirements include earning the total number of credits required by the program, meeting content requirements, and submitting any capstone activities (College of Education- TaskStream). If students fail to meet any of the program requirements, a degree will not be conferred until the requirements are met.
- Graduate students must also have at least a cumulative 3.00 GPA, with no grade lower than a C.
- Students lacking the required minimum credits to graduate from their program, usually due to transfer credit may take one of the University's Service Learning courses. Students are required to meet the program graduation requirements of their degree including meeting the required coursework and any capstone requirements.

Posthumous Degrees

In the unfortunate event that a student passes away prior to earning his or her degree, GCU may, if the student

qualifies, grant the student's degree posthumously. The qualifications include:

Undergraduate Students

- Student was in good academic standing (as measured by GPA) at the time of his or her death.
- The student completed at least 90 credits toward a 120 credit degree; including completion of at least half the credits in the student's major
- A deceased student's cause of death was not due to any unlawful activity on the part of the student.

Graduate Students

- Student was in good academic standing (as measured by GPA) at the time of his or her death.
- The student completed more than 75% of the program
- A deceased student's cause of death was not due to any unlawful activity on the part of the student.

Commencement

Eligibility to Participate in Commencement

A candidate for graduation must meet one of the following criteria to participate in the May 2013 commencement exercise.

- Graduated, degree is posted with award date of July 1st or after
- Scheduled to complete degree requirements by October 31st

Note: The College of Doctoral Studies requires successful completion of the dissertation defense call and a signed GCU D-60 form by the committee members and the Director, Office of Dissertations by close of business on March 1st to be eligible to participate in the May graduation ceremonies.

Attendance at Commencement

A candidate for graduation is invited to attend public commencement exercises that are held annually in May. Information regarding the commencement exercise is available at [Official GCU Graduation Website](#).

Academic Regalia for Commencement

Candidates for graduation participating in the commencement exercises are required to wear the prescribed academic regalia, which consist of a black gown and hood. The gown has distinguished sleeves to indicate the level of academic achievement earned.

- Undergraduate students: pointed sleeves
- Graduate students: oblong sleeves
- Doctoral students: bell-shaped sleeves

The academic colleges are represented by the color of the tassels which hang from the cap. While not an exhaustive

list, the following are some of the colors that may be seen on the graduates' hoods:

- Arts, Letters, Humanities - white
- Business - drab
- Education - light blue
- Math and Sciences - gold
- Music - pink
- Nursing - apricot
- Physical Education - sage green
- Public Health – salmon pink
- Religion – scarlet
- Science – golden yellow

Those who hold the PhD degree may choose either the color of their discipline or PhD blue, a royal blue.

American Council on Education (2012). *Academic Regalia*. Retrieved from <http://www.acenet.edu/AM/Template.cfm?Section=Search&template=/CM/HTMLDisplay.cfm&ContentID=39133#Costume>.

Graduation with Academic Recognition

Junior Marshals

Special recognition is given to the two juniors with the highest GPA at the end of the Fall semester of their junior year. This honor is restricted to those who have transferred in no more than 12 semester credits.

Ray-Maben Scholars

This recognition represents the highest scholarship honor awarded by Grand Canyon University each year at graduation. Established by the faculty, the criteria consist of a cumulative and Grand Canyon University GPA of at least 3.90, with no more than 12 transferable semester credits.

Latin Honors

Undergraduate students who have earned at least 60 hours at Grand Canyon University may qualify for honors at graduation by maintaining one of the following GPAs:

- 3.40 to 3.59 may qualify for graduation cum laude;
- 3.60 to 3.79 may qualify for graduation magna cum laude;
- 3.80 to 4.00 may qualify for graduation summa cum laude.

Students must meet or exceed the GPA requirement for that honor both on work done at GCU and on all college work attempted. Transfer students may not graduate with an honor higher than that for which their GPA at Grand Canyon University would qualify them.

Second bachelor degree and graduate students are not eligible for honors. In academe, being admitted and completing a graduate degree is considered an honor.

For walking purposes for graduation, honor candidates will be decided by using the GPA as of March 15 prior to the May graduation ceremony. Students will be informed regarding whether or not they are a walking honors candidate by April 15th, before the spring graduation ceremony. Walking honors does not guarantee actual honors will be granted and displayed on the student's transcript or diploma. True honors will be determined at the time of the posting of the degree and will be displayed on the student's transcript and diploma.

University Honors

Undergraduate students who have completed less than 60 semester credits at Grand Canyon University may be eligible for University Honors. Students, who complete their degree with a cumulative grade point average of 3.5 or higher for credits earned at Grand Canyon University, will be awarded University Honors at Graduation. Honors will be displayed on the student's transcript.

Academic Services and Resources

The following section highlights some of the academic services and resources available to students, both traditional and non-traditional. The University strives to provide and introduce additional support for students to achieve their educational goals. As new services are introduced, they will be included in this section of the University Policy Handbook.

Career Services Department

Career exploration and career planning are available to any Grand Canyon University student or Alumni at the Career Services Center. Students can access the services and resources of Career Services during regular university hours.

Career Service Areas

Career services offer the following:

- College Major Exploration
- Free College Major Testing Tools
- Take On-line or at our Career Services Center
- Career Services
- Career Fairs
- Career Resource Center
- Career Services Advising
- Employer Networking
- Employment Opportunities (on and off Campus)
- Informational interviews
- Internships
- Job Postings
- Job Search Assistance
- Mock Interviews
- Resource Boards
- Resume Review
- Small Discussions and Workshops
- Virtual Career Fair
- Walk-in Appointments

Career Advisement Appointments

Career advisement is available to assist students in self-assessment, college major exploration, career exploration, resume and cover letter writing, portfolio building, job searching, and interview preparation. Career advisement is available by walk-in, phone, or appointment. Call 602-639-6606; 877-610-5506, or careerservices@gcu.edu.

The Center for Learning & Advancement

The Center for Learning & Advancement (CLA) provides tutoring support services to all students at GCU. It offers several tutoring formats like face-to-face (one-on-one and small group), live online sessions, and content area clubs. Students are also welcome to use the CLA facilities for studying with their peers or alone. Additionally, the CLA

supports student success through tutorials and workshops related to reading strategies, time management techniques, study skills, note-taking strategies, test-taking techniques, and APA. As an added resource, ThinkingStorm is an online tutoring service that Grand Canyon University makes available to all its students. ThinkingStorm provides tutoring in mathematics (basic math through Calculus, including Bilingual Math), Biology, Introduction to Human Anatomy and Physiology, Chemistry, Organic Chemistry, Physics, Economics, Statistics, Spanish, and Writing. Students are encouraged to contact the Center for Learning & Advancement for ways to help them become more academically successful or to connect with a tutor on-ground or online. The Center is open Monday-Friday, 8am-5pm (Arizona time), although there are several nights of extended hours which vary. Please contact the Center for Learning and Advancement by calling 602-639-8901, emailing them at centerforlearning@gcu.edu, or going to their website at [Center for Learning and Advancement website](#).

Grand Canyon University Library

The Grand Canyon University Fleming Library serves as the foundation of academic support for all learning and research pursuits of GCU students, faculty, staff and administration, and serves the greater community by providing access to quality research materials. The Library is proud to offer the following library services:

- Ask A Librarian: Ask the Library staff directly for research assistance. Contact us via phone, email or chat. We can help with personalized assistance with creating effective search strategies for research topics, basic database navigation, using the resource tools, including RefWorks & EndNote Web, personalized database accounts, RSS feeds, search alerts, APA formatting, persistent links, and more!
- Library Databases & Resources: Search for journal articles, ebooks and physical books, dissertations, streaming video and streaming music, using our extensive collection of databases and resources. Organize and manage your citations with bibliographic management software tools RefWorks or EndNote Web.
- Help & Tutorials: Find general Library, database, and technical support tutorials on the Library's web site: <http://library.gcu.edu>. Sign-up for the GCU Library:

Introduction webinar, where you will receive a guided tour of how to access and use the Library's resources:

- Interlibrary Loan (ILL): Need materials the Library does not own? Request an ILL on the Library's web site: <http://library.gcu.edu>. The Library has many reciprocal sharing agreements with libraries throughout the country. As we contact them and make the borrowing arrangements, the process can take a few days up to a few weeks. Usually, there is no cost for this service. However, sometimes a lending library charges a fee. If there are fees involved, the Library will inform you before continuing to order the item.

Contacting the Library:

Phone: Toll Free 1.800.800.9776, ext. 639-6641, 602.639.6641

Email: library@gcu.edu

Web Site: <http://library.gcu.edu>

Chat live with a Librarian at our web site, <http://library.gcu.edu>, Monday-Friday: 9am-4pm (GCU Time)

Library Hours (GCU Time)*

Monday – Thursday: 7:00 am – 10:00 pm

Friday: 7:00 am – 5:00 pm

Saturday: 9:00 am – 6:00 pm

Sunday: 1:00pm – 10:00pm

*Holidays, summer, and break hours vary. Check with the Library for information.

Campus Computer Center

There are 3 computer labs on campus (one each in the GCU Library, Tell Sciences Building and College of Nursing Building). All labs are equipped with up-to-date computers and monitors. The computer labs offer Internet access and a host of applications for use outside of the classroom. In addition to the lab computer resources, wireless Internet access is available for students at various points on campus.

GCU Institutional Review Board

Grand Canyon University (GCU) is committed to quality research, scholarship, and service. All systematic research undertaken by GCU personnel or learners in which human subjects participate is subject to review under the Institutional Review Board (IRB) policy and procedures for protection of human subjects in research. The federal definition for research is “a systematic investigation, including research development, testing and evaluation, designed to develop and contribute to generalizable knowledge (Federal Regulations 45 CFR 46).” This definition includes any surveys, tests, observations of people, or experiments which involve systematic data collection that could result in knowledge reported in dissertations, publications and professional meetings.

The GCU Institutional Review Board operates under federal policies and procedures mandated by the U.S. Department of Health and Human Services and the Office for Human Research Protections www.hhs.gov/ohrp/. Policies governing academic scholarship and research activities conducted at GCU are available on the DC Research Center (<http://dc.gcu.edu/irb>) and the GCU website (<http://www.gcu.edu/College-of-Doctoral-Studies/Institutional-Review-Board.php>) apply to all research conducted at or sponsored by Grand Canyon University.

- All research projects directed by GCU faculty, staff, or learners must receive IRB approval prior to collecting data.
- GCU researchers must complete required training in research ethics CITI Training (<http://www.citiprogram.org>) and adhere to the principles of respect for persons, beneficence, and justice embodied in the Belmont Report.
- Individuals from external institutions who wish to conduct research using GCU data, learners or personnel as participants must submit an application for site authorization to the Office of Academic Research, provide proof of IRB approval from their home institution, and receive approval from the GCU IRB and the Provost.
- Classroom curriculum projects, workshop evaluations, and administrative projects do not need IRB approval if they are not research. If the results will not be distributed outside the classroom, institutional setting, or if they are used solely for program review or evaluation, IRB review is not required. However, if such projects lead to generalizable information, through publication or dissemination of results external to GCU, they must undergo review. Regardless of whether the project is subject to review, all GCU faculty, staff and learners must adhere to ethical guidelines when conducting class or institutional projects with human participants.

Research activities or exercises conducted as part of curriculum for coursework are considered exempt from IRB review when the following criteria are met:

- There is minimal risk, and
- The planned classroom exercise does not involve members of vulnerable populations,
- Information obtained is recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to subjects, and
- The information will not be made public in the form of presentation or publication outside of the classroom or education setting.

GCU Book Store

Grand Canyon University has a bookstore that supports both campus, remote, and online students. The bookstore also offers, for sale, an assortment of GCU branded apparel, gift, and various school supplies.

The bookstore is located in building 26. The hours of operation are 8:00 am to 6:00 p.m., Monday through Friday with extended hours prior to class starts. The online component of the bookstore can be accessed by logging into GCU student web portal, click-on the 'Resources' tab across the top. You can contact the bookstore at 877-866-8917 or bookstore@gcu.edu.

Center for International Education

Immigration Documents

Students must keep immigration documents valid at all times.

Passport

Students must know passport expiration date. Do not allow the passport to expire. Students are required to have a valid passport with an expiration date that is no less than six months hence, except in those cases where the student's home country has an agreement with the U.S. To find out how to extend the validity of your passport, contact your country's consulate in the U.S. The Center for International Education has a list of foreign consular offices in California. A list of foreign consular offices in the U.S. may be found at <http://www.state.gov/s/cpr/rls/dpl/32122.htm>.

F-1 Visa

The visa is a permit which allows individuals to apply for entry to the U.S. at the port of entry. It shows immigration status (should be F-1), the number of times an individual may enter the U.S. (shown as single, double, or multiple entry), and the last day on which he or she can enter the country. It does not show how long the student may stay in the U.S. While it is not illegal to be in the U.S. with an expired visa, a new visa will be required to leave and re-enter the US. (Exception: If a student travels to Canada, Mexico, or any of the islands in the Caribbean except Cuba and return within 30 days, and he or she has a valid passport, an unexpired I-20 and an I-94 card, the student may enter with an expired visa.) It is not possible to obtain a visa in the U.S. If a student will be traveling outside the US and wishes to re-enter after the visa has expired, he or she should plan to visit a U.S. consulate to apply for a new visa.

Form I-20

The I-20 authorizes individuals to attend Grand Canyon University (GCU). International students are required to

read the I-20 and indicate acceptance of its terms by endorsing the document.

Form I-94 Arrival and Departure Record

The I-94 demonstrates that the students have been lawfully admitted to the US. The I-94 is distributed on the airplane prior to landing. When the student passes through the immigration check station at the port of entry, the border agent will make a notation of the date of entry and visa status, and will usually staple the form into your passport. In most cases a notation of "D/S" (duration of status) will be marked on the card, indicating that the student may stay in the U.S. until the student has finished the academic program, as long as the student maintains an acceptable status. If a specific date is noted on this form instead of D/S, notify the staff of the Center for International Education because the student must either exit the country by that time or file an extension. Do not lose the I-94. Only one will be issued and replacements are expensive and take a long time to receive. When the student travels overseas, the student must surrender the card at the airport. Few exceptions exist to this requirement, including travel to Mexico, Canada, or the Caribbean Islands (verify this information with the Center for International Education). When the student re-enters the U.S., the student will be issued a new I-94.

Safeguarding Immigration Documents

Do not lose or destroy any documents received from the U.S. government or school officials. Keep all issued documents in a safe and accessible place in the event it is necessary to show them to the authorities.

Change of Address

Students are required to report a change of residence within 10 days of your move. Contact the staff of the Center for International Education, so the University can officially update the SEVIS record.

Authorization to Work

See the [International Student Employment](#) section of the University Policy Handbook.

Travel in F-1 Status

Always consult with the Principal Designated School Official (PDSO) in the Center of International Education before planning travel abroad. Since the circumstances of each student will differ, the information in this section is meant to provide general guidelines for students. It may not be all inclusive of the things that the student needs to determine whether or not it is appropriate to travel or whether or not the student will be readmitted to the United States. Please remember that the U.S. Customs and Border Protection (CBP) officer at the Port of Entry (POE) decides whether or not a person is admissible to the United States. This decision is based upon the facts and circumstances presented at the time that the student applies

to enter, therefore it important to know the situation and carry the proper documentation.

Inside the U.S.

On and near campus

While students are on-campus or in the surrounding area, they do not need to have their passport or I-20 with them. Keep the documents safely stored, however, and know where to get them quickly, if necessary.

Away from the campus in the Phoenix area

Students should carry their passport, I-94 card and I-20 with them in case authorities ask for proof of identity.

Outside the U.S.

Students who travel abroad must show proper documentation to re-enter the U.S. They must not have been gone from the U.S. more than 5 months for the following guidelines. At the port of entry, present:

- Valid passport with expiration date at least six months from the date of entry. For exceptions, see the Passport agreement list below for countries with agreements with the US for shorter expiration dates.
- Valid F-1 visa stamp in passport
- I-20 that has been endorsed by the PDSO in the Center for International Education within the last 6 months. (Technically, the signature is valid for one year, but many agents at the port of entry prefer to see the endorsement from the school more frequently.)
- Other recommended documents: Financial guarantee documents showing the student have funds to pay for

your educational and living expenses while here, copy of recent transcripts, letter from CIE verifying student status at GCU.

- Exceptions to the travel documentation above apply to travel to Canada, Mexico or adjacent islands with the exception of Cuba. If the student plans to travel to one of these locations for fewer than 30 days, retain your I-94 card. Even if the visa is expired, a student may be readmitted based on an automatic revalidation of the visa.

Securing a Validating Signature

Students who need a validating signature for an I-20, should take it to the Center for International Education for processing several days before the planned departure.

Study Abroad and International Programs

Study Abroad programs may involve relationships with other colleges, universities, organizations, or countries. Students should contact the College of Liberal Arts for more information. Study abroad students typically enroll at Grand Canyon University in a holding course such as UNV 300 to retain their enrollment and eligibility for financial aid. Upon successful completion of the semester, the specific credit for the experience replaces the holding course. Students are required to affirm with their Academic Advisor how study abroad courses will apply to Grand Canyon University's requirements.

Drug-Free Campus and Workplace Policy

Grand Canyon University is committed to providing a drug-free campus and workplace environment. As an institution of higher education, the University recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The sale, offer to sell, purchase, use, transfer, possession and/or manufacture of illegal drugs, including marijuana (medical or otherwise) and alcohol, are strictly prohibited on University premises including parking lots, cafeterias, and other non-work related areas. Employees may not unlawfully possess, consume or be under the influence of alcohol while working, participating in Grand Canyon University events, or present on University Premises (including parking lots, cafeterias, and other non-work related areas), unless pre-authorized by senior management.

Description of Health Risks

Drugs and/or alcohol use contribute to:

- 65% of all suicides
- 70% of all drowning deaths
- 83% of all fire deaths
- 50% of all motor vehicle accidents
- 70% of all homicides

The following are descriptions of dangerous drugs:

- Alcohol is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects one's judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate over-indulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those who have used alcohol. Interestingly, while 10% of the adult population is estimated to be addicted to beverage alcohol, (i.e., they are alcoholics), this 10% of the population

comprises 35% of those hospital in-patients who receive major surgery in any given year. Alcoholism is the third major killer in the United States, second to heart disease and cancer, and acute alcohol intoxication is the second leading cause of death by poisoning.

- Marijuana (cannabis) (*nicotina glauca*) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.
- LSD (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.
- PCP (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating,

general numbness of the extremities, and muscular incoordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

- Psilocybin is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heartbeat, a rise in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.
- Cocaine is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.
- Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the “cutting” agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that

includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.

- Amphetamines are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

Drug and Alcohol Counseling

More information about alcohol and drugs and the risks they pose to health is available in the GCU Cooke Health & Wellness Center. Outside counseling services and support groups are available. The following is a partial list of these sources:

- Alcoholics Anonymous: 602-264-1341
- Al-Anon and Ala-teen Information: 602-249-1251
- Alcohol and Drug Abuse Hotline: 800-444-9999
- Alcohol and Drug Abuse: 602-258-7714
- Alcohol and Drug Recovery Center: 800-247-2322
- Drug and Alcohol Treatment Institute: 602-275-3233
- Crossroads (Drug and Alcohol Recovery): 602-279-2585
- Teen Challenge: 602-271-4081
- Terros, Inc.: 602-249-1749

Institutional Sanctions

The University will impose sanctions (consistent with local, State, and Federal law) upon all faculty, staff and students who violate the standards of conduct set forth in this policy. Such sanctions may include required completion (at the faculty, staff members, or students own expense) of an appropriate rehabilitation program chosen by the University, referral for prosecution, probation, suspension or expulsion of students and suspension or termination of faculty and staff members.

Campus Life

Student and spiritual life is an important component of the both the mission of Grand Canyon University, but also to the essence of the student experience. The following items outline important topics that relate to both student and spiritual life.

Statement of Principle

The words of the Alma Mater summarize the attitude and spirit of Grand Canyon University:

Hail to thee, Grand Canyon College,
Alma Mater true.
Set amidst the desert's glory,
Highest praise to you.
So to God our hopes aspiring,
This our pledge divine:
Striving, seeking, finding, serving
God and all mankind.

Campus Life Mission Statement

As an integral part of the educational mission of Grand Canyon University, the Office of Campus Life seeks to create living and learning opportunities that guide all students to:

- Discover their purpose
- Develop their gifts and talents
- Deploy for service to God and people

Student Handbook

The [Student Handbook](http://www.gcu.edu) is published annually on <http://www.gcu.edu>. It provides information and procedures. It is the student's responsibility to become familiar with and adhere to the procedures contained within the Student Handbook.

Student Code of Conduct

Please refer to the [Student Code of Conduct](#) policy under General Academic Regulations/Student Responsibility Guidelines and Code of Conduct in the University Policy Handbook.

Community Life

The Office of Community Life exists to help students get involved in community at GCU. We do this through programming that helps students connect with each other and pursue authenticity.

- *First Year Experience (FYE)*: this program is designed to help new students at GCU transition to college life by providing weekly meetings to learn about topics important to college students.
- *Alcohol Appreciation Series*: this initiative of the Office of Community Life is designed to be proactive in teaching college students how to use alcohol

responsibly. Maintaining the standards of the University, this program helps students to respect the policies of the University.

- *Housing Communities*: the Office of Community Life helps to promote residential students in establishing housing communities for students with like interests to live together. Housing communities help drive community life on campus
- *Mentor Program*: GCU faculty and staff help provide support to the ground campus students by assigning all new students to a mentor. Mentors meet monthly with students to provide support for students' transition to college.

Student Life

The Student Life Office is responsible for the programming the student activities and overseeing the Associated Students of Grand Canyon University (ASGCU). We do this through planned programming and activities that promote social life on campus.

Student Activities

Student Activities oversee:

- *New Student Orientation and Welcome Week*: this is the official start of each semester as new students are welcomed to the GCU community
- *Monthly Activities*: from Casino Night to a Hoe Down to Mr. GCU Contest, each month the Office of Student life provides an activity for the entire student body to enjoy
- *Weekend turn-a-round trips*: Make a trip to the Grand Canyon or shopping at the outlet malls in California with one of the weekend turn-a-round trips
- *Java Jam*: join other students at Latte Dah or the Slab for a monthly coffee shop atmosphere student talent night.

Intramurals

The Office of Student Life oversees the Intramural program. Leagues are available for those wanting a highly competitive experience and those who just want to have some fun. Contact the Office of Student Life for a complete schedule of Intramurals.

ASGCU

ASGCU exists to provide students a voice for the University. All clubs and organizations of the University are members of ASGCU and help to provide places for students to be involved on campus. Through ASGCU

committees are formed that help with student discipline, academics, and school spirit. Elections for officers for ASGCU are held each March.

ASGCU also is responsible for the Parent Association and the Parent Connect, helping to communicate with students about what is happening at GCU.

Housing

The Housing Office exists to provide support for the residential campus students. Freshman and Sophomores are housed in the suite style dorms. Juniors and Seniors can choose to move to the North Rim Apartments. The Housing Office makes sure all repair and maintenance is completed and that all students are comfortable with their living arrangements. The Housing Office also maintains all the records for student discipline issues related to the residential campus.

Spiritual Life

The Office of Spiritual Life exists to help students understand that God has a purpose and desire for their lives through a relationship with Jesus Christ. We do this through encouraging students to pursue authenticity, engage in community and impact the world.

Spiritual Life Growth Opportunities

- *Chapel*: Mondays at 10:45 AM in the North Gym. Chapel allows students, faculty and staff to can come together in a time of worship and critically examine their faith.
- *The GATHERING*: Tuesdays at 8:00 PM in the North Gym. The GATHERING allows GCU to serve young adults in the west valley of Phoenix. Our desire is to impact lives through innovative worship, relational speakers and the fellowship of believers who desire to impact the community in which they live.
- *Worship Nights*: Student led worship time to share common topics and fellowship in prayer and worship
- *Life Groups*: Get plugged into a weekly bible study. Group times and topics vary according to the groups' demographic. Check with the Office of Spiritual Life on times and meeting places.
- *Prayer Chapel*: Located in the middle of campus in building 11, the Prayer Chapel exist as a prayer center for all students, staff and faculty. The Prayer Chapel is open 24 hours a day as a resource for the campus.
- *Christian Concerts*: The Office of Spiritual Life brings in local and national acts to perform for various events and concert nights.
- *Conferences and Retreats*: We regularly schedule conferences and retreats to meet the needs of students.
- *Discipleship*: Weekly one-on-one personal spiritual mentoring and accountability.
- *Personal Growth*: The GCU Campus Pastor and Spiritual Life staff is eager to support and help direct

students in their spiritual journey. The Office of Spiritual Life staff often conducts community service ministries in the surrounding neighborhoods in which students are encouraged to participate

Areas of Ministry

- *Spiritual Life Leader*: Be a member of the leadership team on campus that enhances spiritual life and brings unity on campus by building relationships among students.
- *Canyon Kids*: Minister to children in the park north of the campus each Saturday morning at 9:30 AM.
- *Adopt-A-Block*: Minister to the surrounding community by bringing them food, cleaning their yard, and offering prayer to meet their needs. Adopt-A-Block also invests into the lives of the local homeless community.
- *Praise Team*: Join the GCU Praise team and minister in Chapels, the Gathering and other venues.
- *Community Fall Festival and Canyon Cares Christmas*: Minister to our surrounding community as we provide a Halloween and Christmas celebration for them.
- *Serve the City*: Through community service projects such as painting homes or cleaning up parks, we serve our community.
- *Mission Trips*: GCU provides mission trips to various countries overseas as well as local missions in the United States.

Student Organizations

Many of the student organizations on campus incorporate a time of worship and devotional teachings within their organizations on campus. Student organizations frequently take on a service ministry to assist the area's needy through food distribution, children's ministries, and adopt-a-block programs.

Campus ID Card

Campus ID cards are issued for accessing GCU services as well as for security on campus. Campus ID cards can be used for meal plan access, to check out resources and books from the GCU library, to print from computers, and for admission to, or discounts on, certain GCU-sponsored events (sporting events, etc). Students may obtain a campus ID card by visiting the Campus Life Office during normal business hours. Do not give your card to another student or person to use for building access, event admission or for a meal in the café. If a student allows another to use his or her card to access food services, both students will receive disciplinary sanctions. Students are issued one card for use during the entire time at GCU at no charge. There is a \$5 fee to replace a lost or stolen card. If a card is lost or stolen, please notify the Public Safety Office to put a hold on it for protection. If students do not

have their ID card at the point of entry in the café area they

will be expected to pay cash for that meal.

Glossary

The following is a glossary of commonly used terms:

- **Borrower-based Academic Year:** A financial aid year based on each student's enrollment. The year for undergraduate programs is defined as a minimum of 24 earned credits and 30 instructional weeks. The academic year for graduate programs is defined as a minimum of 16 earned credits and 32 instructional weeks. The academic year for doctoral programs is defined as a minimum of 12 earned credits and 32 instructional weeks. All non-traditional students use this type of financial aid year.
- **Doctoral student:** A learner who is currently taking courses that has not yet earned a doctoral degree, but already holds a master's degree.
- **Enrollment:** A student's program of study
- **Enrollment Cumulative GPA:** GPA earned on a program of study or enrollment
- **Master's student:** A student who is currently taking courses that has not yet earned a master's degree, but already holds a baccalaureate degree.
- **Nontraditional student:** Any student who is not attending campus courses. This includes online and professional studies students.
- **Satisfactory Academic Progress:** Students are required to maintain two measurements of satisfactory academic program, GPA and % progression as measured by attempted versus completed courses. If either of these are not maintained, a student is said to not be making satisfactory academic progress.
- **Semester-based Academic Year:** A financial aid year based on terms, specifically the semester. All traditional campus students use this type of financial aid year.
- **Traditional student:** Any student who is taking courses on GCU's traditional campus.
- **Undergraduate student:** A student who is currently taking courses that has not yet earned a baccalaureate degree.