



Grand Canyon University
University Policy Handbook
2010B

University Policy Handbook Version Record

Edition	Version	Updated	Changes Made
2010	2010B	9/15/10	<ul style="list-style-type: none"> • General Reformatting • Rearranged policies for clarity and reference • Changed Academic Policy Handbook to University Policy Handbook • Added Glossary • Rewrote Transfer Credit Application policy • Amended Satisfactory Academic Progress policy • Added Holiday Schedule • Added Campus Academic Calendar • Corrected undergraduate grading scale • Updated University technology requirements

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, 602-639-6656.

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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

Cooke Health and Wellness Center

Responsibility: Assists campus students with health needs.

Phone: 602-589-2869

Fax: 602-589-2759

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 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

Housing Office

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

The University holds many accreditations for the University, some colleges, and some programs. Accreditation is desirable as it speaks to the quality of the institution, acknowledged by university peer institutions. In choosing a university, parents and students should pay close attention to whether their university of choice is regionally accredited or not.

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 has visited Grand Canyon University and all reviews on accreditation have been made by expert and trained peers. During the visit, educational activities, administration, financial stability, admissions and student personnel services, resources, student academic achievement, organizational effectiveness, and relationships with outside constituencies are reviewed.

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 continually accredited Grand Canyon University since 1968, obtaining its most recent ten-year reaccreditation in 2007. The Arizona State Board for Private Postsecondary Education licenses GCU in Arizona. In addition, the University obtained the following specialized accreditations and approvals for our core program offerings:

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, 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 <http://my.gcu.edu> – Student Services>Military Information>Veteran Affairs Benefits.

Ken Blanchard College of Business

The Association of Collegiate 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 Marketing, Bachelor of Science in Business Administration, Bachelor of Science in Entrepreneurial Studies, Master of Business Administration, and Executive Master of Business Administration.

College of Education

The Grand Canyon University College of Education is approved by the Arizona State Board of Education and the Arizona Department of Education to offer Institution Recommendations (credentials) for the certification of elementary, secondary, special education teachers, and administrators.

College of Nursing and Health Sciences

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

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 or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

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

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.

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, Phone 614-466-2752; 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

Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Tennessee

Grand Canyon University is authorized by the Tennessee Higher Education Commission. 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.

A student may appeal an academically related University policy or decision, including tuition, fees, and Code of Conduct or Academic Dishonesty charge when extreme extenuating circumstances merit and where supporting documentation exists. Such grievances may involve, but are not limited to, final grades, discrimination, or harassment.

The appeal process is designed to offer the student two opportunities to be heard. 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.

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 grieved), 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 circumstance, if the student believes the first level decision is unjust, the student may escalate the appeal to the second level by submitting another. 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 grievance. The second level of appeal decision is the final decision of the University.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: 615-741-5293.

Washington

Grand Canyon University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until July 15th, 2012, and authorizes Grand Canyon University to advertise and recruit for the following degree programs offered via distance learning: Master of Arts in Teaching; Master of Education in Curriculum and Instruction: Reading; Master of Education in Curriculum and Instruction: Technology; Master of Education in Education Administration; Bachelor of Science in Elementary Education (IR) (all emphases); Bachelor of Science in Secondary Education (IR) (all emphases); Master of Education in Elementary Education (IR); Master of Education in Secondary Education (IR); Master of Education in Special Education: Cross-Categorical (IR); and Master of Education in Special Education for Certified Special Educators. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

Prospective Washington state students are advised to contact the Office of the Superintendent of Public Instruction at 360-725-6320 or profed@k12.wa.us to determine whether this education program is approved for teacher certification or endorsements in Washington state. Additionally, teachers are advised to contact their individual school district as to whether this program may qualify for salary advancement.

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; Chief Executive Officer, Grand Canyon University
- Kathy Player; President, Grand Canyon University
- Dave Leyvas; President, Diversified Realty Services; Chairman of the Board of Directors
- 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
- Faith Weese; Recording Secretary

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.



2010-2011 Academic Calendar

Traditional Campus Students

Summer I 2010: 5/03/10- 8/22/10

Instruction/Grade Calendars

16-Week Classes

Instruction begins May 3, 2010
Instruction ends August 22, 2010
Break August 23 – August 29, 2010

8-Week Classes

Instructional Period A May 3 – June 27, 2010
Instructional Period B June 28 – August 22, 2010
Break August 23 – August 29, 2010

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

Fall I 2010: 8/30/10 – 12/19/10

Instruction/Grade Calendars

16-Week Classes

Instruction begins August 30, 2010
Instruction ends December 19, 2010
Christmas Break December 20, 2010 – January 4, 2011

8-Week Classes

Instructional Period A August 30 – October 24, 2010
Instructional Period B .. October 25 – December 19, 2010
Christmas Break . . . December 20, 2010 – January 4, 2011

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

Spring I 2011: 1/05/11- 5/03/11

Instruction/Grade Calendars

* Move in Date for Spring Semester January 4, 2011

16-Week Classes

Instruction begins January 5, 2011
Spring Break February 28 – March 6, 2011
Instruction ends May 3, 2011

8-Week Classes

Instructional Period A January 5 – February 27, 2011
Spring Break February 28 – March 6, 2011
Instructional Period B March 7 – May 3, 2011
See Policy Handbook [Refund Policy](#) Variable Dates

College Convocations May 5, 2011
2011 Commencement May 6, 2011

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 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, Master of Arts in Teaching, Master of Arts in Christian Studies, 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
- Education and Effective Schools
- Instructional Leadership
- Higher Education Leadership
- Organizational Development

Master Programs

Master of Arts in Teaching

The Master of Arts in Teaching degree is in the online format and has been designed to promote a high-quality graduate education experience in the convenience of a community or school without residency requirements. This program meets the needs of the practitioner in the field who does not intend to pursue further degrees. Rather, the primary focus is upon improving the quality of instruction for the certified teacher.

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

* Eligible for Institutional Recommendation/Credential

c Not Eligible for Institutional Recommendation/Non-Credential

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
- Marriage and Family Therapy
- Nursing
 - Acute Care Nurse Practitioner
 - Adult Clinical Nurse Specialist
 - Adult Clinical Nurse Specialist with Education Focus
 - Family Nurse Practitioner
- Registered Nurse to Master of Science
 - Emphasis in Nursing Education
 - Emphasis in Nursing Leadership in Health Care Systems
- 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
- Communications
- Dance Education
- Digital Film
 - Emphasis in Production
 - Emphasis in Screenwriting
- English Literature
- History
- Interdisciplinary Studies
- Music
 - Emphasis in Piano
 - Emphasis in Voice

- Music Education
- Theatre and Drama

Bachelor of Science

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

- Accounting
- Addiction Counseling (Population-Specific)
- Applied Management
- Athletic Training
- Biology
 - Emphasis in Pre-Medicine
 - Emphasis in Pre-Pharmacy
 - Emphasis in Pre-Physician Assistant
- Business Administration
- Counseling
 - Emphasis in Addiction, Chemical Dependency, and Substance Abuse
- Early Childhood Education*
- Elementary Education
 - Emphasis in Early Childhood Education*
 - Emphasis in English*
 - Emphasis in Math*
 - Emphasis in Science*
- Elementary Education/Special Education (Dual Major)*
- Entrepreneurial Studies
- Exercise Science
 - Emphasis in Athletic Coaching
 - Emphasis in Health Education
 - Emphasis in Physical Education
 - Emphasis in Pre-Physical Therapy
- Finance and Economics
- Health Care Administration
- Health Sciences: Professional Development and Advanced Patient Care
- Justice Studies§
- Marketing
- Medical Imaging Sciences
- Nursing
- Pre-licensure Program
- Registered Nurse to BSN
- Psychology
- Public Safety Administration (Population-Specific)
- Public Safety and Emergency Management
- Respiratory Care
- 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
- *Eligible for Institutional Recommendation/Credential

Graduate and Undergraduate Certificates

- Counseling – Certificate of Completion

- Advanced Graduate Studies in Addiction Counseling
- Post Master of Science – Nursing Certificates
 - Family Nurse Practitioner
 - Clinical Nurse Specialist
 - Clinical Nurse Specialist with Education Focus
 - Nursing Education

*Although a degree program may be listed as offered on the traditional campus, students should contact and enrollment 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

Credits	Admission Requirements
High School Only And/Or 1-5 College Credits	<ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> Degree-bearing transcript must be submitted when conferred. If final transcript negatively impacts admissibility, acceptance status may be rescinded or modified to include specifications. Degree-bearing, secondary (high school) transcript with an unweighted GPA of 2.75 or above Passing scores of 520 (2002 Series or later) on the tests of General Education Development (GED); and transcripts of all credit-bearing course work Average of 15% above the minimum passing scores (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work Composite score of 19 or above on the ACT; and a degree-bearing, secondary (high school and/or GED) transcript. GCU ACT code is 0092 Composite score of 920 or above on the Scholastic Aptitude Test (SAT); and a degree-bearing, secondary (high school and/or GED) transcript. GCU SAT code is 4331 <p>**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</p>

Credits	Admission Requirements
	admitted based on Self-Certification of completion of High School Diploma or GED on the Free Application for Federal Student Aid (FAFSA). Applicants admitted under this condition will be admitted with specification and may be selected for verification of HS diploma or GED.
6-24	Post-secondary (college) transcript(s) with an unweighted GPA of 2.75 or above
25-90	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 admitted with specification. Please see the [Standards for Admission with Specification](#) section for details.

Undergraduate 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 Nursing
<ul style="list-style-type: none"> <i>Pre-Licensure Bachelor of Science in Nursing</i> <p>Additional Admissions Requirements:</p> <ol style="list-style-type: none"> Freshman students who declare nursing as a major must maintain a cumulative 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.

- 2) 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 a cumulative prerequisite GPA of 3.0.
 - 3) Fast-track students must have all pre-requisites and co-requisites complete prior to beginning the fast-track program.
 - 4) A maximum of two different prerequisite courses may be repeated only once to earn a grade of C or above.
 - 5) All applicants are required to take the Nurse Entrance Test (NET).
 - 6) 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.
 - 7) Acceptance into the College is determined by the College of Nursing criteria and availability of clinical spaces.
 - 8) A completed background check and Fingerprint Clearance card through Arizona Department of Public Safety are required prior to admission to the College of Nursing.
 - 9) 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:
 - a) Proof of immunization or immunity for Measles, Mumps, Rubella, Varicella, Td (Tetanus/Diphtheria) Booster, TB (Tuberculosis) Screen. Hepatitis B vaccine and Influenza vaccine are recommended. Refer to the "Requirements for Admission" chart in the "Health and Immunization Requirements for Pre-Licensure Students."
 - b) Drug screen (to be scheduled by the College of Nursing)
 - c) Current CPR certification for professional rescuer or healthcare provider is required
 - d) Current health insurance coverage
- *Registered Nurse to Bachelor of Science in Nursing (RN-BSN)*

Additional Admission Requirements:

Degree-Bearing Candidates:

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

- 3) Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN.

Nondegree-Bearing/Nursing Diploma Candidates:

- 1) Submit proof of successful completion of an approved nursing program.
- 2) Tender official transcripts bearing evidence of a cumulative GPA of 2.80. No transferable credits may have a grade below a "C" (2.00).
- 3) Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN.
- 4) 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):
 - a) 6 credits in Effective Communication (Recommended GCU course: ENG 105: English Composition I)
 - b) 5 credits in Critical Thinking (Recommended GCU course: MAT 134: Applications of Algebra)RN-BSN

- *Bridge to Master of Science in Nursing*

Additional Admission Requirements:

- 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.
- 2) The general Graduate Admission Requirements listed in the Admission Policy and Procedure section, all MSN bridge program candidates must 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).

College of Health Sciences

- *Bachelor of Science in Health Sciences: Professional Development and Advanced Patient Care*

Additional Admission Requirements:

Degree-bearing Candidates

- 1) Possess an Associate degree in an allied health field from an accredited, GCU-approved college, university, or program that leads to licensure, certification, or registration in an allied health field.
- 2) Submit official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 3) Provide proof of license, certification, or registration in an allied health field.

Non-degree-bearing Candidates

- 1) Submit official transcripts, documenting proof of coursework in an allied health program that leads to licensure, certification, or registration in an allied health field that led to license, certification, or registration in an allied health field.
- 2) Provide proof of license, certification, or registration in an allied health field.
- 3) Submit official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 4) 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).
 - a) 6 credits of Effective Communication
 - b) 5 credits of Critical Thinking

• *Bachelor of Science in Respiratory Care*

Additional Admission Requirements:

Degree-Bearing Candidates

- 1) Possess an Associate degree in an allied health field from an accredited, GCU-approved college, university, or program and be (or have previously been) licensed, certified, or registered in an allied health field.
- 2) Submit official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 3) Provide proof of NBRC credentials as a Registered Respiratory Therapist (RRT).

Nondegree-Bearing Candidates

- 1) Provide proof of NBRC credentials as a Registered Respiratory Therapist (RRT).
- 2) Submit official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 3) 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).
 - a) 6 credits Effective Communication
 - b) 5 credits Critical Thinking

• *Bachelor of Science in Medical Imaging Sciences*

Additional Admission Requirements:

Degree-bearing Candidates

- 1) Possess an Associate degree in an allied health field from an accredited, GCU-approved college,

university, or program and be (or have previously been) licensed, certified, or registered in an allied health field.

- 2) Submit official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 3) Provide proof of current certification in good standing in Radiography, Radiologic Therapy, Nuclear Medicine, or Sonography by one of the following licensing bodies:
 - 4) American Registry of Radiologic Technologists (ARRT);
 - 5) Nuclear Medicine Technology Certification Board (NMTCB); and/or
 - 6) American Registry For Diagnostic Medical Sonography (ARDMS).

Non-degree-bearing Candidates

- 1) Submit proof of completion of a certified program or a Joint Review Committee on Education in Radiologic Technology (JRCERT) -accredited program.
- 2) Provide proof of current certification in good standing in Radiography, Radiologic Therapy, Nuclear Medicine, or Sonography by one of the following licensing bodies:
 - 3) American Registry of Radiologic Technologists (ARRT);
 - 4) Nuclear Medicine Technology Certification Board (NMTCB); and/or
 - 5) American Registry For Diagnostic Medical Sonography (ARDMS).
- 6) Tender official transcripts bearing evidence of a cumulative GPA of 2.50. No transferable credits may have a grade below a "C" (2.00).
- 7) 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)
 - a) 6 credits of Effective Communications
 - b) 5 credits of Critical Thinking

Master Admission Requirements

Applicants to the graduate programs may be accepted for admission by meeting one of the criteria specified below.

- 1) 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
- 2) Graduate degree from an accredited, GCU-approved college, university, or program

Graduate Programmatic Admission Requirements

Some programs of study at Grand Canyon University require a higher GPA and/or other criteria to qualify for admission. A student desiring to be admitted into these programs should review the appropriate college section of the Academic Catalog for additional admission details.

College of Education

- *Master of Education in Elementary Education: Arizona Teaching Intern Certification Program (Eligible for Institutional Recommendation)*
- *Master of Education in Secondary Education: Arizona Teaching Intern Certification Program (Eligible for Institutional Recommendation)*
- *Master of Education in Special Education: Cross-Categorical: Arizona Teaching Intern Certification Program (Eligible for Institutional Recommendation)*

Additional Admission Requirements:

Admission to the Arizona Teaching Intern Certification Program is contingent upon satisfactory completion of ESL 523N: SEI English Language Teaching: Foundations and Methodologies. Once completed, learners may enroll in the Certification Program by completing the state application, and providing evidence of a valid AZ Fingerprint Clearance Card and a passing score on the elementary, special education, or secondary education portion of the Arizona Educator Proficiency Assessments (AEPA).

This certification program contains the same courses as those in standard IR programs. However, the sequence in which the courses are taken for this certification is different in order to meet the student teaching requirement that has been adopted by the Arizona Department of Education. This certification program is available to Arizona residents only.

College of Nursing

- *Master of Science in Nursing: Acute Care Nurse Practitioner*

Additional Admission Requirements:

- 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.
- 4) Must hold a current, unencumbered 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.

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

Additional Admission Requirements:

- 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.
- 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.

College of Health Sciences

- *Master of Science in Professional Counseling*

Admission With Advanced Standing:

- 1) This provision allows students to complete only those courses of the current MS in Professional Counseling program that were not part of their MS in Addiction Counseling program.
- 2) Students must complete the additional 450 practicum hours associated with the second master's degree.
- 3) Students must complete at least 12 credits of coursework after matriculating into the Professional Counseling program before they can enroll in the requisite prepracticum and practicum courses.

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.

Options	Admissions Requirements
Option 1	A 3.4 or higher GPA calculated on an earned advanced degree from a regionally accredited institution (please provide unofficial transcripts); and a goals statement responding to: Compose a goal statement that highlights your life experiences and/or values that motivated you to seek a doctoral degree and explain what information relevant to those experiences and/or values you would want to result from your dissertation. You must indicate the area you are considering for your dissertation. Responses must be greater than 500 words.
Option 2	A GPA between 3.00 and 3.39 calculated over the most recent 30 credits towards a master's degree; and a portfolio. The portfolio provides evidence that shows adequate preparation for graduate studies and will contain: (1) a writing sample that shows graduate level communication and analytical skills; (2) documentation of awards and professional recognition; and (3) response to the following prompt: Compose a goal statement that highlights your life experiences and/or values that motivated you to seek a doctoral degree and explain what information relevant to those experiences and/or values you would want to result from your dissertation. You must indicate the area you are considering for your dissertation. Responses must be greater than 500 words.

Non-Degree Program Admission Requirements

Program	Admissions Requirements
HS Dual Enrollment	High school students may enroll in GCU online classes provided they meet the admissions criteria. Students must have completed their sophomore year of high school and have a current, cumulative high-school GPA of 2.8. High School students with a GPA between 2.5 and 2.8 may be admitted on an exception basis with school administration or counselor recommendation. High School students who

Program	Admissions Requirements
	wish to enroll must complete the Non-Degree application. Students may take a maximum of 16 credits (up to 4 courses). College-level credit earned at GCU may later be applied toward a degree program at Grand Canyon University, provided the student applies for admission, is accepted for regular matriculation to the University, and successfully graduates from high school. Applications for admission will be evaluated on an individual basis.
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.
Single Course	The University offers single-course registration to applicants who are not interested in enrolling in and completing a specific Program of Study. Applicants who wish to enroll in either undergraduate or graduate courses must complete the Non-Degree Application. Non-Degree seeking students may take a maximum of 16 credits (up to 4 courses). If additional credits are needed, students must enroll in a degree program. College-level credit earned may later be applied toward a degree program 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 Standards for Undergraduate Admission or the Standards for Graduate Admission. Applications for admission will be evaluated on an individual basis. Students who reach 12 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

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 credits (undergraduate level) or 8 credits (graduate level). 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"> • Remain continuously enrolled and complete their coursework with a minimum unweighted institutional GPA of 2.00 • Review of academic record occurs after students completed 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 completing 12 credits.
Graduate	<ul style="list-style-type: none"> • Remain continuously enrolled and complete their coursework with a minimum unweighted institutional GPA of 3.00. • Review of academic record occurs after students completed 8 credits. • Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA after completing 8 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.

Conditionally Accepted

All students are conditionally accepted until proof of admissions eligibility is met, including applicable documentation.

Deferred Admissions

Applicants 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.

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 for Admission: International students must provide all the information requested on the Application for Admission. Incomplete applications may be returned.

- 2) Official Transcript(s)
- 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.
 - College and/or University: Official transcripts (written in English or translation, if not in English) of students' college or university work, (i.e., delivered in a sealed envelope from the issuing institution) must be sent directly from the college or university to Grand Canyon University. If original documents are not available, certified copies will be accepted.
 - 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 certified by the National Association of Credential Evaluation Services (NACES). 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
- AACRAO
- Academic and Professional International Evaluations, Inc.
- Academic Credentials Evaluation Institute, Inc. (ACEI)
- American Education Research Corporation (AERC)
- CGFNS
- 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) Language Proficiency Scores: If English is not the native language of a prospective student, his or her official 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:
- Test of English as a Foreign Language (TOEFL)
 - Test of English for International Communication (TOEIC)
 - International English Language Testing System (IELTS)

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
Scores Required by Program	General Undergraduate Programs	Undergraduate Education and Nursing Programs Graduate Programs	Master of Education: TESOL Graduate Business and Nursing Programs

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

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 both undergraduate and graduate students unless explicitly stated otherwise. Please contact your Enrollment Counselor or Academic Advisor for clarification and details. Oral or written inquires 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 and Offsite) 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; 12 earned credits and 32 instructional weeks for graduate/doctoral program. 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 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 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. The Traditional Academic Calendar dates are posted in the beginning of the University Policy Handbook.

Classification of Students and Courses

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 must complete 12 credits during the academic year to be considered full-time.

Traditional Students

Undergraduate students who are enrolled in 24 or more credits during an academic year are considered full-time students. 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 an Academic Counselor (current students).

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.

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 and Course Availability and Cancellation Policy

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 make every reasonable effort in allowing the student to complete the POS as published in his or her Catalog of Record. The Catalog of Record is defined as the Academic Catalog published in the academic year and edition (Fall, Spring, or Summer) under which the student enrolled, unless state or federal law and/or accrediting bodies mandate POS and/or course changes.

When the University retires a POS and/or courses, students will have access to finish the degree as published in their Catalog of Record under the following conditions:

- The student must be continuously enrolled in the program without any breaks in enrollment except those defined/documentated by the Leave of Absence Policy and Procedure.
- For an undergraduate student, the POS is determined by the Catalog of Record in effect when the student enters the University. Undergraduate students will have access to their POS for 6 years after the start date of their Catalog of Record.
- Graduate students will have access to the POS for 4 years after the start date of their Catalog of Record.

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 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.

Overload Requests

Traditional Students

To enroll in more than 18 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.

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 and Offsite) Students

- Discussion Questions: Students must post their initial response to the 1st classroom discussion question by Day 3, and the 2nd classroom discussion question by Day 5 of each week.
- Participation: 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. Participation credit is based on the following:
 - Follow-up responses to classmates' initial DQs that integrate course theories with a practical application of the subject, perhaps offering a personal observation or experience, or referencing real-world examples, current events, or presenting further research you have conducted on the topic.
 - Interaction in classroom discussion that demonstrates deeper or broader thoughts about a topic, rather than just rephrasing what the textbook has to say on the topic.
 - Posts that encourage further discussion and ongoing dialogue with other students in the class.
 - Communications that are presented in a professional and supportive manner, and with a respectful tone.
 - Messages that are proofread and contain minimal errors in writing mechanics.
 - Note: UNV-103/303, CWV-101, and PSY 102 students must participate in each week's discussion forum at least 4 days during each online week, posting at least 2 quality messages on each of the 4 days. Only posts in the discussion forum count as participation and the initial responses to the discussion questions do not count toward participation.
- 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.

- Faculty Commitment:
 - Post hours of availability as well as email and phone contact information in the Faculty Contact Information folder.
 - Actively engage in the discussion forum 4 days each online week. (UNV103/303 and CWV101 faculty are required to actively engage in the discussion forum 5 days each online week).
 - Do not be absent from the classroom for 2 consecutive days.
 - Answer all student questions within 24 hours.
 - Provide written assignment feedback within 7 days of receiving the assignment. Feedback must address the areas in which the student did well in addition to those areas in which the student has opportunities for improvement.

Traditional (Campus) Students

All campus students demonstrate attendance by their physical presence within the classroom. Participation requirements are determined by the faculty for each course.

Satisfactory Academic Progress

Academic Probation

SAP calculations for nontraditional students are performed every time a student enters a new checkpoint credit range (see chart below) and is calculated using both the GCU cumulative GPA and cumulative attempted credits at each review time period. Reviews for traditional students occur after each semester. Undergraduate students are placed on Academic Probation if their cumulative-institutional GPA drops below 2.00. Graduate students are placed on Academic Probation if their cumulative-institutional GPA drops below 3.0.

Checkpoint	Attempted Credit Range	
0	SAP not yet calculated	
1	12	23.99
2	24	35.99
3	36	47.99
4	48	59.99
5	60	71.99
6	72	83.99
7	84	95.99
8	96	107.99
9	108	119.99

10	120	131.99
11	132	143.99
12	144	155.99
13	156	167.99
14	168	179.99
15	180	180

In addition to the GPA requirements, students will also be placed on Academic Probation if they have not completed and earned at least 67% of the cumulative credit hours attempted at each review time period as stated above. 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.

Probationary status is removed when the minimum GCU cumulative GPA specified above is regained, and/or students earn 67% of the credits attempted. The probation period provides for an additional 12 attempted credits (nontraditional students) or by the end of the semester (traditional students), at which time if the student fails to meet the minimum GPA or 67% earned versus attempted credit, the student will be placed on Academic Suspension. Students who are on Academic Probation may not graduate during the 12 credits (nontraditional students) or during the semester (traditional students) in which the academic probation is imposed.

Academic Suspension

Students who are placed on Academic Suspension are not permitted to enroll in courses for a 16-week suspension period, due to the inability to meet the minimum GCU cumulative GPA of 2.0 for undergraduate students or 3.0 for graduate students, and/or not completing and earning at least 67% of the credit hours attempted over the past 12 credits (nontraditional students) or during the semester (traditional students).

After fulfilling the terms of the suspension, students who have been suspended may apply for reinstatement by submitting a Request for Reinstatement available on <http://my.gcu.edu/Academics/Pages/AcademicCompliance.aspx> for student completion. Students may or may not be granted re-admittance based on their academic record that includes participation in previous courses. Students granted re-admittance must raise their GCU cumulative GPA to the required 2.0 for undergraduates, or the required 3.0 for graduates, or raise the credit completion percentage to 67% within the next 12 attempted credits (nontraditional students) or by the next semester (traditional students). Students may have financial aid reinstated if the student is reinstated academically. Those students who do not meet

this requirement face Academic Expulsion. Those students whose GPAs fall below minimum allowances at any time after the suspension period will not be granted additional probationary time and will be expelled.

Students receiving Title IV funds may need to arrange alternative funding methods until both the GCU cumulative GPA and/or the 67% of earned versus attempted credits is reached.

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

Academic Expulsion

Academic Expulsion is reserved for students who have continually failed to meet the University's expected performance requirements, measured by GPA. After a suspended student is permitted reinstatement, a student must raise their GPA to the required minimum by the completion of 12 additional attempted credits (nontraditional students) or by the end of the semester (traditional students). If the student fails to meet this requirement, they will be expelled from the institution and cannot register for any additional courses for two academic years. Student may reapply after that time period. Upon readmission, students will be required to first repeat any course (or their equivalencies) for which they did not earn a C or better (undergraduate) or a B or better (graduate).

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

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

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

The following examples include, but are not limited to Code of Conduct violations for which students are subjected to disciplinary action:

- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function
- Falsification, 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.
- Harassment 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

Academic Dishonesty

As indicated in the Code of Conduct, all students and instructors 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. Academic dishonesty has many forms and includes but is not limited to the following:

- 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.

Examples of plagiarism include, but are not limited to:

- 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.
- Falsely representing one's identity, or the identity of another, as one's own, including, but not limited to:

Incorporating ideas or verbatim use of published materials without proper citations and acknowledgement; Paraphrasing or summarizing another person's work without proper citation and acknowledgement; Using electronically stored or transmitted work without proper citation and acknowledgement; or submitting works stored or transmitted electronically as one's own.

- Selling or providing papers, essays, discussion questions, assignments, or any part of the University curriculum, to online term paper clearinghouses, or other commercial websites.

Reporting Violations

The University may take disciplinary action against a student who violates the University's Code of Conduct and Academic Standards. Depending on where the incident occurs, violation 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).

Reports of alleged violations are filed with the Office of Academic Compliance within three calendar days of discovery. Additionally, faculty is required to notify students that the report must 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.

The instructor determines the in-class penalty for academic dishonesty. An in-class penalty may include, but is not limited to, requiring a rewrite of the assignment or paper, with or without point deductions, or awarding no or limited 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. The severity of the offense, as well as the history of offenses, determines if a University-level penalty is applied. University-level penalties for conduct or academic dishonesty violations may include, but are not limited to, an official academic warning applied to the student account, awarding a failing grade for the course, removing a student from class, academic suspension, or academic expulsion from the University for a period of at least two years. Upon conclusion of a required separation period, students who are suspended or expelled from the University for a code of conduct or academic integrity violation may apply for reinstatement by submitting a formal appeal through an Academic Advisor, however, readmittance is not guaranteed.

Procedural Due Process

Students who are charged with a violation of the Student Code of Conduct and Academic Standards are afforded due process before a University-level penalty is applied. Students will be contacted by the Office of Academic Compliance and offered the opportunity to speak on their own behalf to the Code of Conduct Committee. If the student does not respond within seven days, due process is forfeited and a determination will be made by the Code of Conduct Committee.

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, including academic issues. If unreported academic dishonesty is found through course examination, the University may engage in a thorough investigation of all assignments the student completed at GCU. If multiple occurrences are found, the student faces academic expulsion, which is noted on the student's transcripts. After investigation, for any course in which the University finds academic dishonesty has occurred but had previously not been found, an F may become the grade of record for each course.

Withholding or Revoking Academic Credit or Degree

Credit for completed courses and the awarding of degrees signifies student achievement. If students falsify or misrepresent information to obtain entry to the University, or if academic credit was received by fraud, deceit, or other academic dishonesty, the University reserves the right to withhold or revoke any degree, certification, or academic credit, even if all requirements have been completed. Students who are at risk for the withholding or revocation of academic credit or a degree are afforded procedural due process and a right to a hearing before the University's Code of Conduct Committee. The Code of Conduct Committee can recommend that academic credit or a degree be withheld or revoked. The recommendation must be approved by the Vice President of Academic Compliance and Regulation.

University Appeal Procedures

The process described herein relates only to 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 grievances 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.

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 grieved), 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 grievance. A second appeal decision requires additional documentation to justify a re-submission of the grievance. 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. Student must provide ample documentation up front or the appeal will not be heard. Students cannot appeal individual assignments and mid-term grades. 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 during the course. 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
- 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.

Grievance	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
A published policy	Appeals Decision Board	Vice President of Academic Compliance and Regulation
A Code of Conduct violation that may result in sanctions up to and including suspension from GCU	Code of Conduct Committee, including Dean (or designee) of the appropriate college	Vice President of Academic Compliance and Regulation
A Code of Conduct violation that results in expulsion from GCU	Code of Conduct Committee, including Dean of the appropriate college	Provost and Chief Academic Officer
A doctoral academic grievance	Dean of College of Doctoral Studies	Vice President of Academic Compliance and Regulation
Denial of doctoral admission	NA	Provost and Chief Academic Officer

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

Grievances for both academic and non-academic concerns must be filed no later than five weeks after grades are posted for the course involving the grieved issue. Grievances received after this deadline will not be considered. If the student chooses to grieve 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 grievance. However, in some cases the investigative process may lengthen this timeframe.

Appeal Communication

Appeal decisions are communicated to the student through postal letter and to the student's GCU email address. Any questions regarding the appeal must be communicated to the assigned Academic Counselor.

Textbooks

Students may secure University-approved course materials through the campus bookstore at <http://gcu.bkstr.com> or 877-866-8917. Some courses will include electronic textbooks for which students will be charged a course materials fee. In these cases, the purchase of a print textbook is not required.

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.

Undergraduate GPA

Undergraduate students must earn a minimum grade point average of 2.0 for a minimum of 120 semester credits, 36 hours must be upper division credit, and 30 in residency. Undergraduate students must earn a grade of C in courses in their majors and minors.

Undergraduate Grading Scale

The 100-point grading scale is the standard for all GCU undergraduate courses (except specific College of Nursing and Health Sciences undergraduate courses). 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	Point Scale	GPA Value	Interpretation of Level of Performance
A	93-100	4.0	Superior; extraordinary scholarship; outstanding performance
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	Above average; good work
B-	80-82	2.7	
C+	77-79	2.3	
C	70-76	2.0	Average; standard performance; acceptable college work
D	60-69	1.0	Passing but below standard
F	< 60	0.0	Failure
I	NA	NA	Course work is incomplete
W	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	Campus Only: Satisfactory completion of audit or non-credit course
U	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
NR	NA	NA	Grade status not reported by instructor
IP	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 (and College of Nursing undergraduate courses). 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 below C, 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	Point Scale	GPA Value	Interpretation of Level of Performance
A	95-100	4.0	Superior; extraordinary scholarship; outstanding performance
A-	92-94	3.7	
B+	90-91	3.3	
B	87-89	3.0	Above average; good work
B-	84-86	2.7	
C+	80-83	2.3	
C	76-79	2.0	Average; standard performance; acceptable college work
D	72-75	1.0	Below standard
F	<72	0.0	Failure
I	NA	NA	Course work is incomplete
W	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	Campus Only: Satisfactory completion of audit or non-credit course
U	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
NR	NA	NA	Grade status not reported by instructor
IP	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. 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.

Repeating 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 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 B- 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. All attempts will be documented on the official transcript.

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

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.

Graduation with 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.

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.

Who's Who Among Students in American Colleges and Universities

Each year, the honor recognizes approximately 15 seniors with outstanding records of campus activities, community service, and academic achievement. Nominees must have a cumulative and Grand Canyon University GPA of at least 3.00 and have attended for at least two semesters as a full-time student. Selections are made by the faculty and student body.

Special Study Courses

Certain course numbers have been reserved for special study courses that departments of the University wish to approve. These fall into three 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. 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 Start Date

Graduate and undergraduate students who have not begun their initial start date at GCU may opt to change their start date by contacting their Enrollment Counselor. Students should be aware of the University 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 General 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. A drop fee will be charged to the student for each course dropped. (See rate table in Financial Services section.)

Add/Drop

If students drop and add courses of equivalent credits simultaneously, there will be no tuition or fee penalty if the change is made concurrently.

Traditional 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 based on the change.
- Students enrolled in non-traditional 8-week, 5-week, and 4-week courses 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 wish to discontinue their enrollment for a period of time are required to complete a request to have their registration status discontinued. All students who choose to drop from courses after they have already begun participation in the courses must submit a written request to their Academic Counselor. This request will be submitted to the Office of Academic Records for processing. When students submit this request, they will be dropped from all current and future scheduled courses and will be considered inactive for the period included in the request.

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. Per the GCU Enrollment Agreement, the student will be automatically registered for the course start specified on the form. Students who do not register for classes for two consecutive years will be automatically withdrawn from the University and must reapply for admission, enrolling into most current POS Students are still subject to the

Refund policy and the grading policy listed above in Course Drop. Before submitting this request 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.

Official University Withdrawal

In the event that students choose to discontinue their enrollment at GCU permanently, they must officially withdraw from the University. Students in this situation lose all of the rights and privileges associated with being GCU students. Officially withdrawn students must reapply for admission to the University if they decide to return. To officially withdraw from the University, students must submit a Complete Withdrawal form to the Office of Academic Records via the GCU Student Portal. When submitting the Complete Withdrawal Form, students will be asked to identify the reason for withdrawing from the University.

Students are still subject to the Refund policy and the grading policy listed above in Course Drop. 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. A Withdrawal fee will be charged to the student for each course withdrawn. (See rate table in Financial Services section.)

Military Deployment

In support of U.S. military students, the University permits students deployed for active duty to withdraw from all Grand Canyon University classes without financial penalty with prior approval. Students seeking this option must submit a completed [Deployment Notification Form](#) prior to deployment to be eligible, including submission official military deployment orders to their Academic Counselor.

Active Duty, Reservists, and National Guard students that are currently enrolled in a degree program will be placed on an out of school status for the duration of deployment. Temporary Duty assignments for training are not considered under this policy unless the training is no-notice and in field conditions for at least 14 consecutive days during the course. Nor is relocation of housing considered temporary duty. No notice deployment will be assessed on a case-by-case basis.

Students will need to provide the contact number at the local Personnel Office or S1 for verification.

Students will receive a tuition credit to their GCU account for the course(s) from which the University withdraws the student. No grade 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 out of attendance for greater than 29 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.

Unofficial University Withdrawal

There are two types of unofficial university withdrawals. The first is administrative withdrawal and the second is the 29-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 24 months and have not provided any notification of their absence.

29-day Rule

An unofficial withdrawal occurs when a student has stopped attending courses for a period of 29 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@gcu.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 and facilities.

Accommodation Process:

Students seeking disability services are required to self-identify by contacting the University's Student Disability Services. The students may contact the Student Disability Services by phone, email, or appointment using the following information:

- Phone: 602-639-6342 or 1-800-800-6997 x 6396342
- Email: disabilityoffice@gcu.edu
- Fax: 602-589-2652

To allow the University sufficient time for processing, accommodation requests are submitted once per year depending on the start date of the student. All accommodation requests turned in after a course has begun will be in place as of the date the form and documentation were received by Student Disability Services but will not be retroactive. Processing of accommodations will begin after both the request form and the appropriate documentation information is received. It is the student's responsibility to submit a new request form (not documentation) for each semester. Please note that the University cannot provide accommodations that are not requested. Only Student Disability Services can grant accommodations.

Documentation is required for all students requesting accommodations through the University. 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 is kept on file in Student Disability Services for verification purposes.

Students must complete and submit the Accommodation Request form along with documentation to Student Disability Services either by email or by fax to 602-589-2652. If a student would like to hand deliver their paperwork, they can drop it off in a sealed envelope to the Traditional Campus Counseling Team located in the Kaibab building on the Phoenix, Arizona Campus.

Grand Canyon University reserves the right to deny a student's request for accommodations or to suggest alternative accommodations if the student cannot provide appropriate documentation of a disability or if the student's request impacts the academic integrity of the Institution as outlined in *Wynne v Tufts University School of Medicine*, (1991).

If the institution submits undisputed facts demonstrating that the relevant officials within the institution considered alternative means, their feasibility, cost and effect on the academic program, and came to a rationally justifiable conclusion that the available alternatives would result either in lowering academic standards or requiring substantial program alteration, the court could rule as a matter of law that the institution had met its duty of seeking reasonable accommodation.

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 President of Grand Canyon University. As the second decision, the President'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 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 an external 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/better
CPU Memory	64 MB of RAM	512 MB of RAM or more
Internet Connection	56 kbps dial-up with	Cable Broadband or DSL
Internet Browser	Internet Explorer 8.0; Mozilla Firefox 3.5	Internet Explorer 8.0 or greater; Mozilla Firefox 3.6 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	1.4.2 or higher
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit or better
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
Java Runtime Environment	1.4 or higher	1.4.2 or higher
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit or better
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

	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 3.5	Mozilla Firefox 3.6 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

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 insure 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 course materials on the web for educational use of enrolled students).

Removal of official University content, especially course materials, 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.

Residence 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.

To comply with the Grand Canyon University Residence Network Use Policy, the student must sign his or her initials where indicated. By signing students understand and agree to all the terms and conditions stated within the Grand Canyon University Residence Network Use Policy.

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.

Software Licensing and Compliance with Copyright Protection Legislation

It is strictly forbidden for any employee or agent of Grand Canyon University to engage in any illegal activity while on Grand Canyon University property or during performance of any duties related to their employment with the University. Because unauthorized copying of software is a form of theft, and theft is illegal, the illegal copying or “pirating” of software 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 in writing that (s)he will not install or use any software on any computer that is not legally purchased and registered.

Discipline and Consequences of Policy Violation

If there is discovery of illegally installed software, 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 Residence Network will be required to have anti-virus protection provided by and installed by the Grand Canyon University Information Technology Services department. Students with computers that use an operating system other than Windows will be required to purchase and install separate anti-virus protection. The software must be configured to check for updates on a daily basis.

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, 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 discipline 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 Residence 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) 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.

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 content the assigned Finance Counselor with questions. In addition, students must pay any balance that Employers do not covered or on which Employers default by selecting an alternative payment option before the end of each payment period.

Military

GCU offers a scholarship program to active duty, retired veterans and recently discharged veterans who qualify for a military Direct Bill option, providing they start within a timeframe equal to the time spent in active service. Qualifications are given to those students that can provide the following supporting documents:

- Copy of Military I.D. Card;
- Copy of DD-214;

- Letter from Commanding Officer; and
 - Military Memorandum of Understanding (MOU).
- 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 of the catalog 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) 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 on 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.

Failure to Pay

Failure to pay the balance does not cancel registration or responsibility for tuition and fee charges. Non-attendance does not cancel registration or responsibility for tuition and fee charges. 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.

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 [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 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

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 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 General 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:

- 1) Applicants requesting cancellation more than three business days after signing the contract will receive a 100% refund of tuition.
- 2) Students completing no more than 5% of a course are refunded 95% of tuition.
- 3) Students completing more than 5% but no more than 10% of a course are refunded 90% of tuition.
- 4) Students completing more than 10% but no more than 25% of a course are refunded 75% of tuition.
- 5) Students completing more than 25% but no more than 50% of a course are refunded 50% of tuition.
- 6) 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:

- 1) 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.

- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) A student canceling enrollment in a course after completing 75% or more of assignments is not entitled to a refund.

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:

- 1) Students who withdraw from a course during the first week of instruction are eligible for a 75% refund.
- 2) 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.
- 3) Students completing more than 50% of a course 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:

- 1) 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);

- 2) 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);
- 3) 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);
- 4) 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:

- 1) 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.
- 2) For students cancelling their enrollment prior to the completion of the first course assignment, all monies paid to the school shall be refunded.
- 3) 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.
- 4) 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.
- 5) 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.

- 6) 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.

- 1) 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.
- 2) 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.
- 3) Refunds shall be paid within 40 days after the effective date of termination.
- 4) 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.
- 5) 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.

Tuition and Fees

Tuition Rates for Enrollment beginning on June 1, 2010

Undergraduate Tuition	
Campus and Traditional Programs	
Credits 1-11	\$687.50/credit
Block Tuition (12-18 credits)	\$8,250.00
Credits 19+	Block + \$687.50/credit
Online and Professional Studies	\$435/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$250/credit
Graduate Tuition	
Online and Professional Studies	\$465/credit
Nursing Programs	\$560/credit
Business Programs	\$510/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$370/credit
Ken Blanchard Executive MBA Program	\$1155/credit
Post-Graduate (Doctoral) Tuition	
Online Courses	\$575/credit
Residencies	\$1,200/residency
High School Scholars Program Tuition	
In State	\$70/credit
Out of State	\$150/credit
Continuing Education (CTE) Tuition	
Online	\$157/credit
Fees	
Course Materials Fee	\$75 Graduate level \$65 Undergraduate level
Health Insurance (Traditional undergraduates taking 12+ credits per semester)	\$750/semester (see note)
Graduation Fee	\$225
Returned Check Fee	\$25

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 must purchase the e-Portfolio through TaskStream at an additional cost. This is not a fee that is billed by GCU. The fee covers two years of service and contains specific GCU curriculum. Upon registration, GCU will contact the student through their GCU student email account as notification of the process and contact information of TaskStream.
- All students will need to purchase textbooks and other materials for courses and these expenses are in

addition to the tuition and fees listed above. This includes lab fees, course material fees, or testing fees within specific programs. Some courses will include electronic textbooks for which students will be charged a course materials 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 Annual Period will become effective at 12:01 AM on August 17, 2010, and will terminate at 12:01 AM on August 16, 2011.
- Fall Semester: Coverage for all insured students enrolled for the Fall Semester will become effective on August 17, 2010 and will terminate on February 16, 2011.
- Spring/Summer Semester: Coverage for all insured students enrolled for the Spring Semester will become effective on January 1, 2011 and will terminate on August 16, 2011.
- Spring/Summer Semester (Newly Enrolled Spring Students Only): Coverage for all students first entering Grand Canyon in the spring will become effective at 12:01 AM on January 1, 2011 and terminate at 12:01 AM on August 16, 2011.

NOTE: The health insurance rate for the full academic year is \$1,500.00. It is \$750.00 for Fall semester and \$750.00 for the combined Spring and Summer semesters. The rate for students who enroll for the first time during the Spring semester is \$750.00. These rates may be subject to change in Fall 2011. 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 www.aetnastudenthealth.com. Students must complete the Insurance Waiver process by the posted semester deadline, September 3, 2010 for fall, and January 14, 2011 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 admitted 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 students are processed using the semester based, scheduled Academic Year method. Undergraduate students must be enrolled in at least 12 credits per semester 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 semester. 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 graduate and 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. Payment 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 Refund Policy for Grand Canyon University as stated in the [Financial Services](#) section of the University Policy Handbook.
- 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.

Leave of Absence

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance. Students who require a temporary break of enrollment in their program of study that will last for more than 29 days have 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 only one LOA of up to 60 calendar days in any 12-month period.
- Students who do not return from an approved LOA will be withdrawn from the University as of their last date of documented attendance.

A student wishing to request an LOA will need to initiate the process with his Finance Counselor. 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 withdraws from all classes 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 catalog.

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 29 consecutive days or more but has not communicated a desire to officially withdraw from the University.

The federal refund calculation is as follows:

- 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.

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.

Supplemental Education Opportunity Grant

To receive a Federal Supplemental Educational Opportunity Grant also known as 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.

National Science and Mathematics Access to Retain Talent Grant (SMART)

The National SMART Grant provides up to \$4,000 for each of the third and fourth years of undergraduate study. The National SMART Grant award is in addition to the student's Pell Grant award.

To be eligible to receive a National SMART Grant, the student must:

- Be a US citizen;
- Be eligible to receive a Pell Grant;
- Be enrolled as at least a half-time third or fourth year student in a baccalaureate degree program;
- Have a 3.0 cumulative grade point average;
- Be enrolled in an eligible major in one of the following categories: Computer Science, Engineering, Critical Foreign Languages, Life Sciences, Mathematics, Physical Sciences, Technology, or Multidisciplinary Studies

For more information about this grant, students can refer to the Financial Services Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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

Failure to complete service

- Amount of grant will be treated as unsubsidized Stafford loan and interest will accrue from the date of grant award

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 Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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 half-time. 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 the Finance Counseling Department at 800-800-9776.

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 Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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 Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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 Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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 Web site at <http://my.gcu.edu>; select Student Services; select Financial Services; select Scholarships/Grants.

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

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

This is one block south of Bell Road at the southwest corner of 59th and Kings Avenues.

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. It is then the student's responsibility to provide additional documentation through the Course Substitution process if he or she wishes to receive specific credit for the course.

In order for course work, completed at another institution while the student is enrolled at GCU, to be considered for graduation purposes, transcripts must be received by the Office of Academic Records prior to enrollment in the last 8 weeks before graduation. After transcript evaluation, the student will be notified if the credits may be applied to his or her degree at GCU.

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:
 - CLEP
 - DANTES
 - Excelsior
 - AP
 - IB
 - Approved certificates
 - ACE approved credits
 - Lifelong Learning Assessments
 - Professional Schools and Training
- 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 1:0.66 ratio.

Quarter Credits	Equivalency in Semester Credits
5	3.33
4	2.66
3	2.00
2	1.33
1	0.66

- Courses that are evaluated and converted to a fractional amount of credit (e.g., 2.66) will be rounded up or down accordingly in content to satisfy the content requirement of a given GCU course.
 - 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 Communications requirement of the General Education ; however, 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 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.

Graduate Program Transfer Restrictions

The first course of the graduate-level Education Programs of Study cannot be satisfied by transferred credits.

Doctoral Degree Transfer Policies

Doctoral students accepted into Grand Canyon University who wish to have transfer credit evaluated must submit a Doctoral Transfer Credit Request Form, official transcripts, and in some cases, course descriptions to the Office of Academic Records. Upon review by the college Dean or designated representative, the Office of Academic Records will provide an official credit evaluation to the student showing the total number of credits accepted, as well as a course-by-course breakdown (if applicable) indicating how each class is applied toward graduation requirements.

The University generally accepts courses from regionally accredited colleges and universities provided the work 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. 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 other 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 following GCU professional studies program are exempt from all general education requirements including University Success and Christian Worldview. Professional Studies programs at GCU only include:

- RN to BSN
- BS in Health Sciences
- BS in Medical Imaging
- BS in Respiratory Care

Course-by-Course Evaluations

Students who transfer into a baccalaureate degree program without a previously earned transfer-oriented associate's degree (AA or AS) 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 requirement fulfilled by that equivalency. 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.

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);
- Approved Certificates
 - Professional Schools and Training (PST)
 - Certificates of Training
- Life Learning Papers (LLP).

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
Human Geography	3	3	Global Awareness, Perspectives, and Ethics
Italian Language & Culture	3	7	Effective Communication
World History	3	6	Global Awareness, Perspectives, and Ethics
History of Art	3	6	Global Awareness, Perspectives, and Ethics
Studio. Drawing, or General Portfolio	3	6	Global Awareness, Perspectives, and Ethics
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
Computer Science Ab	3	6	Critical Thinking
Economics/Macroeconomics	3	3	Global Awareness, Perspectives, and Ethics
Economics/Microeconomics	3	3	Global Awareness, Perspectives, and Ethics
English/Language and Composition	3	6	Effective Communication
English/Literature and Composition	3	6	Effective Communication

General Examination:	Score	Credits	General Education Competency
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/European	3	6	Global Awareness, Perspectives, and Ethics
History/United States	3	6	Global Awareness, Perspectives, and Ethics
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
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

International Baccalaureate Credit (IB)

Subject (Higher level exams only)	Score	Hours	General Education Competency

Subject (Higher level exams only)	Score	Hours	General Education Competency
Biology	4	4	Critical Thinking
	5,6,7	4	Critical Thinking
		4	Critical Thinking
Chemistry	4	4	Critical Thinking
	5,6,7	4	Critical Thinking
		4	Critical Thinking
Economics	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	3	Global Awareness, Perspectives, and Ethics
		3	Global Awareness, Perspectives, and Ethics
English A	4	3	Effective Communication
	5,6,7	3	Effective Communication
		3	Effective Communication
English B			Effective Communication
Geography	5,6,7	3	Global Awareness, Perspectives, and Ethics
History – American	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	3	Global Awareness, Perspectives, and Ethics
		3	Global Awareness, Perspectives, and Ethics
History – European	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	3	Global Awareness, Perspectives, and Ethics
		3	Global Awareness, Perspectives, and Ethics

Subject (Higher level exams only)	Score	Hours	General Education Competency
Math Methods	4,5,6,7	3	Critical Thinking
Advanced Math	4	3	Critical Thinking
	5,6,7	3	Critical Thinking
		3	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 OR	4	4	Effective Communication
Spanish B	5,6,7	4	Effective Communication
		3	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
Financial Accounting	50+	3	Critical Thinking
Information Systems and Computer Applications	50+	3	Critical Thinking
Introductory Business Law	50+	3	Critical Thinking
Principles of Management	50+	3	Critical Thinking
Principles of Marketing	50+	3	Critical Thinking
American Literature	50+	6	Global Awareness, Perspectives, and Ethics
Analysis and Interp. of Literature	50+	6	Global Awareness, Perspectives, and Ethics
College Composition	50+	3	Global Awareness, Perspectives, and Ethics

General Examination:	Score	Credits	General Education Competency
College Composition Modular	50+	6	Global Awareness, Perspectives, and Ethics
English Literature	50+	6	Global Awareness, Perspectives, and Ethics
Humanities	50+	6	Global Awareness, Perspectives, and Ethics
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
Spanish Language, Level 1	50+	6	Effective Communication
Spanish Language, Level 2	63+	12	Effective Communication
American Government	50+	3	Global Awareness, Perspectives, and Ethics
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
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

General Examination:	Score	Credits	General Education Competency
Principles of Macroeconomics	50+	3	Global Awareness, Perspectives, and Ethics
Principles of Microeconomics	50+	3	Global Awareness, Perspectives, and Ethics
Social Sciences and History	50+	6	Global Awareness, Perspectives, and Ethics
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
Biology	50+	6	Critical Thinking
Calculus	50+	3	Critical Thinking
Chemistry	50+	6	Critical Thinking
College Algebra	50+	3	Critical Thinking
College Mathematics	50+	4	Critical Thinking
Precalculus	50+	3	Critical Thinking
Natural Sciences	50+	6	Critical Thinking
Trigonometry	50+	3	Critical Thinking

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 1	47	3	Critical Thinking
Basic Automotive Service	46	3	None
Basic Technical Drafting	48	3	None
Beginning German I	45	3	Effective Communication
Beginning German II	45	3	Effective Communication

General Examination	Score	Credits	General Education Competency
Beginning Italian I	46	3	Effective Communication
Beginning Spanish I	48	3	Effective Communication
Beginning Spanish II	46	3	Effective Communication
Business Ethics and Society	400	3	Global Awareness, Perspectives, and Ethics
Business Law II	52	3	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	Global Awareness, Perspectives, and Ethics
Electric Circuits	46	3	None
Environment and Humanity: The Race to Save the Planet	46	3	Critical Thinking
Ethics in America	400	3	Global Awareness, Perspectives, and Ethics
Foundation of Education	46	3	Global Awareness, Perspectives, and Ethics
Fundamentals of Counseling	47	3	None
Fundamentals of Electronics	45	3	None
Fundamentals of College Algebra	400	3	Critical Thinking
General Anthropology	47	3	Global Awareness, Perspectives, and Ethics
Here's To Your Health	400	3	Global Awareness, Perspectives, and Ethics

General Examination	Score	Credits	General Education Competency
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	None
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	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	Critical Thinking
Money and Banking	48	3	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	None
Principles of Finance	V3. 400 V2. 46 V1. 46	3	Critical Thinking

General Examination	Score	Credits	General Education Competency
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
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	None
Substance Abuse	400	3	Global Awareness, Perspectives, and Ethics
Technical Writing	46	3	Effective Communication
The Civil War and Reconstruction	V2. 47 V1. 47	3	Global Awareness, Perspectives, and Ethics

Excelsior College Examinations

General Examination	Score	Credits	General Education Competency
Abnormal Psychology	C or better	3	Global Awareness, Perspectives, and Ethics
American Dream	C or better	6	Global Awareness, Perspectives, and Ethics
Anatomy and Physiology	C or better	6	Critical Thinking
Bioethics: Philosophical Issues	C or better	3	Critical Thinking
Cultural Diversity	C or better	3	Global Awareness, Perspectives, and Ethics
Earth Science	C or better	3	Critical Thinking
English Composition	C or better	6	Effective Communication

Ethics: Theory and Practice	C or better	3	Global Awareness, Perspectives, and Ethics
Foundations of Gerontology	C or better	3	Critical Thinking
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	Global Awareness, Perspectives, and Ethics
Lifespan Developmental Psychology	C or better	3	Global Awareness, Perspectives, and Ethics
Microbiology	C or better	3	Critical Thinking
Pathophysiology	C or better	3	Critical Thinking
Psychology of Adulthood and Aging	C or better	3	Global Awareness, Perspectives, and Ethics
Research Method in Psychology	C or better	3	Global Awareness, Perspectives, and Ethics OR Critical Thinking
Social Psychology	C or better	3	Global Awareness, Perspectives, and Ethics
World Conflicts Since 1900	C or better	3	Global Awareness, Perspectives, and Ethics
World Population	C or better	3	Global Awareness, Perspectives, and Ethics
Human Resource Management	C or better	3	Global Awareness, Perspectives, and Ethics
Labor Relations	C or better	3	Global Awareness, Perspectives, and Ethics
Organizational	C or	3	Global Awareness, Perspectives, and

Behavior	better		Ethics
Literacy Instruction in the Elementary School	C or better	6	Global Awareness, Perspectives, and Ethics
Adult Nursing	C or better	8	Critical Thinking
Community-Focused Nursing	C or better	4	Global Awareness, Perspectives, and Ethics
Management in Nursing	C or better	4	Global Awareness, Perspectives, and Ethics
Maternal and Child Nursing	C or better	8	Critical Thinking
Psychiatric/Mental Health	C or better	8	Critical Thinking
Research in Nursing	C or better	3	Critical Thinking

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. 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)

Students should contact ACE for a transcript of professional training if applicable (<http://www.acenet.edu/>).

Approved Certificates

Certificates of Training

Students may submit Certificates of Training received from the Federal Emergency Management Administration (FEMA) and the National Emergency Training Center (NETC) as approved by the American Council on Education (ACE). Credit earned through Certificates of Training can only be used to fulfill undergraduate general education or an elective requirement. Grand Canyon University will award, when equivalent, one semester credit for every 15 contact hours of training. When Continuing Education Units/Credits (CEU) are used, 1.5 CEU credits is equivalent to 1 semester credit (See equivalencies below).

10 contact hours = 1 CEU credit

15 contact hours = 1 semester credit

1.5 CEU credits = 1 semester credit

All other certificates of training not mentioned above will need to be submitted by following the guidelines for the Professional Schools and Training (PST) process.

Professional Schools and Training (PST)

Students may create and submit a PST by documenting contact hours acquired through professional schooling and training such as seminars, workshops, certificate training programs, formalized on-the-job training, licenses and apprenticeships. Grand Canyon University will award, when equivalent, one semester hour of credit for every 15 seat hours of training for the related college course that is challenged. The PST can be used to fulfill a general education or an elective requirement. Information on how to prepare a PST submission is found on the GCU Web site. The submission includes a completed two-page PST coversheet; a short (2-4 page) essay answering the four questions found at the bottom of the first page of the coversheet; and copies of the appropriate documentation of the training hours (certificates, letters of verification, training logs with training sessions noted that pertain to the PST).

Completed PSTs with accompanying fees may be sent to the [Office of Academic Records](#).

Students should note that incomplete PSTs will not be reviewed and will be returned to the student. Students will be notified of the outcome of the review within 3-4 weeks of receipt of the PST. Students are notified through their GCU e-mail account.

PST Submission Fees: \$75 per credit submitted for review.

If awarded, PST credit may only apply to general education or elective requirements at Grand Canyon University, and these credits are not transferable to another institution in the way credit for actual courses completed at

GCU would be.

Lifelong Learning Assessment

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;
- 4 credits, complete 20 pages and a minimum of four academic references.

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. 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 are not 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 be not be reviewed and will be returned to the student. Students will be notified of the outcome of the review within 3-4 weeks of receipt of the LLA. Students are notified through their GCU e-mail account. LLA Submission Fees: \$75 per credit submitted for review

Complete LLAs with accompanying fees may be sent to the [Office of Academic Records](#).

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 would be accepted. AARTS and SMART transcripts track all of a servicemember'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/ProgramsServices/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 [The Grand Experience](#) requirements (general education 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 advisor 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 29 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

Undergraduate Students

The minimum number of semester credits required for a baccalaureate degree is 120.

- **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 Requirements

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

For a baccalaureate degree, a student must earn a minimum of 36 semester credits in upper division (300 or above) courses. Undergraduate students must have at least a cumulative 2.00 GPA in upper division requirements and are not permitted to count any course with a grade below C.

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.

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.

- File an Intent to Graduate Form with the Office of Academic Records for the degree sought.
- 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.)

Double Major

Students wishing to pursue two majors under a single degree (e.g., B.A. or M.S.):

- Must meet the admission criteria for that degree.
- Must inform their 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 honors.
- Will use the catalog year of the primary major to determine the secondary major requirements.
- Must file an Intent to Graduate Form with the Office of Academic Records that notes each major sought.

- Will receive a single diploma with the degree and primary major. The secondary major will be indicated upon the transcript.

Additional Emphases, Content Areas, Minors and Concentrations

Students wishing to pursue additional emphases, content areas, minors, and concentrations under a single degree:

- Must inform the counselor of the primary emphases or content area and the desire to seek a secondary emphasis or content area.
- Must fulfill the prerequisites and requirements for each emphasis, content area, minor, or concentration sought.
- Will use the catalog year of the primary major to determine requirements.
- Will have the additional emphases, content areas, minors, and concentrations indicated upon their transcripts.

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.

A student wishing to pursue a dual degree:

- Must meet the admission criteria for that dual-degree program.
- Fulfill the General Education requirements (for undergraduate programs), all degree prerequisites and requirements, and all other University requirements for the dual-degree program.
- Will receive two separate diplomas, one for each degree in the dual-degree program.
- Will have a single GPA for the purpose of determining honors (where applicable).
- Must complete the requirements for both degrees before being granted either degree.
- Must file an Intent to Graduate Form with the Office of Academic Records that notes each degree sought.

Double Degree

An undergraduate student wishing to pursue two degrees simultaneously from Grand Canyon University must meet the following requirements:

- Obtain permission from the Office of Academic Records and the dean(s) of the college(s) under which the degrees are offered.
- File an Intent to Graduate Form with the Office of Academic Records that notes each degree sought.
- Fulfill the GE requirements, all degree prerequisites and requirements, and all other University requirements for each degree sought.

- The two degrees must be different (e.g., B.A. and B.S. or B.S. and B.S.N.). A minor only needs to be completed in one of the two degrees.
- 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).
- Complete the requirements for both degrees before being granted either degree.

(Note: Double degree students may only earn honors on their first degree.)

Graduate 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.

Graduation Application

Students must file a Graduation Application with the Office of Academic Records to initiate the graduation-audit process. Before submitting the Graduation Application, which can be downloaded from the GCU Web site or completed online, students must pay a one-time, non-refundable fee.

Degrees are conferred only after successful completion of the graduation audit, wherein student transcripts are evaluated to verify that all graduation requirements have been completed. Proof of the following are required to complete the graduation audit successfully:

- GCU receipt of all official transcripts from colleges/universities where additional courses have been completed to satisfy GCU degree requirements.
- All necessary Course Substitution Forms received and approved by the Office of Academic Records.
- All financial balances with Grand Canyon University must be cleared prior to degree posting. Transcripts will also not be available until the financial balance is cleared.

All degrees will be posted (formally placed on your transcript) approximately 6 weeks after degree requirements are fulfilled and grades are posted.

Nontraditional Students

Degrees will be posted within 6 weeks of the last day of all courses, regardless of whether a student completes course requirements early.

Traditional Students

A degree may not be posted prior to the end of the semester in which your program of study is completed.

Students who wish to participate in the Commencement Ceremonies in May must file the Graduation Application with the Office of Academic Records by December 31 of the preceding year. Although degrees are conferred throughout the year, students who file the Graduation Application after the December 31st deadline may be subject to late fees and/or forfeit eligibility to participate in the Commencement Ceremonies.

Commencement

Academic Regalia for Commencement

Degree candidates participating in the commencement exercises are required to wear the prescribed academic regalia obtained through the [University Bookstore](#).

Attendance at Commencement

A candidate for graduation is expected to attend public commencement exercises that are held annually in May. Information regarding graduation is available at <http://my.gcu.edu>

Eligibility to Participate in Commencement

Prospective graduates who have filed a Graduation Application in the established timeframe mentioned above and have been deemed eligible will be invited to participate in the May commencement exercises. The May commencement exercises are for students completing their GCU requirements during the current academic year ending that same May for Track I students or July for Track II students. See the Academic Calendar for definitions of Track I and II. If students are completing courses from an outside college or university during this last academic year at GCU, the student must provide proof of registration from those colleges/universities before being considered eligible for commencement.

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, Smarthinking is an online tutoring service that Grand Canyon University makes available to all its students. Smarthinking 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 & Advancement by calling 602-639-8901, emailing them at centerforlearning@gcu.edu, or going to their website at <http://my.gcu.edu/centerforlearning>.

Grand Canyon University Library

The GCU Library offers a study and research environment to students, faculty, and staff. A current GCU ID card is required for students to check out library materials.

Library Services include:

- Research assistance [online (articles only) and campus]
- Library and database use instruction (online and campus)
- Wireless web access
- Course reserved materials
- Interlibrary loan (online and campus)
- Audio/visual equipment
- Copiers/FAX machine

Collections include:

- Paper and electronic books
- Paper, microfiche, electronic journals
- Full-text journal databases
- Curriculum resource room
- Music CDs
- Videos/DVDs

Campus Computer Center

There are 2 computer labs on campus (GCU Library and Computer Lab in College of Health Sciences Building), both outfitted with new Dell OptiPlex computers and 17" monitors. The computer labs offer Internet access and a host of applications for use outside of the classroom. Each

student has an individual login which includes secured space on a server to store personal files. In addition to the lab computers, wireless access is available for students with laptops.

Office of Graduate Studies

The Office of Graduate Studies reinforces the University's commitment to excellence in graduate study by defining the graduate experience and identifying those qualities expected of GCU graduate students. Information on online and campus graduate programs of study and accreditation is available through the Office of Graduate Studies as well as policy information specific to the graduate experience that facilitates the successful completion of graduate study at GCU.

Institutional Review Board

The purpose of an Institutional Review Board (IRB) is to protect human subjects involved in research from unnecessary or excessive physical or mental harm and prevent risk to reputation or financial status as a result of participating in research. Research protocols must be reviewed and approved by the IRB if human subjects participate in the study and the data are intended for publication or public presentation outside of a closed University setting. Of particular focus is research that involves vulnerable populations or imposes risk to the subjects. IRB approval to conduct human subject research follows the Belmont Report guiding principles, and it is the responsibility of the researcher to ensure that all research is compliant with the Federal Policy established by the Department of Health and Human Services (DHHS) and the Office of Human Research Protections (OHRP). All research conducted at or affiliated with Grand Canyon University (GCU) that involves human subjects must be on file with the GCU IRB. Those studies in which novel data are collected from human subjects and are part of the curriculum for a course must be on file with the IRB prior to the start of a course and is exempt from IRB review. However, any research that involves risk in any form to subjects or involves vulnerable populations must be reviewed for approval by the IRB, regardless of whether the research is curriculum-based. Assessments in which the purpose of the research is to improve teaching strategies do not require IRB review nor must the protocol be on file with the IRB, providing there is no risk to the subjects in the assessment (e.g., identification that would lead to physical, personal, reputation, or financial harm). The GCU IRB is registered with the OHRP and has Federal-wide Assurance for the Protection of Human Subjects. Therefore, research at GCU is eligible for federal funding from the DHHS and the Federal Drug Administration to conduct research using human subjects. Contact the GCU IRB at IRB@gcu.edu

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 via phone or 877-866-8917 or e-mail 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 www.state.gov

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 student's 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 exists 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, the student does not need to have the passport and 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.

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 heart beat, 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 heart beat, 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 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](#) is published annually on <http://my.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 exists so students, faculty and staff 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 exists 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 are 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 part of the city.
- **Mission Trips:** GCU provides mission trips to various countries overseas as well as local missions in the 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 and 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 student who is currently taking courses that has not yet earned a doctoral degree, but already holds a master's degree.

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 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.