



Grand Canyon University  
University Policy Handbook  
Spring 2014

# University Policy Handbook Version Record

Edition	Version	Updated	Changes Made
Spring 2014	v.1	12/27/2013	<ul style="list-style-type: none"> <li>Updated State Authorizations – Maryland</li> </ul>
Spring 2014	v.2	1/8/2014	<ul style="list-style-type: none"> <li>Updated Academic Calendar</li> <li>Updated Course Tuition Refund</li> <li>Updated Course Fee Refunds</li> <li>Updated Official Enrollment Status Change and Withdrawal – Add/Drop</li> </ul>
Spring 2014	v.3	1/13/2014	<ul style="list-style-type: none"> <li>Updated Master Programmatic Graduation Requirements – All CONHCP Graduate Programs</li> <li>Updated Academic Definition of Full-Time Status</li> <li>Updated International Licensure Programs</li> <li>Updated University Appeals Procedures</li> </ul>
Spring 2014	v.4	1/16/2014	<ul style="list-style-type: none"> <li>Added Doctoral Programmatic Admission Requirements – Doctor of Nursing Practice</li> <li>Updated Doctoral Degree Transfer Policies</li> </ul>
Spring 2014	v.5	1/31/2014	<ul style="list-style-type: none"> <li>Updated HS Dual Enrollment</li> <li>Added Honors Admission Requirements</li> <li>Added Honors Progression Requirements</li> <li>Updated Graduation with Academic Recognition</li> <li>Updated GCU Approved Certificates</li> </ul>
Spring 2014	v.6	2/4/2014	<ul style="list-style-type: none"> <li>Added State Refund Policies – New Mexico (<i>originally added 10/14/2013</i>)</li> <li>Updated University Appeals Procedures – New Mexico Contact Information</li> </ul>
Spring 2014	v.7	2/17/2014	<ul style="list-style-type: none"> <li>Updated Degrees Offered</li> <li>Updated State Authorizations - Indiana</li> </ul>
Spring 2014	v.8	2/27/2014	<ul style="list-style-type: none"> <li>Added Late Payment Fee</li> <li>Added Schedule Change Fee</li> <li>Updated Baccalaureate Programmatic Admission Requirements – Bachelor of Arts in Music and Bachelor of Arts in Music Education</li> <li>Updated Doctoral Program Progression Requirements</li> <li>Updated Master Programmatic Admission Requirements – Master of Science in Nursing: Adult Clinical Nurse Specialist with an Emphasis in Adult-Gerontology</li> <li>Updated Repeating Non-Passing Courses</li> </ul>
Spring 2014	v.9	3/21/2014	<ul style="list-style-type: none"> <li>Added Programmatic Technology Requirements</li> <li>Updated HS Dual Enrollment</li> </ul>
Spring 2014	v.10	4/1/14	<ul style="list-style-type: none"> <li>Updated Undergraduate Graduation Requirements</li> </ul>
Spring 2014	v.11	4/7/14	<ul style="list-style-type: none"> <li>Added Mobility section to Student Disability Services</li> <li>Added Accessibility Standards</li> <li>Updated Learning Management System Availability</li> <li>Updated Doctoral Admission Requirements</li> <li>Updated Honors Admission Requirements</li> <li>Updated Programmatic Technology Requirements</li> </ul>
Spring 2014	V.12	4/14/14	<ul style="list-style-type: none"> <li>Added Contact Addresses</li> <li>Updated Lopes Logo</li> </ul>

## 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.

The [Traditional Student Handbook](#) is published annually. It provides information and procedures. It is the student's responsibility to become familiar with and adhere to the procedures contained within the Traditional Student Handbook.

Grand Canyon University does not discriminate on the basis of age, race, national origin, gender, disability, or any other classification protected by applicable law in its programs or activities. Questions regarding this policy should be directed to:

GCU Title IX Coordinator  
3300 West Camelback Road  
Phoenix, AZ 85017  
602-639-7500  
[titleIX@gcu.edu](mailto:titleIX@gcu.edu)

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# Contact Information

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## General Contact Information

### Web Sites

<http://www.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 – Main Campus

3300 West Camelback Road

Phoenix, AZ 85017-3030

Grand Canyon University – Banner Boswell

10484 W Thunderbird Blvd. Ste. 102

Sun City, AZ 85351

Grand Canyon University – Mesa

A.T. Still 5845 E Still Circle, Ste. 206

Mesa, AZ 85206

Grand Canyon University – Scottsdale

Scottsdale Healthcare - 9201 E. Mountain View, Ste. 100

Scottsdale, AZ 85258

Grand Canyon University – Tempe

1150 West Grove Parkway, Suite 101

Tempe, AZ 85283

Grand Canyon University – Tucson

Tucson Medical Center, 5099 E. Grant Rd.; Ste. 350

Tucson, AZ 85712

## Student Contacts

### Canyon Health and Wellness Clinic

Responsibility: Assists campus students with health needs.

Phone: 602-639-6215

Fax: 602-639-7830

### Career Services

Responsibility: Assists students with finding employment.

Phone: 602-639-6606

Fax: 602-639-7856

E-mail: [careerservices@gcu.edu](mailto:careerservices@gcu.edu)

### Center for International Education

Responsibility: Assists international students with admissions and program completion.

Phone: 602-639-7382

International: 001-602-639-7382

Fax: 602-343-3771

### 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](mailto:centerforlearning@gcu.edu)

### Disability Office

Responsibility: Assists students with obtaining reasonable accommodations, based on student self-disclosure of disability.

Phone: 602-639-6342

Email: [disabilityoffice@gcu.edu](mailto:disabilityoffice@gcu.edu)

### Enrollment Counselors

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

Phone: 1-800-800-9776

### GCU Bookstore

Responsibility: Carries materials required in GCU courses along with University-branded apparel and gifts.

Phone: 1-800-866-8917

### GCU Fleming Library

Responsibility: Provides learning resources through physical and online libraries.

Phone: 602-639-6641 or 1-800-800-9776 ext. 639-6641

Website: <http://library.gcu.edu>

Ask A Librarian: <http://library.gcu.edu/AskALibrarian>

Webinars/Workshops: <http://www.gcu.edu/Student-Life/Library/Webinar-Sign-Up.php>

### GCU Today

Responsibility: Provides the news and events source for Grand Canyon University students, updated daily.

Phone: 602-639-8011

Email: [doug.carroll@gcu.edu](mailto:doug.carroll@gcu.edu)

### 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](mailto:academicrecords@gcu.edu)

### Office of Residence Life

Responsibility: Assists students with campus housing

Phone: 602-639-6244

Email: [residencelife@gcu.edu](mailto: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: [spirituallife@gu.edu](mailto:spirituallife@gu.edu)

**Office of Student Engagement**

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

Phone: 602-639-7250

Email: [Student.Engagement@gu.edu](mailto:Student.Engagement@gu.edu)

**Public Safety**

Responsibility: Assists students, faculty and staff with issues relating to campus and public safety.

Phone: 602-639-8100

**Student Services Advisors**

Responsibility: Assists students with planning financial resources needed to fund their education along with planning and maintaining their program of study.

Phone: 1-800-800-9776

**Technical Support**

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

Phone: 1-877-428-8447

Email: [techsupport@gu.edu](mailto:techsupport@gu.edu)

# Accreditation and Authorizations

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## Accreditation

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

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

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

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

### Higher Learning Commission

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

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

### Arizona State Private Post-Secondary Education

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

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

### Veteran's Administration

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

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

### Student Exchange Visitor Program (SEVP)

Grand Canyon University has applied for and received certification to enroll F nonimmigrant students per the Student Exchange Visitor Program (SEVP) under 8 CFR 214.3. The Center for International Education has access to SEVIS and may issue Forms I-20, Certificate of Eligibility for Student Status, to prospective students. For more information see the Center for International Education website.

### College of Arts and Sciences

The National Addiction Studies Accreditation Commission (NASAC), 1001 N. Fairfax St. Suite 201, Alexandria, VA 22314, accredits the Master of Science in Addiction Counseling program.

### Ken Blanchard College of Business

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

### College of Education

Grand Canyon University College of Education is approved by the Arizona State Board of Education and the Arizona Department of



Education to offer institutional recommendations (credentials) for the certification of elementary, secondary, special education teachers, as well as principals.

### **College of Nursing and Health Care Professions**

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

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

### **Intercollegiate Athletics**

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

## **State Authorizations**

### **Alabama**

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

### **Alaska**

Grand Canyon University is exempt from authorization under AS 14.48 and 20 AAC 17.015 because the program offered in Alaska is online and the University does not have a physical presence in the State of Alaska.

### **Arkansas**

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

### **Georgia**

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

### **Idaho**

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

### **Indiana**

The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education. 101 West Ohio Street, Suite 670, Indianapolis, IN 46204-1984. 317-464-4400 Ext. 138; 317-464-4400 Ext. 141.

### **Iowa**

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

### **Kansas**

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

### **Kentucky**

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

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

### **Louisiana**

Grand Canyon University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not

constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

### **Maryland**

The following programs have been authorized to operate in Maryland by the Maryland Higher Education Commission: Bachelor of Science in Counseling with an Emphasis in Addiction, Chemical Dependency, and Substance Abuse, 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 Educational Administration, Master of Education in Educational Leadership, Master of Education in Teaching English to Speakers of Other Languages, Master of Science in Addiction Counseling, Master of Science in Professional Counseling, Master of Science in Nursing with an Emphasis in Public Health, Master of Science in Nursing: Nursing Education, Master of Science in Nursing: Nursing Leadership in Health Care Systems, Master of Science of Science in Special Education and Post-Master's Certificate of Science in Nursing. The Bachelor of Science in Early Childhood Education, Bachelor of Science in Elementary Education, Bachelor of Science in Elementary and Special Education, Bachelor of Science in Secondary Education, Master of Education in Early Childhood Education, Master of Education in Elementary Education and Master of Education in Secondary Education programs have not been recommended for implementation by the Maryland Higher Education Commission based upon on a possible shortage of student teaching placement opportunities, however students may still enroll in them. All other programs are pending registration by the Maryland Higher Education Commission.

### **Minnesota**

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

### **Missouri**

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

### **New Mexico**

Any New Mexico residents who have a complaint can file a complaint with the New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505, 505-476-8400 or visit [http://www.hed.state.nm.us/Complaint\\_3.aspx](http://www.hed.state.nm.us/Complaint_3.aspx).

### **Ohio**

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

### **Pennsylvania**

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

### **South Carolina**

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

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

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

### **Tennessee**

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

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

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

#### *Transferability of Credits for Tennessee Students*

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

## **Washington**

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

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

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

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

# About Grand Canyon University

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## Vision

Grand Canyon University is a 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 was struggling financially and facing the prospect of having to close its doors. Unfortunately, the University did not have a large endowment or donor base to rely upon to help solve its financial crisis. In order to preserve the University, the University was sold to a small group of investors and converted to an investment funded model. The years 2004 – 2008 were difficult for the University as its traditional campus deteriorated while the University focused primarily on online education and financial solvency. Then, in 2008, a management team with experience in Christian education, led by President Brian Mueller and Chief Operating Officer Dr. Stan Meyer, was installed and a new vision was imparted for reinvigorating the campus. In May 2008, the University raised additional funds for campus expansion through an initial public offering. Today, Grand Canyon Education, Inc., d/b/a Grand Canyon University, is a publicly traded company listed under the symbol LOPE on the NASDAQ National Market. Today, the painstaking re-engineering of Arizona's premier private Christian university is making a college education possible – and affordable – for many who could only dream of such an opportunity.

## Corporate Board of Directors

- Brent Richardson; Executive Chairman
- Brian Mueller; President/Chief Executive Officer
- Bradley Casper; Director
- Jack Henry; Director
- David Johnson; Director
- Kevin Warren; Director
- Sara Dial; Director

## 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 and Health Care Professions: 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.



## Statement of Principle

The words of the Alma Mater summarize the attitude and spirit of Grand Canyon University:

### ALMA MATER



Words and music composed by Dr. Chester S. Bagg

# 2013-2014 Academic Calendar

## Traditional Campus Students

**Spring 2014: 1/6/14– 4/27/14**

### Instruction/Grade Calendars

\* Move in Date for Spring Semester ..... January 4-5, 2014

#### 15-Week Classes

Instruction begins ..... January 6, 2014  
Spring Break ..... March 17 – March 23, 2014  
Instruction ends ..... April 27, 2014

#### 2014 Commencements

##### *Non-traditional:*

College of Arts and Sciences and College of Theology .....  
..... 10:00 am, March 14, 2014  
College of Doctoral Studies and Ken Blanchard College of  
Business ..... 3:00 pm, March 14, 2014  
College of Education ..... 10:00 am, March 15, 2014  
College of Nursing ..... 3:00 pm, March 15, 2014

##### *Traditional:*

All Colleges ..... April 24, 2014

Commencement Break ..... April 28 – May 4, 2014

**Summer 2014: 5/5/14– 8/17/14**

### Instruction/Grade Calendars

#### 15-Week Classes

Instruction begins ..... May 5, 2014  
Session A ..... May 12 – June 29, 2014  
Session B ..... June 30 – August 17, 2014  
Instruction ends ..... August 17, 2014

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

Summer Break ..... August 18 – August 24, 2014

**Fall 2014: 8/25/14 – 12/14/14**

### Instruction/Grade Calendars

#### 15-Week Classes

Instruction begins ..... August 25, 2014  
Fall Break ..... November 24, 2014 – November 30, 2014  
Instruction ends ..... December 14, 2014  
Christmas Break ..... December 15, 2014 – January 4, 2015

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

#### Non-Traditional Christmas Break

Undergraduates ..... December 22, 2014 – January 4, 2015  
Graduates ..... December 25, 2014 – January 8, 2015

**Spring 2015: 1/5/15– 4/26/15**

### Instruction/Grade Calendars

\* Move in Date for Spring Semester ..... January 3-4, 2015

#### 15-Week Classes

Instruction begins ..... January 5, 2015  
Spring Break ..... March 16 – March 22, 2015  
Instruction ends ..... April 26, 2015

Traditional Campus Commencement ..... April 22, 2015  
Online College Commencements ..... April 23, 2015  
Online College Commencements ..... April 24, 2015

Commencement Break ..... April 27 – May 3, 2015

## Non-Traditional Students (Online, Evening-Satellite and Evening-Campus Students)

Please note that online, onsite and offsite cohort students have classes that begin frequently. Therefore, students are encouraged to contact their Enrollment Counselor or Student Services Advisor for more information on class starts.

## Holiday Schedule

*New Year's Day* # □ @  
*Martin Luther King Day* # ‡ □ @  
*President's Day* # ‡ □ @  
*Good Friday* # □ @  
*Memorial Day* # ‡ □ @  
*Independence Day* # ‡ □ @  
*Labor Day* # ‡ □ @  
*Veteran's Day* ‡ □ @  
*Thanksgiving and the following Friday* # □ @  
*Christmas Day* # □ @

#### Legend

# Campus Offices Closed

‡ Evening Classes Meet

□ Online Classes Meet

@ Traditional Campus Students Do Not Meet

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



# Degrees Offered

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The University offers curricula leading to the degrees of Doctor of Education, Doctor of Philosophy, Doctor of Business Administration, Master of Arts, Master of Education, Master of Business Administration, Master of Public Administration, Master of Public Health, Master of Science, Bachelor of Arts, and Bachelor of Science, as well as offering graduate and undergraduate certificates. Please refer to the university website ([www.gcu.edu](http://www.gcu.edu)) for the locations/modalities in for each program. Students should be advised that some degree programs at GCU have competitive admissions or require college-specific admission requirements beyond the University level admission requirements.

## Doctoral Programs

### Doctor of Business Administration

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

- Management

### Doctor of Education Degree in Organizational Leadership

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

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

### Doctor of Nursing Practice

The Doctor Nursing Practice Degree (DNP) encompasses a mixture of didactic courses and mentored practicum experiences. Each course allows for the demonstration and achievement of programmatic competencies and objectives through real-world health care systems application. The curriculum and instruction meet the needs of master's-prepared nurses seeking a terminal-practice degree.

### Doctor of Philosophy in General Psychology

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

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

## Professional Programs

### Education Specialist in K-12 Leadership

The Education Specialist (Ed.S.) in K-12 Leadership program develops and enhances the learner's ability to grasp, process, and apply doctoral-level constructs that positions them for organizational governance, capacity building, and vision casting.

### Post Master of Science – Nursing Certificates

- Acute Care Nurse Practitioner with an Emphasis in Adult-Gerontology
- Adult Clinical Nurse Specialist with an Emphasis in Adult-Gerontology
- Family Nurse Practitioner
- Nursing Education

## Master Programs

### 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 Arts in Teaching

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

- Professional Learning Communities
- Teacher Leadership

### Master of 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:
  - o Accounting
  - o Finance
  - o Health Systems Management
  - o Leadership
  - o Marketing
  - o 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 Education

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

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

◊ Initial Program – Does Not Lead to Teacher Licensure

### 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
- Christian Counseling
  - Substance Use and Addictive Disorders
- Criminal Justice
  - Emphasis in Law Enforcement
  - Emphasis in Legal Studies
- Health Care Administration
- Health Care Informatics
- Leadership
- Disaster Preparedness and Executive Fire Leadership
- Nursing
  - Acute Care Nurse Practitioner with an Emphasis in Adult-Gerontology
  - Adult Clinical Nurse Specialist with an Emphasis in Adult-Gerontology
  - Family Nurse Practitioner
  - Nursing Education
  - Nursing Leadership in Health Care Systems
  - Public Health
  - Health Care Informatics
- Professional Counseling
- Psychology
  - Emphasis in General Psychology
  - Emphasis in Industrial and Organizational Psychology

## Baccalaureate Programs

### Bachelor of Arts

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

- Christian Studies
  - Emphasis in Biblical Studies
  - Emphasis in Youth Ministry
- Communication
- Dance Education\*
- Digital Design
  - Animation
  - Web Design
- Digital Film
  - Emphasis in Production
  - Emphasis in Screenwriting
- English Literature
- History
- Music
  - Emphasis in Piano Performance
  - Emphasis in Instrumental Performance
  - Emphasis in Voice Performance
- Music Education
  - Choir: Piano
  - Choir: Voice
  - Intrumental: Brass, Woodwind, Percussion or String
  - Instrumental: Piano
- Theatre and Drama
- Theatre Education\*
- Worship Arts
  - Emphasis in Digital Media
  - Emphasis in Worship Management
  - Emphasis in Worship Ministry
  - Emphasis in Worship Production

\*Initial Program – Leads to Teacher Licensure

### Bachelor of Science

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

- Accounting
- Applied Management
- Athletic Training
- Biology
  - Emphasis in Pre-Medicine
  - Emphasis in Pre-Pharmacy
  - Emphasis in Pre-Physician Assistant
  - Emphasis in Pre-Physical Therapy
- Business Administration
  - Emphasis in Business Intelligence
- Business Management
- Computer Science
  - Emphasis in Big Data & Analytics
  - Emphasis in Business Entrepreneurship
  - Emphasis in Game Simulation Development
- Counseling
  - Emphasis in Addiction, Chemical Dependency, and Substance Abuse
- Early Childhood Education\*
- Educational Studies



- Elementary Education
  - Emphasis in English\*
  - Emphasis in Math\*
  - Emphasis in Science\*
  - Elementary Education/Special Education (Dual Major)\*
- Entrepreneurial Studies
- Exercise Science
  - Emphasis in Health Education
  - Emphasis in Physical Education
- Finance and Economics
- Forensic Science
- Health Care Administration
- Health Sciences: Professional Development and Advanced Patient Care
- Information Technology
  - Emphasis in Business Entrepreneurship
  - Emphasis in Health IT
  - Emphasis in Technology Innovation
- Justice Studies
- Marketing
- Nursing
  - Pre-licensure
  - Registered Nurse to BSN
- Psychology
- Public Safety Administration (Population-Specific)
- Public Safety and Emergency Management
- Secondary Education
  - Emphasis in Biology\*
  - Emphasis in Business Education\*
  - Emphasis in Chemistry\*
  - Emphasis in English\*
  - Emphasis in Math\*

- Emphasis in Physical Education\*
- Sociology
- Sports Management

\*Initial Program – Leads to Teacher Licensure

## Minors

- Accounting
- Athletic Coaching
- Biblical Studies
- Business Administration
- Business Management
- Christian Studies
- Dance Education
- Digital Design
- Digital Film
- Entrepreneurial Studies
- Finance and Economics
- Marketing
- Music – Instrumental
- Music – Piano
- Music – Vocal
- Pre-Medicine
- Military Service (ROTC)
- Sports Management
- Spanish
- Theatre

Note: Although a degree program may be listed as offered on the traditional campus, students should contact an Enrollment Counselor or Student Services Advisor for program schedules.

# Admission Policies and Application Procedures

## Overview

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

## Baccalaureate Admission Requirements

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

Credits	Admission Requirements
High School Only And/or 1-5 Transferrable College Credits	<b>Transcripts (Required)</b> <ol style="list-style-type: none"> <li>Secondary (high school) transcript, documenting no less than 75% of the coursework needed for degree completion, with an unweighted grade point average (GPA) of 2.75 or above. Degree-bearing transcript must be submitted when conferred. If final transcript negatively impacts admissibility, acceptance status may be rescinded or modified to include specifications.</li> <li>Degree-bearing, secondary (high school) transcript: <ol style="list-style-type: none"> <li>Traditional campus: An unweighted GPA of 3.00 or above* <ul style="list-style-type: none"> <li>Home school transcripts from a state that recognizes home schooling as a valid secondary school option.</li> <li>Students who reside in a state without home schooling as a valid secondary school option will be <a href="#">Accepted with Specifications</a>.</li> </ul> </li> <li>Non-Traditional campus: An unweighted GPA of 2.75 or above <ul style="list-style-type: none"> <li>Home school transcripts from a state that recognizes home schooling as a valid secondary school option.</li> <li>Students who reside in a state without home schooling as a valid secondary school option will be <a href="#">Accepted with Specifications</a>.</li> </ul> </li> </ol> </li> <li>General Education Development (GED): <ol style="list-style-type: none"> <li>Traditional campus: Cumulative score of 3000 or above (2002 Series or later) on the tests of General</li> </ol> </li> </ol>

Credits	Admission Requirements
	<p>Education Development (GED); and transcripts of all credit-bearing course work. Cumulative score of 258 or above (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work</p> <p>b. Non-Traditional campus: Cumulative score of 2750 or above (2002 Series or later) on the tests of General Education Development (GED); and transcripts of all credit-bearing course work. Cumulative score of 258 or above (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work</p> <p><b>Test Scores (Optional)</b></p> <ol style="list-style-type: none"> <li>Composite score of 19 or above on the ACT. GCU ACT code is 0092</li> <li>Composite score of 920 or above (1600 point scale) or 1380 or above (2400 point scale) on the Scholastic Aptitude Test (SAT). GCU SAT code is 4331.</li> </ol> <p>*Based on the competitive nature of attending the traditional campus, and the limited student enrollment, students attending the main campus must have a 3.0 high school GPA to be fully accepted.</p> <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 admitted based on Self-Certification of completion of High School Diploma or GED (excludes Tennessee residents). Applicants admitted under this condition will be <a href="#">Accepted with Specifications</a> and may be selected for verification of HS diploma or GED.</p>
6-24 Transferrable College Credits	Post-secondary (college) transcript(s) with an unweighted GPA of 2.75 or above
25-90 Transferrable College Credits	Post-secondary (college) transcript(s) with an unweighted GPA of 2.25 or above.
2 <sup>nd</sup> Bachelor	Post-secondary (college) transcript(s) with an unweighted GPA of 2.00 or above.

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

## Placement Exams for Mathematics and English (*Effective Spring and Summer 2014*)

### *Traditional Campus Students*

Traditional students who have not met the appropriate competencies for Mathematics and/or English are required to take MAT-110 and/or UNV-100. Students wishing to waive these prerequisite courses can select one of the following options which will allow them to register directly into MAT-134, MAT-250, MAT-351/352 and/or ENG-105.

Course	Prerequisite Requirement Options
MAT-134 Prerequisites	<ol style="list-style-type: none"> <li>1. G.P.A of 3.5 or higher.</li> <li>2. Passing grade in AP Math Coursework on the student's HS transcript.</li> <li>3. Passing a high school course in pre-calculus or calculus with a C or better.</li> <li>4. Passing grade for MAT-110.</li> <li>5. Receive a score of 550 or higher on the mathematics portion of the College Board SAT Reasoning Test.</li> <li>6. Receive a score of 550 or higher on a College Board SAT Subject Test in Mathematics (level 1 or level 2).</li> <li>7. Receive a score of 23 or higher on the ACT® Mathematics Test taken October 1989 or later.</li> <li>8. Receive a score of 70% or higher on the GCU Basic Math Placement examination.</li> <li>9. Receive a score of 50% - 70% on the GCU Advanced Math Placement examination. A score below 50% on the Advanced Math Placement examination will require the student to take the GCU Basic Math Placement examination for placement in MAT-110 or MAT-134.</li> </ol>
ENG-105 Prerequisites	<ol style="list-style-type: none"> <li>1. Passing grade in AP English Coursework on the student's HS transcript.</li> <li>2. Passing grade for UNV-100.</li> <li>3. Receive a score of 550 or higher on the critical reading section of the College Board SAT™ Reasoning Test taken March 2005 to June 2011.</li> <li>4. Receive a score of 500 or higher on the critical reading section of the College Board SAT™ Reasoning Test effective Summer/Fall 2011.</li> <li>5. Receive a score of 680 or higher on the writing section of the SAT Reasoning Test taken March 2005 or later.</li> <li>6. Receive a score of 550 or higher on the verbal section of the College Board SAT I: Reasoning Test taken between April 1995 and January 2005.</li> <li>7. Receive a score of 680 or higher on the College Board SAT II: Writing Test taken between May 1998 and January 2005.</li> <li>8. Receive a score of 22 or higher on the enhanced ACT® English Test taken October 1989 or later.</li> <li>9. Receive a score of 70% on the GCU English Placement examination.</li> </ol>

MAT-250 Prerequisites	<ol style="list-style-type: none"> <li>1. Passing grade for MAT-134 or transferring in its equivalency.</li> <li>2. Receive a score of 70% - 90% on the GCU Advanced Math Placement examination.</li> </ol>
MAT-351/352 Prerequisites	<ol style="list-style-type: none"> <li>1. Passing grade for MAT-250 or transferring in College Algebra and Trigonometry coursework.</li> <li>2. Receive a score of 90% or higher on the GCU Advanced Math Placement examination.</li> </ol>

## Placement Exams for Mathematics (*Effective Fall 2014*)

### *Traditional Campus Students*

All incoming, traditional freshmen must complete either the GCU Algebra Placement Exam or the GCU College Mathematics Placement Exam before enrolling in a math course higher than MAT-110. Additionally, if a transfer students wants to place higher than MAT-110, the student is required to take the appropriate math placement exam unless they have transferred in a grade of C or better for an approved prerequisite, from a regionally accredited or GCU approved institution.

Students enrolling in a Bachelor of Arts degree take the GCU College Mathematics Placement Exam. Students will be placed according to the following guidelines:

Score	Course
100 – 70	Placement into MAT-144
69 – 0	Placement into MAT-110

Students enrolling in a Bachelor of Science degree take the GCU Algebra Placement Exam. Students will be placed according to the following guidelines:

Score	Course
100 – 90	Placement into MAT-252
89 – 70	Placement into MAT-250
69 – 40	Placement into MAT-134
39 – 0	Placement into MAT-110

## Placement Exams for English (*Effective Fall 2014*)

### *Traditional Campus Students*

Traditional students who have not met the appropriate competencies for English are required to take UNV-100. Students wishing to waive this prerequisite course can select one of the following options which will allow them to register directly into ENG-105.

Course	Prerequisite Requirement Options
ENG-105 Prerequisites	<ol style="list-style-type: none"> <li>1. AP English Coursework on the student's HS transcript.</li> <li>2. Passing grade for UNV-100.</li> <li>3. Receive a score of 550 or higher on the critical reading section of the College Board SAT™ Reasoning Test taken March 2005 to June 2011.</li> <li>4. Receive a score of 500 or higher on the critical reading section of the College Board SAT™ Reasoning Test effective Summer/Fall 2011.</li> </ol>

Course	Prerequisite Requirement Options
	5. Receive a score of 680 or higher on the writing section of the SAT Reasoning Test taken March 2005 or later. 6. Receive a score of 550 or higher on the verbal section of the College Board SAT I: Reasoning Test taken between April 1995 and January 2005. 7. Receive a score of 680 or higher on the College Board SAT II: Writing Test taken between May 1998 and January 2005. 8. Receive a score of 22 or higher on the enhanced ACT® English Test taken October 1989 or later. 9. Receive a score of 70% on the GCU English Placement Exam.

## Baccalaureate Programmatic Admission Requirements

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

### Honors Program

Admission into the honors program is competitive and determined by the criteria listed below and availability of spaces.

To be eligible for acceptance into the honors program, students must meet all of the following:

- Be admitted into the University
- Complete the Honors Program application
- Complete a written essay demonstrating passion for community service and leadership
- Submit at least two (2) professional letters of recommendation (i.e., faculty/teacher or employer, non-family members)
- Submit copy of current resume to include both employment and community service

In addition, student must meet one of the following:

1. Incoming freshman student
  - Possess 12 college level credits or fewer AND
  - Possess an unweighted minimum high school GPA of 3.8
OR
  - ACT composite score of 27 or above
OR
  - SAT score (combined critical reading and math) of 1200 or above
2. Transfer student
  - Possess 24 college level credits or more AND
  - Possess an unweighted minimum cumulative GPA of 3.5

## College of Fine Arts and Production

### Bachelor of Arts in Digital Film

All Digital Film majors must have access to the following computer hardware and software:

#### Traditional Campus Students

1. External Hard Drive of 1tb or higher (recommended)
2. SD card class 10 16gb or higher (recommended)
3. Compact Flash Card 16gb or higher (recommended)
4. Thumb Drive of 8 GB or higher (recommended)
5. Screenwriting Emphasis Only - Final Draft, MovieMagic, Celtix (recommended)

#### Non-Traditional (Online) Students

1. Editing Software (one on the following required):
  - FCP, AVID, Premiere (recommended)
  - Imovie, Pinnacle, Movie Maker, Vegas, Edit Movie (acceptable)
2. Camera: Must be capable of taking video that allows manual manipulation of: Exposure, Focal Length, White Balance, and Focus
3. Screenwriting Emphasis Only - Final Draft, MovieMagic, Celtix (recommended)

### Bachelor of Arts in Music

#### Bachelor of Arts in Music Education

Prospective students seeking admission to Grand Canyon University as music majors should have a background in reading and performing music. To gain admission into the program, a student must meet the general admission requirement of the university along with the requirements below.

3. The successful completion of a music theory assessment exam, which can be completed at the traditional campus or online.
4. An audition in the primary area of study (keyboard, voice or instrumental), which can be completed at the traditional campus or by recorded audition.

The candidate must demonstrate musical performance strength and skills that can be developed to enable the student to successfully complete the degree requirements of music major as stated in the curriculum. The student must demonstrate musical ability that can be developed through his/her undergraduate music studies to successfully serve as a professional in his major area of emphasis. Any student interested in auditioning must contact the office of the Assistant Dean of Music or designee in order to arrange an audition.

## College of Nursing and Health Care Professions

### Bachelor of Science in Athletic Training

Students can enroll into the Bachelor of Science in Athletic Training. However, admission into the clinical portion of the Athletic Training Education program is competitive. Not all applicants will be admitted and able to progress forward in the program. Students need to review the Bachelor of Science in Athletic Training Clinical Requirements and understand the application deadlines to participate in the clinical portion of the program. Students can also view the clinical requirements on <http://www.gcu.edu/College-of-Nursing-and-Health-Care-Professions/Athletic-Training-Program.php>.

Acceptance is determined by the Athletic Training Education Clinical Requirements and availability of clinical spaces.

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

Applicants to the program must meet one of the following criteria:

1. Possess an Associate degree from an accredited, GCU-approved college, university, or program that prepares students to acquire the necessary state, local, or national credentials required of allied health professionals involved in direct patient care.
2. Submit a state, local, or national credential/certificate/license issued by a sanctioned licensure/credentialing body, certifying that they are approved to practice as one of the following allied health professionals involved in patient health assessment or treatment:
  - Medical Technician/Patient Care Technician
  - Diagnostic Technician (Sonography, Radiology, Nuclear)
  - Lab / Phlebotomy Technician
  - Physical Therapy Assistant/Technician
  - Occupational Therapy Assistant/Technician
  - Cardiovascular Technician
  - Respiratory Technician
  - Surgical (OR) Assistant
  - Emergency Technician
  - Pharmacy Technician
  - Nursing Assistant (CNA)
  - Licensed Practical Nurse (LPN)
  - Licensed Vocational Nurse (LVN)
3. Health care work experience in which applicants have demonstrated requisite knowledge and skills required of allied health professional to provide direct patient care. Competencies for allied health care providers are listed below:
  - Performing basic diagnostic and therapeutic health care services
  - Preparing patients for procedures
  - Assisting nursing and medical personnel with examinations
  - Carrying out Pre-operative and post-operative duties
  - Collecting and processing laboratory specimens
  - Preparing and maintaining medical records
  - Scheduling and receiving patients
  - Maintaining asepsis and infection control
  - Maintaining medical equipment and supplies
  - Providing therapeutic care related to nutrition, ambulation, rehabilitation and activities of daily living
  - Performing first aid and CPROR
4. Submit military documentation demonstrating satisfactory completion of Medical Military Occupational Specialty Training.

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

1. Degree-Bearing Candidates:
  - Possess an associate's degree in nursing from an accredited, GCU-approved college, university, or program.

- Submit official transcripts bearing evidence of a cumulative GPA of 2.8.
  - Possess a current unencumbered, unrestricted license as a registered nurse in the:
    - o State of residence where they are employed as a RN or
    - o Canadian providence (excluding Quebec), where they are employed as a RN.
      - Complete the RN-BSN Canadian Nurse Verification Form.
      - Meet the [International Student Application Procedures](#).
2. Non Degree-Bearing/Nursing Diploma Candidates:
    - Submit proof of successful completion of a state board approved nursing program.
    - Submit official transcripts bearing evidence of a cumulative GPA of 2.8.
    - Possess a current unencumbered, unrestricted license as a registered nurse in the:
      - o State of residence where they are employed as a RN or
      - o Canadian providence (excluding Quebec), where they are employed as a RN.
        - Complete the RN-BSN Canadian Nurse Verification Form.
        - Meet the [International Student Application Procedures](#).
    - Be prepared to transfer or complete the following general education competencies that are not integrated into the program core with a minimum grade of "C" (2.00).
      - o 6 credits in Effective Communication (Recommended GCU course: ENG 105: English Composition I)
      - o 5 credits of Critical Thinking (Recommended GCU course: MAT 134: Applications of Algebra)
  3. Non Degree-Bearing/Vocational Nursing Candidates:
    - Submit documentation of official evaluation of vocational nurse training by University-approved transcript evaluation service.
    - Submit official transcripts bearing evidence of a cumulative GPA of 2.8.
    - Possess a current unencumbered, unrestricted license as a registered nurse in the state where they are employed as an RN.
    - Vocational nurse training with RN licensure will be awarded 30 block credits.
    - Complete the coursework listed below. Coursework can be fulfilled by transfer courses if the content is comparable.
      - o 40 credits of General Education coursework AND
      - o ENG-135: Life Learning Assessment
      - o UNV-104: Century Skills: Critical Thinking and Problem Solving
      - o HLT-205: Health Care Systems and Transcultural Healthcare
      - o MAT-274: Probability and Statistics
    - Healthcare preparatory coursework is required however; transfer will be accepted for exact course match.



Vocational Nursing Block Credit	30 Credits
General Education	40 Credits
Healthcare Preparatory	14 Credits
RN-BSN Program	36 Credits
Total program requirements	120 Credits

### Bridge to Master of Science in Nursing

1. All MSN bridge program candidates must meet the [Master Admission Requirements](#) and provide evidence of a bachelor's degree from an accredited, GCU-approved college, university or program reflecting a cumulative grade point average of 3.0 or above.
2. 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 or
  - Canadian province (excluding Quebec) where they are employed as an RN.
  - Complete the MSN Canadian Nurse Verification Form.
  - Meet the [International Student Application Procedures](#).

## Master Admission Requirements

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

### Transcripts (Required):

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

### Test Scores (Optional):

Graduate Management Admissions Test (GMAT):

- Score of 500.

Graduate Record Examination (GRE):

- Prior to 8/1/11: Combined score of 1,000 for the verbal and quantitative sections.
- After 8/1/11: Combined score of 300 for the verbal and quantitative sections.

## Master Programmatic Admission Requirements

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

### College of Arts and Sciences

#### Master of Science in Professional Counseling

#### Master of Science in Addiction Counseling

As of May 3, 2012, applicants will be required to choose either the Master of Science in Professional Counseling or Master of Science in Addiction Counseling. Students enrolled in the

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

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

### Ken Blanchard College of Business

#### Executive Master of Business Administration

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

### College of Education

#### Master of Education in Educational Administration

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

#### Master of Education in Teaching English to Speakers of Other Languages (TESOL)

#### Master of Arts in Teaching

#### Master of Education in Curriculum & Instruction: Reading

#### Master of Education in Curriculum & Instruction: Technology

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

#### Master of Education in Special Education for Certified Special Educators

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

### College of Nursing and Health Care Professions

#### All CONHCP Graduate Programs

1. All College of Nursing and Health Care Professions graduate program candidates must hold a Bachelor of Science in Nursing (BSN) degree from a CCNE/NLNAC or

- ACEN accredited program reflecting a cumulative grade point average of 3.0 or above (on a 4.0 scale).
- Graduate nursing students must have successfully completed Bachelor level courses in statistics, research (ACNP, ACNS, FNP, NEd, MPH, HCI and N-Ldr) and health assessment (ACNP, ACNS, FNP, and NEd), and pathophysiology (ACNP, ACNS, and FNP). Courses must be shown on official transcripts. Students may need to identify which courses contained the content and submit a course description for review.
  - Students must possess and maintain a current unencumbered, unrestricted license as a registered nurse in the:
    - State of residence where they are employed as an RN OR
    - Canadian province (excluding Quebec) where they are employed as an RN.
    - Complete the MSN Canadian Nurse Verification Form.
    - Meet the [International Student Application Procedures](#).

**Master of Science in Nursing: Acute Care Nurse Practitioner with an Emphasis in Adult-Gerontology (ACNP)**

**Master of Science in Nursing: Family Nurse Practitioner (FNP)**

- Students must have 3,000 hours of relevant work experience within the last 24 months.
- Students will have an interview with faculty.
- A writing sample on randomly selected topics will be required at the time of the interview. (The essay will be evaluated by the APRN faculty)
- An offer of admission will be valid for 12 months from the start date of the program.
- Applicants denied admission will not be eligible to apply to any GCU campus for the same program for the same admission cycle.

**Master of Science in Nursing: Adult Clinical Nurse Specialist with an Emphasis in Adult-Gerontology (CNS)**

- Students must have 3,000 hours of relevant work experience within the last 24 months.
- Students will have an interview with faculty.
- A writing sample on randomly selected topics will be required. The essay will be evaluated by an APRN faculty member.
- Applicants denied admission may reapply after 180 days.

## Doctoral Admission Requirements

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

**Admissions Requirements**

- Have earned a doctoral degree or GCU-approved post-master's program from a regionally accredited institution with an overall GPA of 3.4 or higher. Applicants with a GPA less than 3.4 will be [Accepted with Specifications](#).  
OR  
Have earned a master's from a regionally accredited institution with an overall GPA of 3.4 or higher. Applicants with a GPA of 3.0 – 3.39 will be [Accepted with Specifications](#). Applicants with a GPA below a 3.0 will not be accepted into the University.  
AND

- Submit a Letter of Intent of approximately 250 – 400 words. The Letter of Intent is designed to help learners begin their Doctoral Journey in a reflective and purposeful manner.

## Doctoral Programmatic Admission Requirements

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

**Doctor of Business Administration (DBA)**

All entering DBA learners must have either:

- MBA
- Non-MBA masters' or doctoral degree including fundamental courses with a minimum 3.0 GPA, or a passing grade if the institution does not use a traditional A-F grading systems, in accounting, finance, and statistics. At GCU these graduate level business fundamentals may be met by taking ACC-502, FIN-504, and SYM-506. Students must earn a minimum 3.0 GPA in each course. Students have the option to take an exam to fulfill this requirement. More information can be obtained through a Doctoral Enrollment Counselor. The business fundamental courses must be met prior to starting doctoral level courses.

**Doctor of Education in Organization Leadership with an Emphasis in Special Education**

All students entering into the Doctor of Education in Organizational Leadership with an Emphasis in Special Education must have an undergraduate, graduate or doctoral degree in education to be admitted into the program.

**Doctor of Nursing Practice (DNP)**

- Must hold a Master of Science in Nursing (MSN) degree from a CCNE/NLNAC or ACEN accredited program.
- Possess a current unencumbered, unrestricted license as a registered nurse in the:
  - State of residence where they are employed as a RN or
  - Canadian province (excluding Quebec), where they are employed as a RN.
    - Meet the [International Student Application Procedures](#).
- Must complete a statistics course earning a minimum 2.0 GPA or a passing grade if the institution does not use traditional A-F grading systems. Courses must be shown on official transcripts. Students may need to identify which courses contained the content and submit a course description for review. Students also have the option to take an exam to fulfill this requirement. More information can be obtained through a College of Nursing and Health Care Professions (CONHCP) Enrollment Counselor.

**Doctor of Philosophy in General Psychology (PhD)**

All entering PhD learners must complete a statistics course or research course containing key statistics fundamentals, earning a minimum 2.0 GPA or a passing grade if the institution does not use traditional A-F grading systems, prior to starting doctoral level courses. Students have the option to take an exam to fulfill this requirement. More information can be obtained through a Doctoral Enrollment Counselor

# Non-Degree Program Admission Requirements

## **HS Dual Enrollment** (*Effective June 1, 2014*)

High school students may enroll if they are in their Junior or Senior year of high school, and have a current, minimum un-weighted cumulative high-school GPA of 3.0.

High school sophomore students may be admitted if they demonstrate their readiness to participate in college level coursework. To do so, they need to have a current, minimum un-weighted cumulative high-school GPA of 3.25 and meet all course prerequisites.

Grand Canyon University may waive the class status for up to 25% of the students enrolled for dual enrollment program.

High school students may take a maximum of 32 credits (up to 8 courses). Exceptions to this policy require approval from the Provost or designee. High school students are required to meet the Prerequisites for all courses. College-level credit earned at GCU may later be applied toward a degree program at Grand Canyon University. High school students need to meet the [Baccalaureate Admission Requirements](#) listed within the University Policy Handbook.

## **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.

1. Applicants who wish to enroll in either undergraduate or graduate courses must complete the Non-Degree Application.
2. Non-Degree seeking students may take a maximum of 24 credits (up to 6 courses). Exceptions to this policy require approval from the President, Provost or designee.
3. If additional credits are needed, students must enroll in a degree program.
4. Non-Degree seeking students may take up to two courses simultaneously.

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

for University matriculation and to enter a specified degree program.

# General Application Procedures

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

1. 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.
2. 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.
3. Official Standardized Test Scores: If applicable

# Admission Statuses

## **Conditionally Accepted**

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

## **Accepted**

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

## **Accepted with Specifications**

Students who do not meet the standards for admission may be admitted to Grand Canyon University programs with specification. Admission with specification requires non-traditional baccalaureate students to limit coursework to no more than 12 attempted credits or one semester for traditional baccalaureate student (no more than 16 credits). Master's students are limited to 8 attempted credits (non-traditional) or one semester according to the program course-work (traditional). Doctoral students are limited to 6 attempted credits. Traditional students may be required to fulfill additional requirements. Traditional students will be able to enroll for Chapel credit during their probationary term. The University will remove the specification for those who achieve the minimum standards below:



Degree Level	Minimum Standards
<b>Undergraduate</b>	<ul style="list-style-type: none"> <li>First-Year Students will be enrolled into GCU's Foundational General Education Sequence (Non-Traditional: 3 courses/12 credits; Traditional: one semester [max 16 credits]).</li> <li>Transfer students enroll in UNV 103 or UNV 303, as one of their first 12 credits/semester courses.</li> <li>Complete their coursework with a minimum institutional GPA of 2.0</li> <li>Review of academic record occurs after attempting 12 credits for non-traditional students, or one semester for traditional students:</li> </ul> <p>Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA Acceptance occurs after achieving the minimum-standard GPA</p>
<b>Graduate</b>	<ul style="list-style-type: none"> <li>Complete their coursework with a minimum institutional GPA of 3.0.</li> <li>Review of academic record occurs after attempting 8 credits for non-traditional students, or one semester according to the program course-work for traditional students:</li> </ul> <p>Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA. Acceptance occurs after achieving the minimum-standard GPA.</p>
<b>Doctoral</b>	<ul style="list-style-type: none"> <li>Complete their coursework with a minimum unweighted institutional GPA of 3.0.</li> <li>Review of academic record occurs after attempting 6 credits.</li> </ul> <p>Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA. Acceptance occurs after achieving the minimum-standard GPA.</p>

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

### Deferred Admissions

Students who cannot provide sufficient admissions documentation will be deferred until complete and acceptable documentation is provided. Students currently attending a course will be permitted to complete the course but will not be registered for any additional coursework until officially admitted.

### Denied

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

## International Student Admission

International students may be citizens of the United States with foreign academic credentials or have entered the country on, a lawful immigrant or nonimmigrant visa. The following details the requirements for international student admission.

### International Student Application Procedures

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

- Signed and Completed Application
- 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 must be sent directly from the college or university to Grand Canyon University. If original documents are not available, certified copies will be accepted.  
Three-year international bachelor degrees for admission into graduate level programs. The acceptance of three year international bachelor degrees is contingent upon the students foreign credential evaluation (from a GCU approved evaluation agency). The evaluation must indicate that the degree prepares the student for graduate level studies. If the evaluation indicates that the three-year bachelor degree does not prepare the student for graduate level studies, the student must complete a degree equivalent to a US bachelor degree prior to entering a graduate program. The following countries will be considered for three-year bachelor degrees: Bologna Process participating countries, Australia, Canada, New Zealand and India (Bachelor in Commerce only).
  - University-approved Transcript Evaluations:** In order to evaluate foreign credentials accurately and consistently, Grand Canyon University requires all international college or university transcripts to be evaluated by a University-approved evaluation service. Among others, University-approved evaluation services include those agencies that are members of or affiliated with the National Association of Credential Evaluation Services (NACES) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). If the evaluation agency is unable to translate the transcripts into English, applicants may be able to obtain official translations at many consulates, embassies, or university language departments. Grand Canyon University will not award any transfer credit from foreign credentials without an evaluation from an approved evaluation service. The fee for evaluation is the responsibility of the student.

The following is a list of approved agencies:

- Arizona International Credential Evaluators
- Academic and Professional International Evaluations, Inc.
- Academic Credentials Evaluation Institute, Inc. (ACEI)
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc.
- Educational Records Evaluations Service, Inc.
- Evaluation Service, Inc.

- Foreign Credentials Services of America
  - Global Credential Evaluators
  - Institute for International Credentials Evaluation at CSU Fresno
  - International Consultants of Delaware, Inc.
  - International Education Research Foundation, Inc.
  - Lisano International: Foreign Educational Credential Evaluation (LI)
  - World Education Services, Inc.
  - Joseph A. Silny Associates
3. English Language Proficiency Documentation:
- Students who completed secondary school and/or received a diploma or degree from a post-secondary institution from the countries listed satisfy the English Language Proficiency admission requirement:  
 Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, \*Canada, Cayman Islands, Christmas Island, Cook Islands, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, \*\*India, Ireland, Jamaica, Kenya, Kiribati, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Namibia, New Zealand, Nigeria, Niue, Norfolk Island, Palau, Papua New Guinea, Philippines, Pitcairn Islands, Puerto Rico, Saint Kitts, and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, \*South Africa, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, Vanuatu, Zambia and Zimbabwe.

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

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

- Students who have completed secondary school and/or received a diploma or degree from a post-secondary institution in a non-exemption country may obtain a letter on official letterhead indicating that “English was the sole medium of instruction in their program”. The letter must be signed and dated by a recognized school official. If, on the international transcript evaluation performed for application, it is specified that the sole medium of instruction is English, a letter from the school is not necessary.
  - Students who have not completed secondary school and/or received a diploma or degree from a post-secondary institution must have completed a minimum of 24 semester college level credits at a regionally accredited or GCU-approved institution and/or an international institution recognized by the Ministry of Education or other acceptable government agency and have a minimum GPA of 2.75 from an institution whose sole medium of instruction is English.
4. English Language Proficiency Scores:  
 If English is not the native language of prospective students, their score reports for a language proficiency test must be sent directly to Grand Canyon University from the testing center. The language-proficiency requirement cannot be satisfied through experience in English programs at other schools. The table below specifies minimum scores to be considered for admission to various programs. GCU accepts

the following forms of language assessment:

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

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

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

### F-1 Student Application Procedure

F-1 student applicants are required to submit additional documentation to the International Student Coordinator in order to obtain the Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students, also known as an I-20. These international students are attending courses on the traditional campus or courses at an off-site location.

Documents required for the I-20 include:

- Copy of Passport (valid within 6 months)
- International Student Application
- Confidential Financial Statement
- Affidavit of Sponsor (if applicable)
- Evidence of financial responsibility, not older than 6 months, such as official award letters for scholarships and fellowships and for personal or family funds evidence, which should be on bank letterhead stationery, or in the form of a legally binding affidavit.
- GCU reserves the right to ask for a \$6,000 refundable deposit from applicants before an I-20 will be issued. A refund will be granted only if the visa is denied and evidence of denial is provided to the CIE.
- Application for campus housing is a separate procedure from admission. If prospective students plan to live on campus, they should contact the Office of Residence Life.

### Limitation on attempts for an F-1 Visa

The I-20 is used to apply for an F-1 visa at a U.S. embassy or consulate. The decision to award a visa is up to the consulate officer. Should a GCU applicant be denied a visa, the applicant may re-apply with a new I-20 for a second attempt. However, if the second application is denied and the applicant wishes to apply

for a third time, eligibility for a third I-20 will require a personally written letter explaining the circumstances of the previous denials. GCU will not support any more than three total attempts for an F-1 visa. Each attempt will require the applicant to repeat the F-1 Student Application Procedure.

#### **Citizenship/Visas/Permanent Residents**

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

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

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

\*N/A is reserved for undocumented persons residing in the USA who are seeking to attend our ground modality or non-U.S. Citizens residing outside of the USA and attending GCU via the online modality.

#### **Licensure Programs**

##### *Online Students*

Programs which contain practicum, internship or student teaching that lead to licensure are not eligible for enrollment outside of the USA.

# General Academic Regulations

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

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

## Official Student Communication

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

## Academic Calendar

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

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

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

Students are required to adhere to the classroom posting required and complete assignments within the required timeframe. Please see the [Class Attendance and Participation](#) section of the University Policy Handbook.

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

### Traditional Campus Students

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

## Classification of Students and Courses

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

Credit hour: Except as provided in 34 CFR 668.8(k) and (1) a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is

an institutionally established equivalency that reasonably approximates not less than-

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

### Student Classification Based on Credits

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

### Academic Definition of Full-Time Status

#### Nontraditional Students

Nontraditional undergraduate students must complete 24 credits during their academic year to be considered full-time.

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

### *Traditional Campus Students*

Undergraduate students must enroll in a minimum of 12 credit hours in the Fall and Spring semesters. Undergraduate students will be considered full-time if they enroll in 6 credits in the Summer Session A or B, or 12 credits over the entire Summer semester. Graduate students who are enrolled in 16 or more credits during an academic year are considered full-time. Academic status may differ from financial aid status eligibility for funding. Please see the [Financial Aid](#) section of the University Policy Handbook for details.

Per federal regulations, International (F-1) students are required to pursue a full course of study. During the Fall and Spring semester, the minimum for an undergraduate is 12 credits per semester and one online class may be taken to satisfy the 12 credit minimum. If the Summer semester is your first semester at GCU and a summer start date is on your I-20, then you must enroll for 6 credits in Session A or B, or 12 credits over the entire Summer semester to be considered a full-time student. The minimum for a graduate student's full course of study follows general campus policy noted above and is verified by the International Student Coordinator.

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

### **Overload Policy**

#### *Nontraditional Students*

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

Undergraduate students:

- Completed at least 12 credits at Grand Canyon within their current Program of Study, AND
- Cumulative GPA is 3.0 or better.
- OR
- GCU Alumni student with a 3.0 or better in graduated enrollment.

Graduate students:

- Completed at least 6 credits at Grand Canyon within their current Program of Study, AND
- Cumulative GPA is 3.5 or better.
- OR
- GCU Alumni student with a 3.5 or better in graduated enrollment.

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

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

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

### *Traditional Campus Students*

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

### **Course Classification Based on Course Number**

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

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

### **Course Length**

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

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

## **Program of Study, Course Availability, and Cancellation**

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

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

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

### *Non-Traditional Students*

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



- Students out of attendance longer than a year must complete a new enrollment agreement and select either the newest version of a program, or another active program.

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

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

### **Traditional Campus Students**

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

### **Program Exceptions**

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

### **Military Reenrollment**

Grand Canyon University complies with the Higher Education Opportunity Act of 2008 requirements for readmission of service members. Students who are out of attendance greater than 180 days for qualified military service reasons may be able to return to their degree program without updating to the most current Academic Catalog. Students need to contact their military Enrollment, Academic or Student Services Advisor if they discontinued enrollment due to military service.

## **Registration Policy**

### **Continuous Registration**

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

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

Students remain continuously enrolled throughout their program. If a student needs to make an adjustment to their course schedule or modify their enrollment status, the student will need to contact their Student Services Advisor. Those using Federal Financial Aid (Title IV) must speak to their Student Services Advisor prior to making the change and if the change is made, will need to

adhere to the [Leave of Absence](#) policies as outlined in this handbook.

### **First Course Completion Policy**

#### *Non-Traditional Students*

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

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

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

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

## **Class Presence**

Grand Canyon University believes that students are primarily responsible for their attendance in the classroom.

### **Traditional Campus Classrooms**

All traditional campus students must post at least one message in the learning management system within the first week of the class start date in addition to being present at all face to face class meetings.

### **Online Classrooms**

Grand Canyon University requires all students enrolled in an online course to attend every week. This attendance is marked by activity in the online classroom. An online week for undergraduate students is Monday through Sunday and for graduate students is Thursday through Wednesday. Students are not permitted to be out of attendance more than two consecutive, online weeks. An administrative withdrawal will be processed should a student be out of attendance for more than two consecutive, online weeks.

### **Cohort Classrooms (Campus and Satellite Locations)**

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

- Partial Absence: At the course instructor's discretion, partial attendance may result in a deduction of participation points.
- One Absence: One class absence will result in the loss of participation points and, in-class activity points if applicable. If a student provides medical documentation for the absence, no participation points will be deducted and, at

the discretion of the course instructor, an alternative in-class activity will be provided.

- Multiple Absences: Absences from two or more consecutive or non-consecutive classes in a course will result in a grade of "F". A conference may be arranged with the student, the instructor, and the dean or assistant dean of the college to determine continuance in the program. If the student is allowed to remain in the program after failing one course, the course must be repeated and other stipulations for continuation may be delineated.
- An absence (or partial absence) does not preclude students from completing assignments as expected or according to completion timelines.

## Class 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. The qualitative participation requirements are:

- Follow-up responses to classmates' initial answers or responses that integrate course theories with a practical application of the subject, offering a personal observation or experience, or referencing real-world examples, current events, or presenting current research on the topic.
- Classroom interaction demonstrating deeper or broader thoughts beyond rephrasing what the textbook has presented on the topic.
- Responses encouraging further discussion and ongoing dialogue with other students and the instructor in the class.
- Asking additional, relevant questions about the week's topic.
- Communications that are presented in a professional and supportive manner, and with respectful tone.

### Traditional Campus Classrooms

In addition to the qualitative requirements, each instructor will provide the specific, in-class, quantitative participation requirements.

### Online Classrooms (Undergraduate and Graduate)

Participation can be earned only by posting substantive, quality messages to fellow classmates and the instructor in the main forum of the classroom. Certain courses may have alternative participation requirements. Students are encouraged to review the course syllabus and consult with the faculty member prior to the course start.

Courses	# Required Days	# Required Substantive Posts Each Day
UNV-103, UNV-104, PHI-105, ENG-105, PSY-100, CWV-101	4	2
All Other Undergrad	3	2
Graduate and Doctoral	3	1

### Cohort Classrooms

Students participating in face-to-face classes in a cohort format are enrolled in a hybrid program that requires students to be active in both the physical classroom, as well as the online classroom.

### All programs (Except Nursing and PCN): Campus and Satellite Locations

Students must post their initial response to the 1st discussion question by Day 3, and to the 2nd discussion question by Day 5 of each week. The post must also meet already established DQ requirements as stated in the course syllabus. In addition to the qualitative requirements, each instructor will provide the specific, in-class, quantitative participation requirements.

### Nursing and PCN Programs

Students must post their initial response to the 1st discussion question by Day 3, and to the 2nd discussion question by Day 5 of each week. In order to earn full participation points students must post 1 substantial message on 3 different days of each course week in addition to actively engaging in the face to face classroom meetings.

### Online Classrooms (Doctoral)

Full participation in the discussion is a key component of the learning experience. It enriches group interaction and enhances the doctoral learning environment. To be considered substantive, a participation post (the initial and the on-going) should average 150 - 250 words in length. The post should include appropriate foundation knowledge, be factual, enhance the ongoing dialogue, and include support from scholarly literature. It is for this reason that a majority of a learners' substantive participant posts should include at least one citation. Rather than just reporting what someone else has stated, the doctoral learner should demonstrate application and/or reflection of knowledge such that the learner enhances the meaning of the referenced material. Contributing to the discussion should promote an exciting, vibrant, shared learning community that accomplishes two or more of the following:

- Expands on a classmate's comments in a value-adding, topic-related way
- Promotes a collaborative, supportive doctoral community
- Advances the dialogue through follow-up questions
- One-liners, off-topic posts, vague statements, unsupported opinions, inadequate explanations or posts do not meet the substantive participation requirements listed above.

### Assignment Submissions

All assignments should be submitted through the drop box in the learning management system 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 the learning management system, thus allowing students to make adjustments prior to submitting the final version for grading.

### Late Policy

All assignments are due before midnight Arizona time on the due dates indicated. Assignments posted after the indicated due dates will be subject to a deduction of 10% of the available points for each day late. No assignment can be accepted for grading after midnight on the final day of class. Technical issues are not valid excuses for late work unless the problem stems from GCU servers. Exceptions to this policy are at the discretion of the instructor.

### Learning Management System Availability

Grand Canyon University's online learning management systems are specifically intended to host classrooms for current and recently completed classes. Student access to classes will be removed five (5) weeks following the course end date. It is the

responsibility of each student and faculty member to keep copies of all files uploaded to the online learning management system. The University is not responsible to make course content or files submitted to the online learning management system available to students or faculty members once the class has been removed.

## Grade Point Average (GPA) Progression

### Non-Traditional Students

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

## Satisfactory Academic Progress

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

### Warning

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

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

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

- Undergraduate students are placed on *warning* if their enrollment cumulative GPA drops below 2.0 or if they have not completed and earned at least 67% of the cumulative credit hours attempted at each review time period as stated above.
- Graduate students are placed on *warning* if their enrollment cumulative GPA drops below 3.0 or if they have not completed and earned at least 67% of the cumulative credit hours attempted at each review time period as stated above.

Warning status is removed when the minimum enrollment cumulative GPA specified above is regained, and/or students earn 67% of the credits attempted. The warning period provides for an

additional credit interval described above. If the student fails to meet the minimum GPA or 67% earned versus attempted credit, the student will be placed on *suspension*.

### Suspension

Students who are placed on suspension are not permitted to enroll in courses for a 15-week suspension period, due to the inability to meet the minimum enrollment cumulative GPA of 2.0 for undergraduate students or 3.0 for graduate students, and/or not completing at least 67% of the credit hours attempted. Nontraditional students will begin their suspension period on the last day of attendance. Traditional students will begin their suspension period on the last day of the semester.

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

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

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

### Expulsion

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



period on the last day of attendance. Traditional students will begin their expulsion period on the last day of the semester.

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

## Baccalaureate Progression Requirements

### *Honors Institute*

Upon acceptance into the Honors Institute, students may remain enrolled as long as they adhere to the following, which will be reviewed by the Honors Committee annually:

1. Maintain an enrollment cumulative GPA of 3.0.
  - a. Students who fail to maintain the enrollment cumulative GPA requirement will be placed on honors probation for one semester in order to remediate the deficiency. The student's case will be reviewed at the end of the probationary period (one semester) by the Honors Committee to determine if the student will be terminated from the Honors program.
  - b. Students who are placed on honors probation for two consecutive semesters of full-time enrollment will be withdrawn from the Honors program.
2. Complete the Annual Symposium each year with a "Pass" grade.
3. Refrain from committing Student Code of Conduct violations.

## Ken Blanchard College of Business

### **All KBCOB Programs**

#### *Internship Guidelines*

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

#### *Guidelines for a Business Internship*

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

student's academic program. The Director of the Internship Program will grade reflection papers.

6. At the end of the semester, the Director of the Internship Program will issue a letter grade, based upon the quality of the intern's reflection paper and the written evaluation of the intern's supervisor in the employing organization.
7. Arrangements for internships should be arranged with the Director of the Internship Program at the Ken Blanchard College of Business. International students must also obtain the approval of the Center of International Studies.

## College of Education

### **Bachelor of Science in Elementary Education**

### **Bachelor of Science in Secondary Education**

### **Bachelor of Science in Elementary Education/Special Education**

### **Bachelor of Science in Early Childhood Education**

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

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

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

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

#### *Level One Appeal*

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

#### *Level Two Appeal*

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

#### *Appendix A: Pursuant to ARS 41-1758.03 Section B*

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

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.

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

#### *Appendix A: Pursuant to ARS 41-1758.03 Sections C*

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

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

19. Criminal impersonation.
20. Theft of a credit card or obtaining a credit card by fraudulent means.
21. Receipt of anything of value obtained by fraudulent use of a credit card.
22. Forgery of a credit card.
23. Fraudulent use of a credit card.
24. Possession of any machinery, plate or other contrivance or incomplete credit card.
25. False statement as to financial condition or identity to obtain a credit card.
26. Fraud by persons authorized to provide goods or services.
27. Credit card transaction record theft.
28. Misconduct involving weapons.
29. Misconduct involving explosives.
30. Depositing explosives.
31. Misconduct involving simulated explosive devices.
32. Concealed weapon violation.
33. Possession and sale of peyote.
34. Possession and sale of a vapor-releasing substance containing a toxic substance.
35. Sale of precursor chemicals.
36. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs.
37. Manufacture or distribution of an imitation controlled substance.
38. Manufacture or distribution of an imitation prescription-only drug.
39. Manufacture or distribution of an imitation over-the-counter drug.
40. Possession or possession with intent to use an imitation controlled substance.
41. Possession or possession with intent to use an imitation prescription-only drug.
42. Possession or possession with intent to use an imitation over-the-counter drug.
43. Manufacture of certain substances and drugs by certain means.
44. Adding poison or other harmful substance to food, drink or medicine.
45. A criminal offense involving criminal trespass and burglary under title 13, chapter 15.
46. A criminal offense under title 13, chapter 23.
47. Child neglect.
48. Misdemeanor offenses involving contributing to the delinquency of a minor.
49. Offenses involving domestic violence.
50. Arson.
51. Kidnapping.
52. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs.
53. Robbery.
54. Aggravated assault.
55. Felony offenses involving contributing to the delinquency of a minor.
56. Negligent homicide.
57. Criminal damage.
58. Misappropriation of charter school monies as prescribed in section 13-1818.
59. Taking identity of another person or entity.
60. Aggravated taking identity of another person or entity. Trafficking in the identity of another person or entity.
61. Cruelty to animals.
62. Prostitution.

63. Sale or distribution of material harmful to minors through vending machines as prescribed in section 13-3513.
64. Welfare fraud.

#### *Practicum/Field Experiences*

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

#### *Basic Skills and Content Area Exams*

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

#### *Student Teaching*

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

#### *Paraprofessionals*

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

#### *Eligibility for Student Teaching*

1. Complete all coursework within the program of study.
2. Pass the state-specified basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching.
3. Maintain a minimum GPA of a 2.8 for undergraduate students
4. Work with the appropriate departments to remove any academic and/or financial holds on account to ensure that

the Student Services Advisor is able to complete the required registration process.

5. View program evaluations with assigned Student Services Advisor and/or Teacher Education Specialist to discuss program progression and academic eligibility.
6. Possess a current Fingerprint Clearance Card or background check. Arizona residents must have an Arizona Department of Public Safety Fingerprint Clearance Card.
7. Student teaching may only be repeated once.

#### *Application for Student Teaching*

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

- For Fall Student Teaching – February 1
- For Spring Student Teaching – August 1

No exceptions will be made to these deadlines, as placing learners in an appropriate setting is a process.

#### *Requirements for an Institutional Recommendation*

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

## College of Fine Arts and Production

### **Bachelor of Arts in Music Education**

### **Bachelor of Arts in Theatre Education**

### **Bachelor of Arts in Dance Education**

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

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

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

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

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

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

#### *Level One Appeal*

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

#### *Level Two Appeal*

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



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

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

*Appendix A: Pursuant to ARS 41-1758.03 Sections B*

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

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
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*Appendix A: Pursuant to ARS 41-1758.03 Sections C*

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

1. Manslaughter.
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20. Theft of a credit card or obtaining a credit card by fraudulent means.
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26. Fraud by persons authorized to provide goods or services.
27. Credit card transaction record theft.
28. Misconduct involving weapons.
29. Misconduct involving explosives.
30. Depositing explosives.
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33. Possession and sale of peyote.
34. Possession and sale of a vapor-releasing substance containing a toxic substance.
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37. Manufacture or distribution of an imitation controlled substance.
38. Manufacture or distribution of an imitation prescription-only drug.
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41. Possession or possession with intent to use an imitation prescription-only drug.
42. Possession or possession with intent to use an imitation over-the-counter drug.
43. Manufacture of certain substances and drugs by certain means.
44. Adding poison or other harmful substance to food, drink or

medicine.

45. A criminal offense involving criminal trespass and burglary under title 13, chapter 15.
46. A criminal offense under title 13, chapter 23.
47. Child neglect.
48. Misdemeanor offenses involving contributing to the delinquency of a minor.
49. Offenses involving domestic violence.
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53. Robbery.
54. Aggravated assault.
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56. Negligent homicide.
57. Criminal damage.
58. Misappropriation of charter school monies as prescribed in section 13-1818.
59. Taking identity of another person or entity.
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61. Trafficking in the identity of another person or entity.
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63. Prostitution.
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65. Welfare fraud.

#### *Practicum/Field Experiences*

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#### *Basic Skills and Content Area Exams*

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

#### *Student Teaching*

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

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#### *Eligibility for Student Teaching*

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

#### *Application for Student Teaching*

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

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

#### *Requirements for an Institutional Recommendation*

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

## College of Nursing and Health Care Professions

### Bachelor of Science in Athletic Training

Students can enroll in the Bachelor of Science in Athletic Training (ATEP) program on admission to Grand Canyon University. Admission into the clinical portion of the Athletic Training Education program is competitive and determined by the criteria listed below and availability of clinical spaces.

To be eligible for acceptance into the clinical phase of the program, students must:

1. Complete the application by the designated deadline as specified on the [ATEP](#) website.
2. Possess a minimum cumulative GPA of 3.0.
3. Successfully complete all prerequisite courses: UNV 103, ENG 105, ENG 106, MAT 134, BIO 155, BIO 155L, CWV 101, EXS 214, EXS 214L and BIO 253. EXS 214, EXS 214L and BIO 253 must be completed at Grand Canyon University.
4. Complete and submit the application for an Arizona Department of Public Safety IVP Fingerprint Clearance Card.
5. Complete and submit a First Aid course completion card from one of the following:
  - American Heart Association
  - American Red Cross
  - American Safety and Health Institute
  - Emergency Care and Safety Institute
  - National Safety Council
6. Submit a Professional Rescuer CPR course completion card. CPR course must meet the Board of Certification (BOC) Emergency Cardiac Care (ECC) requirements ([www.bocatc.org](http://www.bocatc.org)). Courses for professional rescuer CPR include:

Provider Name	Course Title
American Heart Association	ACLS
American Heart Association	BLS Healthcare Provider
American Red Cross	CPR/AED for the Professional Rescuer
American Safety and Health Institute	CPR for Professionals
Emergency Care and Safety Institute	Health Care Provider CPR
National Safety Council	Basic Life Support for Health Care and Professional Rescuers

7. Complete the Athletic Training entrance examination, which includes content from prerequisite courses including BIO 155, BIO 155L, BIO 253, EXS 214, EXS 214L.
8. Complete a written essay to answer a series of questions regarding students' knowledge of the profession of athletic training and commitment to learning.

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

1. Maintain a minimum cumulative GPA of 2.7. Students who fail to meet the minimum GPA requirement will be placed on academic probation for the following semester. Students

who fail to raise their GPA after the following semester will be administratively withdrawn from the program.

2. Successfully complete all Athletic Training major courses with C or better. Students who receive a lower grade than a C will be administratively withdrawn from the program and will need to follow the steps outlined in the Re-Entry to Athletic Training Major Courses section.
3. Maintain continuous enrollment during the fall and spring semesters.
4. Maintain National Athletic Trainers Association Membership at the cost to the student, which provides access to clinical course proficiency requirements.
5. Maintain Emergency Cardiac Care (ECC) certification (current through May of each academic year).
6. Maintain Athletic Training Student Liability Insurance (current through May of each academic year).
7. Attend the GCU Athletic Training Student Orientation annually, which includes blood borne pathogen training.
8. Follow clinical requirements as outlined in the Athletic Training Clinical Manual.
9. Know and adhere to a clinical site's privacy and procedures before undertaking any activities at the site.
10. Promptly report any violation of those procedures, applicable law, or ATEP confidentiality agreement by an ATEP student, faculty or staff member to the appropriate ATEP clinical instructor or faculty member.
11. Understand that a violation of the clinical site's policies and procedures, of applicable law, or ATEP confidentiality agreement will subject the student to disciplinary action.
12. Maintain Immunization Records as outlined in the Athletic Training Clinical Manual.
13. Successfully complete GCU Board of Certification (BOC) endorsement exam prior to being endorsed by the Program Director. Students must report any legal incidence that may result in revocation of the fingerprint clearance card or cause ineligibility to sit for the BOC examination immediately to the program director.

### Clinical Probation

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

Examples of clinical probationary actions:

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

### Clinical Probation Process

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

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

#### *Re-Entry to Athletic Training Major Courses*

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

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

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

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

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

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

#### *Board of Certification Examination*

In order to attain certification, an individual must complete an entry-level athletic training education program accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and pass the Board of Certification (BOC) exam. Please visit the [BOC website](#) and view the candidate information for full description of qualifications and process.

#### **Bachelor of Science in Nursing (Pre-Licensure)**

Students can enroll into the Bachelor of Science in Nursing (Pre-Licensure) program on admission to the University.

#### *Admission Requirements for Clinical Coursework*

Admission into the clinical portion of the program is competitive and determined by the criteria listed below and availability of clinical spaces.

1. Possess a minimum cumulative GPA of 3.0 for all prerequisite coursework (UNV-103, ENG-105, MAT-134, BIO-201/201L, ENG-106, PSY-102, CHM-101/101L, BIO-202/202L, BIO-205/205L, BIO-483, MAT-274, CWV-101, SOC-102, PSY-357, and BIO-319).

- Any failed prerequisite in the last five (5) years will be noted and may factor into consideration for acceptance.
2. Complete the nursing entrance exam.
  - Fall 2013 and Spring 2014 – Students will be required to complete the Test of Essential Academic Skills (TEAS) with a minimum score of 70 in both the math and reading sections. Students may take the TEAS test up to four (4) times (initial test, with three (3) additional attempts).
  - Summer 2014 and forward – Students will be required to complete the Health Education Systems, Inc (HESI) in place of TEAS. Applicants must take all sections listed here: Math, Reading Comprehension, Vocabulary & General Knowledge, Grammar, Chemistry, Anatomy & Physiology, Learning Styles, and Personality Profiles. No minimum score is required. Students can take the test once.
3. Submit verification of a Level One State of Arizona Department of Public Safety Fingerprint Clearance Card application in process or current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which the student resides. This must be on file prior to beginning clinical courses.
4. Pass an approved background check (no felonies; misdemeanors will be subject to review by the college). If students are charged with a felony or misdemeanor while in the program, they are obligated to report this to their Site Director. Failure to do so may lead to immediate termination from the program.

All criteria must be completed by the deadline specified below. The College of Nursing and Healthcare Professions will conduct a review of the student's records to determine admissibility into the nursing major.

Deadline	Semester
May 15	Fall
September 15	Spring
January 15	Summer

#### *Required Prior to Starting Clinical Coursework*

Upon acceptance into the nursing program, students must complete the following prior to starting the major coursework and clinical phase of the program.

1. Sign the Health Insurance Portability and Accountability Act (HIPAA) Confidentiality Agreement before any involvement in a clinical setting.
2. Attend College of Nursing and Health Care Professions training or an approved in-classroom clinical instruction on requirements relating to patient privacy.
3. Complete the Drug, Nicotine, and Alcohol Screening. Please refer to the Pre-Licensure BSN Student Handbook for additional information.
4. Provide the following health information to the Office of Field Experience at least two weeks before the semester start date where the student will begin their clinical coursework. Some requirements will need to be updated after the initial screening/immunization. Please refer to the Pre-Licensure BSN Student Handbook for additional information.
  - Health history
  - Physical exam
  - Current health insurance coverage
  - Proof of immunization and/or immunity (as specified) are required:
    - Tuberculosis (TB) screening



- Lab evidence (titer) of immunity
  - MMR (measles, mumps, rubella)
  - Varicella Zoster (VZV)
- Tetanus-Diphtheria (TD)
- Influenza
- Hepatitis A (recommended; not required)
- Hepatitis B (recommended; a signed waiver is required if the vaccination series is not completed or declined by the student)
- Submit a Professional Rescuer CPR course completion card. The certification has to remain current throughout the program. Courses for Professional Rescuer CPR include:

Provider Name	Course Title
American Heart Association	ACLS
American Heart Association	BLS Healthcare Provider
American Red Cross	CPR/AED for the Professional Rescuer
American Safety and Health Institute	CPR for Professionals
Emergency Care and Safety Institute	Health Care Provider CPR
National Safety Council	Basic Life Support for Health Care and Professional Rescuers

#### *Progression Requirements during the Clinical Coursework*

While enrolled in the nursing major, students must adhere to the following criteria:

1. Follow the Classroom and Clinical Attendance and Participation policy outlined in the Pre-licensure BSN Student Handbook.
2. Meet the Clinical Participation and Safety Guidelines outlined in the Pre-Licensure BSN Student Handbook.
3. Maintain a current Level One State of Arizona Department of Public Safety Fingerprint Clearance Card or current fingerprint clearance documentation in accordance with the fingerprint policies of the state in which the student resides.
4. Maintain continuous enrollment in the nursing major courses. Traditional students maintain enrollment for the Fall and Spring semesters. Fast-track students maintain enrollment for the Fall, Spring, and Summer semesters. This includes clinical rotations.
5. Earn a grade of a C or better in all nursing major courses. Only one non-passing grade may be repeated, provided the student follows the college's reapplication process and the application is approved.
6. Maintain a 2.7 cumulative GPA in all nursing major courses. If the GPA falls below 2.7, the student will be placed on nursing probation. If the student is able to raise his or her GPA during the subsequent semester, the student will be removed from nursing probation. However, if the student is unable to raise his or her GPA during the subsequent semester, the student will be administratively withdrawn from the nursing program.

Failure to meet the criteria stated above will require the student to petition the Site Director or designee for re-entry to the nursing major. Re-entry to the nursing major is not assured simply because the student was previously enrolled in nursing courses or was previously accepted. The decision will be based on evidence showing that the student is ready to continue, has potential to complete the program, and is in compliance with University

regulations, and standards of behavior. All decisions to readmit are also contingent upon clinical space availability. The student must meet all admission and clinical requirements to be considered for re-entry into the program.

#### *Clinical Probation*

Clinical probation means the student is not meeting the stated clinical objectives, which are listed in the syllabus for each clinical course. A student may be removed from the clinical area for any unsafe or unprofessional behaviors. Clinical probation may result in up to 10% reduction in the clinical grade and may result in the student being withdrawn from the course at the discretion of the lead faculty member. If the student receives a non-passing grade for the clinical course, the student will be required to retake the co-requisite didactic course.

#### *Examples of probationary actions:*

1. Unsafe practice in the clinical area
2. Insufficient preparation for clinical experience
3. Failure to follow faculty/staff guidance in clinical experience
4. Failure to notify faculty/staff of tardiness or absences during clinical experience
5. Causing patient to experience unnecessary suffering
6. Inappropriate performance specific to level of expectations
7. Unprofessional communication to faculty, staff, or patient
8. Non-adherence to student uniform attire
9. Consciously falsifying documents, including patient and personal documents

#### *Clinical Probation Procedure*

The following steps will occur if the student is not meeting the clinical objectives.

1. The lead faculty member will meet with the student and provide him or her with a letter of clinical probation effective throughout the duration of the clinical course.
2. A copy of the letter will be sent to the Associate Dean and Site Director and will be placed in the student's file.
3. The student has the remainder of the course to earn a passing grade, which removes the student from clinical probation.

#### *Licensure Examination*

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

The registered nurse licensing requirements are the exclusive responsibility of the State Board of Nursing (Arizona: Nurse Practice Act, A.R.S. Sections 36-1601 et. seq.; New Mexico: Nurse Practice Act, Chapter 61, Article 3, NMSA 1978) and must be satisfied independently of any requirements for graduation from the University. Historically, the College of Nursing and Health Care Professionals graduates have been successful on the licensure examination. Satisfactory performance on the licensure examination is the responsibility of the graduate and not guaranteed by the College of Nursing and Health Care Professionals.

#### **Registered Nurse to the Bachelor of Science in Nursing (RN to BSN)**

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

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

### Bridge to Master of Science in Nursing

#### *CPR Requirements*

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

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

## Master Program Progression Requirements

### College of Education

**Master of Education in Elementary Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**

**Master of Education in Secondary Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**

**Master of Education in Special Education (Initial Program – Leads to Initial Teacher Licensure (IP/TL))**

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

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

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

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

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

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

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

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

#### *Level One Appeal*

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

#### *Level Two Appeal*

1. In the event that a fingerprint clearance card is denied, petition the Arizona Board of Fingerprinting for a good cause exception. More information regarding the application and process for a good cause exception can be found at the [Arizona Board of Fingerprinting](#) website.
2. If the Board of Fingerprinting approves the good cause exception, a fingerprint clearance card will be issued. (Should the Arizona Board of Fingerprinting deny the good cause exception, a fingerprint clearance card will not be issued, and denied admission. (This decision cannot be appealed.)

3. Upon securing an Arizona Fingerprint Clearance Card, request documentation from the Investigation Unit of the Arizona Department of Education indicating consent of your potential eligibility to apply for and obtain a teacher or principal license based on the listed offense(s). The Investigation Unit of the Arizona Department of Education may request additional information regarding the listed offense(s) prior to the issuance of their consent to be eligible for certification.
4. Provide Grand Canyon University with copies of the Arizona Fingerprint Clearance Card and the documentation provided by the Investigation Unit of the Arizona Department of Education for reconsideration of admission.

*Appendix A: Pursuant to ARS 41-1758.03 Sections B*

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

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

*Appendix A: Pursuant to ARS 41-1758.03 Sections C*

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

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

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

#### *Practicum/Field Experiences*

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

#### *Basic Skills and Content Area Exams*

1. Teacher candidates enrolled in an Initial Program – Leads to Initial Teacher Licensure Programs (IP/TL) beginning with the 2009-2010 Academic Catalog must pass their state-mandated basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area ) prior to student teaching. Arizona residents will be required to take the Arizona Educator Proficiency Assessments (AEPAs).
2. Arizona residents will be required to pass the Arizona Educator Proficiency Assessments (AEPAs) successfully.
3. Teacher candidates requiring Arizona certification in application for their local state licensure will need to complete the appropriate AEPA or an equivalent exam as determined by the Arizona Department of Education's out of state exam reciprocity requirements prior to receiving an Arizona IR. For content areas out of the approved AEPA areas, teacher candidates seeking Arizona Certification will be required to hold 24 units in the certification content area.
4. Score reports for Arizona residents and those seeking initial licensure in Arizona will be accepted only if the score report documents a passing score ('pass' or 'passed').

5. Teacher candidates residing in states that do not have state-specific mandated basic and/or content exams will be required to take the AEPA exams or an equivalent exam.

#### *Student Teaching*

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

#### *Paraprofessionals*

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

#### *Eligibility for Student Teaching*

1. Complete all coursework within the program of study.
2. Pass the state-specified basic skills and content area exams or Praxis I® (Basic Skills) and Praxis II® (Content Area) prior to student teaching.
3. Maintain a minimum GPA of a 3.0 for graduate students
4. Work with the appropriate departments to remove any academic and/or financial holds on account to ensure that the Student Services Advisor is able to complete the required registration process.
5. View program evaluations with assigned Student Services Advisor and/or Teacher Education Specialist to discuss program progression and academic eligibility.
6. Possess a current Fingerprint Clearance Card or background check. Arizona residents must have an Arizona Department of Public Safety Fingerprint Clearance Card.
7. Student teaching may only be repeated once.

#### *Application for Student Teaching*

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

- For Fall Student Teaching – February 1
- For Spring Student Teaching – August 1

No exceptions will be made to these deadlines, as placing learners in an appropriate setting is a process.

#### *Requirements for an Institutional Recommendation*

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



### *Certification through Non-Degree Courses*

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

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

#### *Internship and Field Work Hours*

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

#### *Institutional Recommendation*

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

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

## **College of Nursing and Health Care Professions**

### **All CONHCP Nursing Graduate Programs**

#### *Professional Standards*

The [American Nursing Association \(ANA\) Code of Ethics statement](#) serves as the guiding principle for the nursing profession. The Associate Dean of Graduate Programs in the College of Nursing and Healthcare Professions, together with the respective APRN program director and faculty, will determine the consequences for graduate nursing students who violate these standards. Graduate nursing students must adhere to the [Code of Conduct and Academic Standards](#) section of the University Policy Handbook.

### *Malpractice Coverage*

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

Parker Smith & Feek, Inc.  
Bellevue (425-709-3600)  
2233 112th Avenue NE  
Bellevue, WA 98004  
Certificate number: MFL019309

### **Master of Science in Nursing: Acute Care Nurse Practitioner with an Emphasis in Adult-Gerontology (ACNP)**

### **Master of Science in Nursing: Family Nurse Practitioner (FNP)**

### **Master of Science in Nursing: Adult Clinical Nurse Specialist with an Emphasis in Adult-Gerontology (ACNS)**

Students enrolled in NUR-640 or NUR-634 and each subsequent course are subject to review for progression in the program of study. Registration may be blocked for subsequent courses based upon faculty assessment that indicates one of the following:

- Inability to meet programmatic and/or course competencies
- Evidence of a patient safety concern
- Inability to communicate effectively in verbal and/or written form
- Failure to disclose any prior RN license probations, restrictions, and censures
- Failure to disclose any prior criminal charges

#### *Graduate Clinical Requirements*

Prior to registration for clinical courses, the student must meet the following requirements:

1. Possess a minimum cumulative 3.0 GPA.
2. Submit a Student Clinical Placement Application prior to the start of each clinical course. ACNS students may submit the Student Clinical Placement Application for clinical placement assistance to the Office of Field Experience and should be communicating with the Associate Dean of Graduate Programs or Program Director for further direction regarding clinical placement. The College of Nursing and Health Care Professions will give priority to assigning clinical placements to those students who have submitted the application and all required documentation by the appropriate deadline.
3. Have the following documents on file with the College of Nursing and Health Care Professions. Students are required to maintain these documents in order to continue in the clinical setting each semester.
  - Required Liability Insurance
  - Evidence of Professional Nursing Liability Insurance \$1 million per event and \$3 million total coverage
  - Evidence of Health Insurance
  - Health/Safety Requirements:
  - Health History/Note from
  - Primary Care Provider (PCP) stating that student is healthy to participate in clinical activities
  - Current immunization records – Tetanus (Td) booster within past 10 years, Hepatitis B series, Measles,

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

- CPR certification current for the Health Care Provider from American Heart Association or CPR for the Professional Rescuer from American Red Cross
- Drug Screen – negative
- Signed HIPAA Confidentiality Agreement form
- A copy of the current license must be on file at the College of Nursing and Health Care Professions upon admission to the program and updated as necessary. The student is responsible for notifying the Program Director of the College of Nursing and Health Care Professions immediately in the event the RN license becomes encumbered or is under investigation during their course of study. Resulting consequences will be determined on a case-by-case basis based on the threat to public safety after review by the College of Nursing and Health Care Professions Graduate Committee.

Upon admission into the clinical portion of the program, the following will be required:

- State Board of Nursing Variance
- Clinical Placement
- Maintain minimum 3.0 GPA
- Maintain a copy of the current RN license

## Doctoral Program Progression Requirements

### College of Doctoral Studies

#### **Doctor of Business Administration**

#### **Doctor of Education in Organizational Leadership**

#### **Doctor of Philosophy in General Psychology**

Learners in the DIS process beginning with RES-871 and PSY-825 are taking ownership of their dissertation journey and setting their own schedule and goals. Supporting this process are the various University resources that are available to them. Learners need to remain continuously enrolled in order to access guidance from their chairs and University resources throughout the dissertation process. There are three possibilities for an academic Leave of Absence (LOA):

- After the learner has completed External AQR Review for the Proposal and is planning on submitting for a full IRB review or requires a site authorization/external IRB that is taking longer than thirty (30) days, he/she can take an academic LOA until the review is completed.
- Learners who are using a longitudinal design for data collection that will require more than two months may take an academic LOA for a specified amount of time based on their approved methodology.
- After the learner's dissertation has completed the External AQR review, they do not need to be further enrolled as he/she completes the final steps of the process.

All standard policies regarding LOAs apply. Learners looking to take a Leave of Absence for academic or other reasons should work closely with their SSA. Chairs and committee members are under no obligation to work with a learner who is on an LOA. Once a learner is reenrolled, the chair and committee members will return to following the Committee Roles and Expectations document. If Learners are Inactive longer than six months for reasons other than the exceptions listed above, the University may need to assign them a different chair when they return.

Students in the Doctor of Business Administration, Doctor of Education in Organizational Leadership, and Doctor of Philosophy in General Psychology programs have a limit of seven calendar years to successfully complete the course of study and dissertation as determined by their original enrollment date in the degree program. Changing emphases does not change this date, but changing programs (i.e. from Ph.D to Ed.D) does. This limit is in effect regardless of whether the learner is active or inactive. Learners approaching the limit may submit a formal appeal through a Student Services Advisor requesting a one year extension; however, the extension is not guaranteed. Including any extensions, the time required to complete the doctorate may not exceed a maximum of nine calendar years from the start of program.

#### **Doctor of Education in Organizational Leadership (Ed.D.)**

#### **Doctor of Business Administration (DBA)**

##### *Residency Attendance Policy*

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

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

All residency requirements must be fulfilled as a graduation requirement.

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

#### **Doctor of Philosophy in General Psychology (Ph.D.)**

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

## Code of Conduct and Academic Standards

### **Student Code of Conduct**

Grand Canyon University endeavors 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 expectations that the student

- Gives appropriate attention to college level work
- Attends class, exercises, and engagements as required
- Acknowledges and accepts the responsibility of honorable adherence to the University's standards, rules, policies, and procedures



- Supports and exhibits ethical behavior with fellow students, faculty, and staff
- Recognizes and embraces the diversity and personal values of others
- Exhibits self-direction and self-reliance as a college student and in the pursuit of individual and collaborative learning objectives and goals
- Acknowledges and accepts personal responsibility and accountability for his or her actions, interactions, and communication in all forms with fellow students, faculty, and staff
- Upholds confidentiality and respect for personal or professional information communicated in the classroom
- Adheres to University policies and standards of academic honesty

### **Conduct Violations**

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

- Acting on behalf of another student and/or allowing someone to act on one's own behalf without approved documentation on file
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function
- Behaving in any manner that creates a disruption, or 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
- Permitting anyone, with the exception of authorized persons, access to one's classroom, to attend class in one's stead, or to attend class for another
- Sharing one's password or using someone else's password for any University system or network
- Using any University system, network, or other IT resources to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, or other materials without the written consent of the copyrighted owner
- No student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, is permitted to solicit, market, offer goods or services, or operate on behalf of such organization in any way on the University's campus without the prior written consent of the University's President or Chief Operating Officer. In addition, no student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, may use the University's name, marks, seal, logos or other identifying symbols, without the prior written consent of the University's President or Chief Operating Officer.

### **Zero Tolerance Policy**

Grand Canyon University is committed to an educational environment that is free from violence. The University has a zero tolerance policy with regard to threatening statements, behaviors,

or acts of violence against students, faculty, and staff. The University prohibits and will take immediate action against:

- Acting in a manner which can be interpreted as physical assault or abuse
- Threatening to harm or endanger the safety of others
- Behaving or acting in a manner which carries the potential for violence or acts of aggression, as interpreted by a reasonable person.

### **Academic Integrity Violations**

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

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise
- Fabricating, falsifying, forging, altering, or inventing information that applies, but is not limited to, academic coursework, any academic exercise or academic activity
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise. 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, including the purchase and sharing of work
- Submitting work that has been prepared and used for a different course, wholly or in part, and without appropriate citation of the original work and prior approval of faculty
- Using materials not authorized by the faculty member to complete an assignment, or completion of an assignment by someone other than the student, including, but not limited to, providing/receiving exam answers, using faculty materials, answer keys, or solution manuals
- Collaborating in an unsanctioned manner - Students must work individually on homework, assignments, and 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
- Violating copyright laws and regulations.
- Violating the University's policies and regulations pertaining to the use and propriety nature of the Grand Canyon University curriculum, network, networking facilities, computer use, or platform access
- Selling or providing papers, essays, discussion questions, assignments, or any part of the University curriculum, to online term paper clearinghouses, or other commercial websites

### **Procedure for Processing Alleged Violations of the Student Code of Conduct**

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

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

Students who are charged with a violation of the Student Code of Conduct are afforded an opportunity to be heard before a University-level penalty is applied. Students at risk for University-level sanctions will be contacted by the Office of Academic Compliance and offered the opportunity to present documentation and speak on their own behalf to the Code of Conduct Committee, which includes the Dean (or designee) of the appropriate College. Those at risk for University-level sanctions are offered three ways in which they may present refutation information to the Code of Conduct Committee: 1) Written statement; 2) Teleconference, and 3) In-person meeting (students are responsible for any expenses incurred). Students are not required to present information to the Code of Conduct Committee. If the student does not respond within seven days of being contacted by the Office of Academic Compliance, the student forfeits his/her right to participate in the process and a determination will be made by the Code of Conduct Committee.

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

### **In-Course Penalties**

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

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

### **University Penalties**

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

- Applying an official disciplinary warning to the student record (which may result in further penalties for additional occurrences)
- Assigning a failing grade for the assignment(s)
- Assigning a failing grade for the course
- Removing a student from class
- Stipulating suspension for 15-weeks
- Stipulating expulsion for two years
- Revoking academic credit or degree

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

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

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

## **University Appeal Procedures**

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

Students must initiate the appeal by contacting their Student Services Advisor. The Student Services Advisor will gather the information and route to the appropriate parties at the university. All supporting documentation should clearly and explicitly describe the appeal (including the actual policy being appealed), demonstrating he or she attempted in good faith to resolve the issues with the involved parties. Students are strongly encouraged to discuss the intended appeal with a Student Services Advisor 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 Student Services Advisor. Not liking the first level decision is not justification for filing a second appeal. A second appeal decision requires additional documentation to justify a re-submission of the issue. The second level of appeal decision is the final decision of the University.

The following include the different appeal definitions:

- End-of-course grades: Faculty are responsible for issuing earned grades. The University supports this assessment made by the faculty based on student performance throughout the course, and overturning a grade is unlikely and only if miscalculation occurred. A student cannot appeal final grades earned unless the student has ample evidence that the grade earned was indeed miscalculated. GCU does not condone rounding grades, and therefore that is not considered miscalculation. To file a grade appeal, students must provide ample documentation indicating where the grade was miscalculated, as well as evidence the faculty and student communicated about the alleged miscalculation of the overall course grade, or the appeal will not be accepted for review. A final grade for a course may be disputed within five weeks of the last day of the course. Students may not file a grade appeal with the University for a grade/score on an individual assignment while the course is in progress.
- Reinstatement Admission Appeals: Students who have been dismissed from the University due to a lack of academic progress or Code of Conduct violations have the option to submit a Request for Reinstatement.
- Code of Conduct: Depending on the severity and origination of a Code of Conduct violation, a student may be subject to consequences of violating the Student Code of Conduct up to, and including, expulsion. A Code of Conduct violation that is also a violation of state or federal law will be turned over to the appropriate authorities for action and is not under the jurisdiction of the University.
- 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 reasons, 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

For any appeal where documentation is required but not submitted, the appeal will be returned to the Student Service Advisor as incomplete, and will not be accepted for review. Documentation includes, but is not limited to, email communication, evidence showing attempts to resolve grade appeal issues with faculty, or evidence which supports specific

details relating to the claim. Additional documentation may be requested by the University at any time.

Below is a list of specific policies that are not appealable, and for which appeals will not be accepted for review:

- Minimum GPA requirements for graduation
- Program credit requirements for graduation
- Residency requirement
- Upper division credit requirement
- Course overload requirements
- Continuing Education Credits for certificates that do not meet the criteria outlined for GCU Approved Certificates
- SAP statuses (Warning/Probation/Suspension)
- GPA Progression statuses
- Grade appeals where the student has not provided evidence that it meets the terms of the end-of-course grades policy
- Exceeding the maximum number of course repeat attempts

Reason for Appeal	1 <sup>st</sup> Appeal Level	2 <sup>nd</sup> Appeal Level
End-of-course grades	Program chair or equivalent in the appropriate college	Dean of the appropriate college or designee
A published policy	Appeals Decision Board	Vice President of Academic Affairs or designee
Reinstatement Admission Appeals	Dean (or designee) of the appropriate college	Vice President of Academic Affairs or designee
A Code of Conduct violation that may result in sanctions up to and including suspension from GCU	Dean (or designee) of the appropriate college	Vice President of Academic Affairs or designee
A Code of Conduct violation that results in expulsion from GCU	Vice President of Academic Affairs or designee	Provost or designee
A doctoral academic appeal	Dean of College of Doctoral Studies	Vice President of Academic Affairs or designee
Denial of doctoral admission	NA	Vice President of Academic Affairs or designee

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

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

For New Mexico residents, please contact:

New Mexico Higher Education Department  
2048 Galisteo Street  
Santa Fe, NM 87505  
(505) 476-8400  
<http://hed.state.nm.us/institutions/complaints.aspx>

### Appeal Timelines

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

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

### Appeal Communication

Appeal decisions are communicated to the student through postal letter. Any questions regarding the appeal must be communicated to the assigned Student Services Advisor.

## Textbooks

Some courses are digitally enabled where students are charged the Canyon Connect fee to access the eBook in their Learning Management System. Other courses that may require a print textbook will direct students to purchase the print copy at the campus bookstore. For questions on print textbooks, contact 1-877-866-8917.

## Grading System

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

### Undergraduate GPA

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

### Undergraduate Grading Scale

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

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		CAS, KBCOB, COE, COT, COFAP, CONHCP (Non-Nursing)	CONHCP (Nursing)	
A	4.0	93-100	95-100	Superior; outstanding scholarship
A-	3.7	90-92	92-94	
B+	3.3	87-89	90-91	Above average; good work
B	3.0	83-86	87-89	Average standard performance
B-	2.7	80-82	84-86	
C+	2.3	77-79	80-83	
C	2.0	70-76	76-79	Average standard performance
D	1.0	60-69	72-75	Below standard
F	0.0	<60	<72	Failure
I	NA	NA	NA	Course work is Incomplete
W	NA	NA	NA	Authorized withdrawal; No Credit
MW	NA	NA	NA	Mandatory Withdrawal
AW	NA	NA	NA	Academic Withdrawal
DW	NA	NA	NA	Deployment Withdrawal
CR	NA	NA	NA	Campus Only: Credit given, but No Grade or GPA Value
S	NA	NA	NA	Campus Only: Satisfactory Completion of Non-Credit Course
U	NA	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
NR	NA	NA	NA	Grade status not reported by instructor
NF	0.0	NA	NA	Unearned F grade; Ceased completing any academic activity prior to the completion of the course
IP	NA	NA	NA	Course currently in progress

## Graduate GPA

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

## Graduate Grading Scale

The 100-point grading scale is the standard for all GCU graduate courses, although point scales may differ by college or program. In graduate courses, students will be evaluated by the grading scale shown below. Previous grading scales are presented on the University's official transcript. If a graduate student earns a grade of F, he or she will be required to repeat the course and bring up the grade in order to continue in the program. The grade or symbol, point equivalent (scale), the GPA value of the course letter grade, and the interpretation of the level of performance are as follows:

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		CAS, KBCOB, COE, CONHCP (Non-Nursing)	CDS, CONHCP (Nursing)	
A	4.0	93-100	97-100	Superior; outstanding scholarship
A-	3.7	90-92	93-96	
B+	3.3	87-89	89-92	Above average; good work
B	3.0	83-86	85-88	Average standard performance
B-	2.7	80-82	81-84	Below Standard
C+	2.3	77-79	78-80	
C	2.0	70-76	76-77	
F	0.0	<70	<76	Failure
I	NA	NA	NA	Course work is incomplete
W	NA	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	NA	Campus Only: Satisfactory completion of non-credit course
U	NA	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
MW	NA	NA	NA	Mandatory Withdrawal
AW	NA	NA	NA	Academic Withdrawal
DW	NA	NA	NA	Deployment Withdrawal

Letter Grade	GPA Value	Point Scale		Interpretation of Level of Performance
		CAS, KBCOB, COE, CONHCP (Non-Nursing)	CDS, CONHCP (Nursing)	
NR	NA	NA	NA	Grade status not reported by instructor
NF	0.0	NA	NA	Unearned F grade; Ceased completing any academic activity prior to the completion of the course
IP	NA	NA	NA	Course currently in progress

## Incomplete Grades

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

- They are experiencing a physical and/or extreme circumstance that prevent them from completing the assignments by the scheduled end of the course;
- They are passing the course at the last week of the class;
- They have no outstanding Incompletes; and
- Their course fees and tuition are paid in full.
- Incompletes are not intended for students who have fallen behind in their studies and request an extension past the last day of class solely to submit materials.
- Even if the student is eligible for an Incomplete, the decision to grant the Incomplete contract lies solely with the instructor. If the instructor grants an incomplete, the following must happen:
- By the end of the course, the instructor and the student must complete the Incomplete Contract Form, which is created by the instructor and lists all eligible assignments to be completed by the student and the deadline date(s).
- When submitting final grades for the course, the instructor must enter a grade of "I" and send a copy of the Incomplete Contract Form to the Office of Academic Records.
- The student must submit all assignments within three weeks of the last day of the course.
- Within four weeks of the last day of the course, the instructor must submit a final grade for the student, or the grade of I will be changed to a failing grade.

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

## Auditing Courses

Students are not permitted to audit Grand Canyon University courses.

## Repeat Policy

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



### **Repeating Non-Passing Courses**

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

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

### **Repeating Non-Failing Courses**

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

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

### **Grade Changes**

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

- A miscalculation or error in grading has been detected by the instructor/student after final grades have been submitted.
- A University investigation of a grade dispute appeal supports a change of grade or an instructor fails to submit a final grade to replace an Incomplete grade by the deadline.

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

## **Academic Honors**

### **Dean's and President's List**

GPA's for all undergraduate students' completing 12 semester credits are calculated to determine eligibility for these honors. Students whose enrollment cumulative GPA is 3.5 or above qualify for the Dean's List. Students whose enrollment

cumulative GPA is 3.8 or above qualify for the President's List. Student's receiving the Dean's and President's honors will be notified by letter, at each 12-credit review.

## **Special Study Courses**

Certain course numbers have been reserved for special study courses that departments of the University wish to approve. This fall into four categories: independent study, practicum, internship, and student teaching. To register for a special study course, students must obtain and complete appropriate forms with their Student Services Advisor. 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 2.0 GPA and approval is required from the College Dean and/or Department Chair or designee(s). Practicum courses are restricted to the lock-step programs of study in the online modality.

### **Internship**

The internship is the culminating course in an academic Program of Study. The internship provides students the opportunity to work as independent practitioners within their field and to practice principles learned in their major area of study by working in an outside organization under the supervision of a professional.

### **Student Teaching**

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

## **Official Enrollment Status Change and Withdrawal**

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

### Change of Classification

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

### Change of Start Date

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

### Course Drop

When students seek to remain active in school, yet reduce the number of credits for which they are registered, the option to drop a course is available. Students must contact their Student Services Advisor 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 Student Services Advisor to understand the academic and financial ramifications associated with dropping a course. The [Course Tuition Refund Policy](#) in the Financial Services section of the University Policy Handbook outlines the refund schedule for dropped courses. Students who delay exercising the course-drop option until after the deadline retain financial responsibility. Students are responsible for all non-refundable charges.

### Add/Drop

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

#### *Traditional Campus Students*

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

- Students enrolled in 15-week courses may add additional 15-week courses to their schedule through the third week of the semester with College approval. Students are responsible for any additional tuition charges that may be incurred as a result of adding credits based on the change. A student who is enrolled in 15-week courses, who desires to drop a 15-week course after the third week of the semester (outside the refund period) and add another course will be responsible for tuition charges if the number of registered credits, including the dropped course, exceeds 18.
- Students enrolled in 7-week and 8-week may add additional courses in their current 15-week semester only if the course 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.

- Students who unregister from a course may be eligible for a portion of their refund based on total registered credits remaining.

Before dropping a course, students are strongly advised to speak with their Student Services Advisor to understand the academic and financial ramifications associated with dropping a course. The [Course Tuition Refund Policy](#) in the Financial Services section of the University Policy Handbook outlines the refund schedule for dropped courses.

### Registration Discontinuance

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

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 a Student Services Advisor. If the student is out of attendance for more than 180 days, the student will have to enroll in a program in the current Academic Catalog. Students are still subject to the [Course Tuition Refund Policy](#) and the [Course Drop Policy](#).

Students are strongly advised to speak with their Student Services Advisor to understand the academic and financial ramifications associated with dropping a course.

### University Official Withdrawal

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

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

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

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

### Semester Official Withdrawal

#### *Traditional Campus Students*

Traditional campus students, who choose to discontinue their enrollment at GCU for the current semester enrolled, must

complete a Semester Official Withdrawal Form, which can be obtained through their Student Services Advisor. Students are subject to the [Course Tuition Refund Policy](#) and the grading policy listed above in [Course Drop Policy](#).

### **Military Deployment**

In support of U.S. military students, the University offers special circumstance withdrawals for students who find themselves deployed without computer access or experience other circumstances that will make it impossible to complete coursework within the prescribed time frame due to temporary assignments when accompanied with official documentation. Active Duty, Reservists, and National Guard students that are currently enrolled in a degree program will be placed on a deployed status for the duration of deployment. Students will receive a tuition credit to their GCU account for the course(s) from which the University withdraws the student. A DW grade (Deployment Withdrawal) will appear on the student transcript for each class the University approves for withdraw with the expectation that students will re-take the affected courses upon re-entrance.

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

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

#### **Eligibility:**

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

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

## **Unofficial University Withdrawal**

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

### **Administrative Withdrawal**

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

- Students who do not attend any of their registered classes within the first week of the course may be administratively withdrawn from all classes, current and future.
- Students charged with Code of Conduct violations, College-specific policy, or student request.
- Students who have not returned to the University in 6 months and have not provided any notification of their absence.

### **14-day Rule**

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

## **Student Records**

### **Family Educational Rights and Privacy Act (FERPA)**

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

These rights are as follows:

- The right to inspect and review educational records within 45 days of the day the University receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Office of Academic Records. The University will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment of education records that the student believes is 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, such as theatre productions, regardless if a student opts out. Students wishing to opt out of ALL directory information disclosure must send their request to the following email address: [directoryoptout@gcu.edu](mailto:directoryoptout@gcu.edu).

If choosing to opt out students must provide their student ID, and or, reply from their GCU email address.

- 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](mailto:kbaker@gcu.edu).

### Mobility

Individuals who reside upon and/or visit the GCU campus are responsible for their own mobility. If assistance is needed, a golf cart ride may be available based on a disability issue; however,

arrangements need to be made at least 48 hours prior to the visit and are offered as a courtesy service only. Rides are based on availability of campus resources.

For disability accommodations, please contact 602-639-6342.

### Student Disability Services

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

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

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

#### Steps to Accommodations:

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

The student is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the student's request for accommodations. The documentation must be from a medical



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

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

Once documentation is received it will be reviewed. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. Students will receive notice and will be asked to provide alternative supporting documentation. The documentation is kept on file in the Disability Office for verification purposes. Students requesting additional accommodations after their initial approval may be asked to provide additional documentation.

#### ADA Executive Decision Committee

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

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

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

## University Technology Requirements

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

\*We are working on optimizing our online learning system for mobile devices. Until this optimization is complete, some functions may not be fully available and system navigation may appear different on your mobile device than on your computer. Some error messages may intermittently appear about your mobile browser not being supported.

\*\*Please note that most mobile devices, including tablets, smart phones and PDA devices, as well as many eBook reader devices, do not support eBook (PDF) files with embedded digital right

management (DRM) restrictions that require connecting to a live server for authentication.

Microsoft Windows PC Minimum	
Operating System	Windows XP with Service Pack 2 (SP2) or Service Pack 3
Processor Speed	800 MHz Pentium III, or equivalent/better
CPU Memory	512 MB of RAM or more
Internet Connection	Cable Broadband or DSL
Internet Browser	Internet Explorer 8.0 or greater; Mozilla Firefox 8 or greater, Google Chrome 14.0 or greater
Internet Browser Configuration	<ul style="list-style-type: none"> <li>• Pop-Up Blocking Disabled</li> <li>• JavaScript Enabled</li> <li>• Adobe Flash Player 10 or higher</li> <li>• AJAX Enabled</li> </ul>
Java Runtime Environment	1.6.0 or higher
Hard Disk Space	500 MB Free
Audio Card	24-bit or better
Software	<ul style="list-style-type: none"> <li>• Microsoft Office Suite 2007 or higher (Word, Excel, PowerPoint);</li> <li>• Windows Media Player 12 or newer;</li> <li>• Adobe Acrobat Reader 10 or newer;</li> <li>• An updated anti-virus software</li> </ul>
Please note that Microsoft Works is not a valid alternative	
Macintosh Minimum	
Operating System	OS 10.4
Processor Speed	800 MHz G4, or better
CPU Memory	256 MB of RAM or more
Internet Connection	Cable Broadband or DSL
Internet Browser	Apple Safari 5.1 or greater; Mozilla Firefox 8 or greater; Google Chrome 14.0 or greater
Internet Browser Configuration	<ul style="list-style-type: none"> <li>• Pop-Up Blocking Disabled</li> <li>• JavaScript Enabled</li> <li>• Adobe Flash Player 10 or higher</li> <li>• AJAX Enabled</li> </ul>
Java Runtime Environment	1.6.0 or higher
Hard Disk Space	500 MB Free
Audio Card	24-bit or better
Software	<ul style="list-style-type: none"> <li>• Microsoft Office 2008 Suite (Word, Excel, PowerPoint);</li> <li>• Adobe Acrobat Reader 10 or newer;</li> <li>• An updated anti-virus software</li> </ul>

#### GCU Accessibility Standards

Grand Canyon University is committed to providing accessible website content and functionality. "Accessible" means that regardless of any visual impairment, an individual is able to independently access and utilize GCU's websites to obtain information and services offered by the University. It is GCU's goal that all students, faculty and staff are able to use the same web services with equivalent ease of use.

In order to achieve this goal, GCU has adopted the following standards for new web development:

1. GCU websites will be designed and developed to be compatible with screen reader software.



2. All website functionality will be accessible through keyboard commands.
3. Site navigation will be arranged so that a user can progress logically from start to finish through the site content.
4. Web sites will be designed to permit screen readers to skip repetitive navigation menus.
5. Frames will be titled with text to allow navigation and identification.
6. Data tables will include identified row and column headers.
7. Multimedia elements will have text alternatives provided.
8. Descriptive text elements will be included for all non-text elements of the page that relate to the page content and functions.
9. Alt tags will be included for pages that contain images.
10. All videos will be closed-captioned and a descriptive text transcript will be made available for blind users.
11. All audio content will include transcripts.
12. All form controls must be labeled.
13. Elements that expand / collapse must be labeled to announce change to the screen reader.
14. If a timed response is required, the user must be alerted and given a method to request more time.
15. All elements must be visible in high contrast mode (Windows).
16. Any information conveyed by color will also be available without the use of color.
17. All pages will be understandable without their associated style sheet.
18. All elements will be designed to avoid causing a screen flicker in the frequency range of 2Hz to 55Hz, inclusive. If a video is unable to meet these standards due to content, a warning label will be included.
19. GCU will use tools provided by W3C to scan new websites and attempt to resolve accessibility suggestions before the website is made available.

In addition to the above standards, GCU offers Technical Support for individuals to work in a one-on-one basis to assist with navigation of a GCU website. Individuals requiring assistance can contact Technical Support or the University's Disability Services Department for assistance.

## Programmatic Technology Requirements

Students and faculty participating in the programs below must have access to the following minimum computer hardware and software.

College of Arts and Sciences

**Bachelor of Science in Computer Science**

**Bachelor of Science in Information Technology**

All Computer Science and Information Technology majors must have access to the following computer hardware and software:

Laptop	Microsoft Windows PC Minimum
<b>Operating System</b>	Windows 8
<b>CPU Speed</b>	Intel Core i7 Extreme with 6 cores 2.6 GHz
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Screen</b>	16" Ultra HD resolution WLED, contrast 600:1 (for games 1000:1 recommended)

Laptop	Microsoft Windows PC Minimum
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Firewire, USB3.0, HDMI
<b>Built-in AV</b>	Webcam, Speakers
<b>Software</b>	* Install Linux to make computer dual boot for Windows and Linux. * Microsoft Office Suite 2013 for students (Word, Excel, PowerPoint). * Microsoft Visual Studio Express 2014 with C, C#, C++. (FREE) * Notepad++ editor (FREE) * Antivirus + malware protection
<b>Service Plan (recommended)</b>	3-4 years including accidental damage
Laptop	Apple Macintosh Minimum
<b>Operating System</b>	OS X 10.9
<b>CPU Speed</b>	Intel Core i7 Quad-core 2.6 GHz
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Screen</b>	16" Retina Display
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Thunderbolt, USB 3.0, HDMI
<b>Built-in AV</b>	Webcam, Speakers
<b>Software</b>	* Either: a) install Windows 8 to make computer dual-boot Ma OS / Windows <b>or</b> b) install Parallels software and install Windows on top. * Microsoft Office Suite 2014 for students (Word, Excel, PowerPoint). * Microsoft Visual Studio Express 2014 (on Windows). (FREE) * TextWrangler editor (FREE) * Antivirus + malware protection
<b>Service Plan (recommended)</b>	3-4 years including accidental damage

College of Fine Arts and Production

**Bachelor of Arts in Digital Film (non-traditional only)**

All non-traditional Digital Film majors must have access to the following computer hardware and software:

	All Students
<b>Software – Screenwriting Students</b>	* Final Draft * Movie Magic Screenwriting * Celtix - Free * Microsoft Word Screenwriting template - Free
<b>Software - Production</b>	* Final Cut Pro X or 7 * Adobe Premiere * Avid * iMovie, Edit Movie, Windows Movie Maker – Free

	All Students
<b>Camera &amp; Tripod</b>	All Digital Film Majors are required to have a camera and a tripod. The camera must be able to manually adjust the aperture, shutter speed, frame rate, white balance, and ISO/Gain. Two models we recommend are listed here. Only one 18-55 lens is required. DSLR cameras that take video are recommended as well as Prosumer level video camera like (Canon C100, Sony FS100, or Blackmagic Cinema Camera).
<b>Lighting</b>	Lighting needs are practical lamps and foam core bounce cards.
<b>Laptop</b>	<b>Microsoft Windows PC Minimum</b>
<b>Operating System</b>	Windows 8
<b>CPU Speed</b>	Intel Core i7 Extreme with 6 cores 2.6 GHz
<b>RAM memory</b>	16GB or 8GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Screen</b>	16" Ultra HD resolution WLED, contrast 600:1 (for games 1000:1 recommended)
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Firewire, USB3.0, HDMI
<b>Service Plan</b> (optional insurance available at time of purchase from computer manufacturer)	3-4 years including accidental damage
<b>Laptop</b>	<b>Apple Macintosh Minimum</b>
<b>Operating System</b>	OS X 10.9
<b>CPU Speed</b>	Intel Core i7 Quad-core 2.6 GHz
<b>RAM memory</b>	16GB or 8 GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Screen</b>	15" Retina Display
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Thunderbolt, USB 3.0, HDMI
<b>Service Plan</b> (recommended)	3-4 years including accidental damage

### Bachelor of Arts in Digital Design

All Digital Design majors with an emphasis in Web Design or Animation must have access to the following computer hardware and software:

	All Students
<b>Software – Web Design students</b>	<ul style="list-style-type: none"> <li>* Subscription to Adobe Creative cloud - Paid monthly by student</li> <li>* XCode - PhoneGap - both paid for by student</li> <li>* Audacity audio editor – Free</li> <li>* MAMP – Free</li> <li>* GameSalad – Free</li> <li>* Sublime Text</li> <li>* JQuery &amp; JQuery Mobile</li> <li>* Wordpress</li> <li>* Joomla</li> <li>* Drupal</li> <li>* Android SDK</li> </ul>

	All Students				
<b>Software – Animation Students</b>	<ul style="list-style-type: none"> <li>* Subscription to Adobe Creative cloud</li> <li>* Maya Student download – Free (<a href="http://www.autodesk.com/education/free-software/maya">http://www.autodesk.com/education/free-software/maya</a>)</li> <li>* Pencil-Animation – Free (<a href="http://www.pencil-animation.org">http://www.pencil-animation.org</a>)</li> <li>* Audacity audio editor – Free</li> </ul>				
<b>Peripherals</b>	<ul style="list-style-type: none"> <li>* Mouse (Animation students will need a 3-button mouse)</li> <li>* Graphics Tablet (Wacom Intuos, size choice is up to the student)</li> <li>* External storage – 16 GB USB drive</li> </ul>				
<b>Camera &amp; Tripod</b>	<p>All Design Majors are required to have a 35mm DSLR camera and tripod. The camera must be able to manually adjust the aperture, shutter speed, and ISO. Two models we recommend are listed here. Only one 18-55 lens is required.</p> <table> <tr> <td>Cannon</td><td>Nikon</td></tr> <tr> <td>EOS Rebel T5 EF-S 18-55mm IS II Lens Kit</td><td>Nikon D3100</td></tr> </table>	Cannon	Nikon	EOS Rebel T5 EF-S 18-55mm IS II Lens Kit	Nikon D3100
Cannon	Nikon				
EOS Rebel T5 EF-S 18-55mm IS II Lens Kit	Nikon D3100				
<b>Laptop</b>	<b>Microsoft Windows PC Minimum</b>				
<b>Operating System</b>	Windows 8				
<b>CPU Speed</b>	Intel Core i7 Extreme with 6 cores 2.6 GHz				
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)				
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB				
<b>Graphics Card</b>	NVIDA GeForce GT or GTx				
<b>Screen</b>	16" Ultra HD resolution WLED, contrast 600:1 (for games 1000:1 recommended)				
<b>Wireless</b>	WiFi, Bluetooth				
<b>Networking</b>	Firewire, USB3.0, HDMI				
<b>Built-in AV</b>	Webcam, Speakers				
<b>Service Plan</b> (optional insurance available at time of purchase from computer manufacturer)	3-4 years including accidental damage				
<b>Laptop</b>	<b>Apple Macintosh Minimum</b>				
<b>Operating System</b>	OS X 10.9				
<b>CPU Speed</b>	Intel Core i7 Quad-core 2.6 GHz				
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)				
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB				
<b>Graphics Card</b>	NVIDA GeForce GT or GTx				
<b>Screen</b>	15" Retina Display				
<b>Wireless</b>	WiFi, Bluetooth				
<b>Networking</b>	Thunderbolt, USB 3.0, HDMI				
<b>Built-in AV</b>	Webcam, Speakers				
<b>Service Plan</b> (optional insurance available at time of purchase from computer manufacturer)	3-4 years including accidental damage				

## Bachelor of Arts in Worship Arts

All Worship Arts majors with an emphasis in Production must have access to the following computer hardware and software:

All Students	
<b>Software – Worship Arts Production</b>	* Subscription to Adobe Creative cloud * Audacity audio editor – Free
<b>Peripherals</b>	* Mouse * External storage – 16 GB USB drive
<b>Laptop</b>	<b>Microsoft Windows PC Minimum</b>
<b>Operating System</b>	Windows 8
<b>CPU Speed</b>	Intel Core i7 Extreme with 6 cores 2.6 GHz
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Graphics Card</b>	NVIDA GeForce GT or GTx
<b>Screen</b>	16” Ultra HD resolution WLED, contrast 600:1 (for games 1000:1 recommended)
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Firewire, USB3.0, HDMI
<b>Built-in AV</b>	Webcam, Speakers
<b>Service Plan</b> (optional insurance available at time of purchase from computer manufacturer)	3-4 years including accidental damage
<b>Laptop</b>	<b>Apple Macintosh Minimum</b>
<b>Operating System</b>	OS X 10.9
<b>CPU Speed</b>	Intel Core i7 Quad-core 2.6 GHz
<b>RAM memory</b>	32GB or 16GB with capability to expand later to 32GB (2Ghz speed)
<b>Hard Drive Storage</b>	1TB SSD or 512GB SSD upgradable later to 1TB
<b>Graphics Card</b>	NVIDA GeForce GT or GTx
<b>Screen</b>	15” Retina Display
<b>Wireless</b>	WiFi, Bluetooth
<b>Networking</b>	Thunderbolt, USB 3.0, HDMI
<b>Built-in AV</b>	Webcam, Speakers
<b>Service Plan</b> (optional insurance available at time of purchase from computer manufacturer)	3-4 years including accidental damage

### Intellectual Property Rights

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

The objectives of this policy are to minimize liability while also providing support for the activities of students, faculty, and staff. In the context of copyright and other intellectual property, this means that the Chief Information Officer should be advised as soon as possible of any suspected infringement. The Chief

Information Officer will work with the University content provider to establish any defenses. However, if there is inadequate information to provide a defense, or it appears that no defense exists, the best route to minimize University damages will be prompt removal of the allegedly infringing material.

### Policy Statement

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

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

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

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

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

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

### Procedures

A Notice and Counter Notice for material that may infringe on Intellectual Property Rights:  
Notice: A copyright owner, or person acting for the owner, must provide the University's designated agent, the Chief General Council, with written notice that information residing on the University's computer systems or networks is an infringement of the copyright. The notice requirement also applies to information

in system cache and to information location tools (e.g., hypertext links) that infringe copyright.

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

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

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

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

#### **Network Use**

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

#### **Network Goals and Priorities**

The Grand Canyon University Information Technology Services department operates and maintains the computer network for the purpose of facilitating the timely transfer of digital information relevant to and essential for the research and educational activities of Grand Canyon University. In particular, the network is intended to enable information transfer among students, faculty, staff and administrators as necessary to observe the following goals:

- To facilitate student and faculty research;
- To enable access to published literature relevant to teaching and research efforts at Grand Canyon University;

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

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

#### **Media Licensing and Compliance with Copyright Protection Legislation**

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

#### **Software Purchase and Installation**

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

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

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

#### **Discipline and Consequences of Policy Violation**

If there is discovery of illegally installed software or inappropriate possession, use, or sharing of copyrighted materials, the user may be subject to disciplinary action which may include but is not limited to the loss of network access privileges, suspension, dismissal, and/or criminal prosecution. The individual involved shall be held responsible to fully reimburse the Grand Canyon University for all losses resulting from such discovery.

#### **Installation and Detachment of Network Devices**

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

#### **Computer Virus Protection**

All computers connected to the Grand Canyon University Network will be required to have anti-virus software installed and providing active protection. The software must be configured to

check for updates on a daily basis. Upon request, the Information Technology Services department will provide students legal sources for free and/or low cost anti-virus software that meets these requirements.

#### **User-Caused Network Service Interruptions**

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

#### **Hacking**

It is expressly forbidden for anyone to make any attempt to defeat any security system in operation on the network. It is also forbidden to reconfigure any common use machine without the express authorization of the network manager responsible for supporting that machine. No computer attached to the network may be used for any illegal activities, including attempts to penetrate the security of other networks. Any user who knowingly or negligently attempts to defeat security may be subject to disciplinary action including but not limited to loss of network access.

#### **Desktop Support**

Desktop support is defined as the support required to keep a

desktop personal computer up and running. This includes the installation, set-up and trouble-shooting of desktop hardware including hard drives, computer cards, monitors, modems, printers, memory upgrades, etc.

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

#### **Software Support**

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

#### **Network Access and Support**

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

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

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

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

#### **Warranties**

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



# Financial Services

The financial information presented in this Handbook was current when published. Many of the policies, interest rates, limitations, etc., are set by organizations (private or governmental), which may change after this Handbook is published. We strongly urge students to confirm all such information with the student's Student Services Advisor 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 Student Services Advisor 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 Student Services Advisor. 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 at <http://my.gcu.edu>. The 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 Student Services Advisor.

### **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 Spring 2014 University Policy Handbook

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 Student Services Advisor.

### *Direct Bill Payment Options*

#### **Corporate**

Students may have employers that pay school tuition directly to GCU which is different from Deferred Payment. In this situation, the Employer will create an account with GCU, and the GCU Accounting Office will send a billing statement directly to the Employer. This payment relationship bypasses the students; however, students must have their employer complete a Direct Bill Voucher, and submit with their application. Students should contact their assigned Student Services Advisor with questions. In addition, students must pay any balance that Employers do not cover or on which Employers default by selecting an alternative payment option before the end of each payment period.

#### **Military**

In order to support those who are currently serving and their spouses or those who have served in the military and are able to utilize military education benefits, Grand Canyon University offers a special military rate per credit hour. Consideration is given to students who can provide the following supporting documentation which must be presented in advance of the term to receive the scholarship:

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

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](http://www.gibill.va.gov).

### **International Student Payment**

Students attending GCU as F-1 visa holders are required to make payment of school tuition, fees and housing in full 30 days prior to the start date of each semester. Delays in satisfying payment may prevent students from attending classes and jeopardize their

F-1 status. If international students anticipate payment issues for the following semester, they must consult with the Center for International Education immediately.

As noted under the admission policy, Grand Canyon University reserves the right to require a \$6,000 refundable deposit from applicants before an I-20 will be issued. A refund will be granted only if the visa is denied and evidence of denial is provided to the Center for International Education.

### *Financial Payment Options*

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

### **Payment Deadlines**

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

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

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

### **Late Payment Fee**

#### *Traditional Campus Students*

Traditional Campus students are required to establish payment arrangements prior to the first day of the semester and to fulfill those payment arrangements, as scheduled, on a monthly basis. Students who do not fulfill the established terms of payment, by failing to submit required financial documents or making full payment as scheduled, will be assessed a monthly fee of \$25.00 until the account is current.

Additionally, students who do not pay their balance in full prior to the term's completion may be removed from future university classes, residential housing, and/or have their Meal Plan access restricted, depending on the reason for the balance.

### **Schedule Change Fee**

#### *Traditional Campus Students*

Traditional campus students are permitted to change their schedule up to 14 calendar days prior to the semester's start date without financial penalty. Students who make schedule changes after this date are subject to a \$25.00 Schedule Change Fee for each advising office visit where the student requests schedule changes. Schedule changes include exchanging courses, adding

or dropping courses, or transferring to another section of the same course.

The schedule change fee will be waived for students adjusting schedules based on institutional initiated changes. Schedule changes stemming from participating in a GCU club or activity will be evaluated and verified with the Club/Activity Owner.

### **Failure to Pay**

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

**\*\*** The only exception to this rule includes CASH-paying students who are making regular and consistent payments through Tuition Payment Plans or students with a Deferred Payment Voucher. These students will not incur 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 their account will be subject to Grand Canyon University's Collection Policy.

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

### **Student Bankruptcies**

Upon notification that a student has filed a bankruptcy petition, the University will immediately cease any collection efforts on the student's account, including removing any Collection Hold that had been issued.

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

- Release the student's transcript upon receipt of an Official Transcript Request Form and Fee, if applicable.
- Allow the student continued enrollment and attendance in current course(s).

Students that file a bankruptcy petition will have their files referred to the University's legal department for processing. Students in this situation may continue to attend their current classes without interruption, but must prepay for future enrollment.

## Course Tuition Refund

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

### *Nontraditional Students*

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

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

### *Traditional Campus Students*

Students who drop/withdraw from a course/all courses within the 15-week semester at the ground campus in Phoenix, Arizona, are eligible for the following refund. The refund policy is based on the start date of the semester regardless of where the course falls within the semester.

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

## Course Fee Refunds

### *Nontraditional Students*

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

### *Traditional Campus Students*

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

## State Refund Policies

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

### **Georgia**

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

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

Refunds will be calculated as follows:

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

- Students completing more than 50% of a course will receive no refund.

### **Indiana**

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

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

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

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

### **Iowa**

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

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

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

### **Kentucky**

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

Refunds will be calculated as follows:

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

### **Maryland**

Students in the state of Maryland who have completed less than 60% of a course are eligible for a pro rata refund. If the student has completed less than 10% of the class, 90% of the tuition charged for the class will be refunded to the student. If the student has completed less than 20% of the class, the student will receive a refund of 80% of the tuition paid. If the student has completed less than 30% of the class, the student will receive a refund of 60% of the tuition paid. If the student has completed less than 40% of the class, the student will receive a refund of 40% of the tuition paid. If the student has completed less than 60% of the class, the student will receive a refund of 20% of the tuition paid. The percentage of completion will be calculated by dividing the total numbers of days of the course (8-week course = 56 days) into the number of days completed in that course as of the official date of withdrawal. Refunds will be paid within 60 days of the student's official withdrawal.

### **Mississippi**

Students in the state of Mississippi who cancel their enrollment at any point before the start of the first class session will receive a full refund of all monies paid. A student who has completed less than 4 weeks of a course and withdraws is eligible for a refund. All refunds are made in full to the student within 45 days of the date of official withdrawal.

Refunds will be calculated as follows:

- Students who withdraw from a course during the first week of instruction will receive a 100% refund of tuition for the course.

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

### **Missouri**

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

### **Nevada**

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

### **New Mexico**

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least 3 work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is longer. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery (as defined above), and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges.

Refunds will be calculated as follows:

- Students completing no more than the first 10% of the enrollment period are refunded 90% of tuition.
- Students completing no more than the second 10% of the enrollment period are refunded 75% of tuition.
- Students completing no more than the third 10% of the enrollment period are refunded 60% of tuition.
- Students completing no more than the fourth 10% of the enrollment period are refunded 45% of tuition.

- Students completing no more than the fifth 10% of the enrollment period are refunded 30% of tuition.
- Students completing no more than the sixth 10% of the enrollment period are refunded 15% of tuition.
- Students completing after the sixth 10% of the period will not receive a refund.

"Enrollment period" means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.

Tuition and fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within 5 work days.

### **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**

A student in the state of South Carolina has 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. A student who has completed 60% or less of the course is 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 withdrawal. This percentage should be rounded downward to the nearest 10%. The University may retain an administrative fee up to \$100. Refunds will be paid within 40 days of the student's official withdrawal.

### **Tennessee**

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

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

- If after expiration of twenty-five (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred (100%) of the tuition, fees and other charges assessed by the institution.

### **Virginia**

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

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

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

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

### **Wisconsin**

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

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

- Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.



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

### Sales/Use/Excise/Gross Receipts Taxes

It is the policy of the University to collect and remit sales, use, excise, and/or gross receipts taxes in compliance with state and local taxing jurisdiction regulations which require the University to remit tax where applicable. These regulations vary by student location. Please note: It is also the policy of the University to require payment of sales, use excise, and/or gross receipts tax. Payment of tax is ultimately the student's financial responsibility to the University regardless of the financing arrangements. Per Hawaii requirements: It is hereby stated that students residing in the State of Hawaii will be charged Hawaii General Excise Tax on all transactions. Students living in the District of Oahu will be charged 4.5%. Students residing in other Hawaii districts will be charged 4.0%.

## Institutional Aid (GCU Scholarships and GCU Grants)

### Traditional Campus Students

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

Institutional aid is not available for the summer semester except in certain circumstances.

### Eligibility

Applicants may be required to:

1. Complete and submit a GCU Admissions Application.
2. Submit post-secondary (college) transcripts, if applicable.
3. Submit final transcripts noting high school graduation date and unweighted GPA to allow final institutional aid to be awarded by the University due date.
4. Submit math and reading SAT and ACT scores (writing does not need to be included).
5. Students must be fully accepted into the University. Students who are [Accepted with Specifications](#) are not eligible for institutional scholarships and will remain ineligible even if they meet full acceptance criteria after their first semester.
6. Students already receiving an employer tuition discount are not eligible for institutional aid.

### Institutional Aid Limits

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

### Institutional Aid Renewal Eligibility

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

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

### Scholarship Revocation

1. Students who are unable to fulfill the requirements of their institutional aid will have their award immediately revoked in the full amount for the current semester, regardless of the calendar date or amount of time spent in their program of study.
2. Students transitioning from Online, Evening-Satellite or Evening-Campus to the Traditional Campus do not qualify for Academic, Programmatic or Early Start scholarships.
3. GCU reserves the right to decline institutional aid at any time. Typically, students will be re-evaluated at the end of the University's academic year.

### Common Institutional Aid Awards

Following is a list of commonly awarded forms of Institutional Aid for new students who enrolled for the first time during the 2013-2014 Academic Year\*. This is not a comprehensive list and excludes the Institutional Aid program requirements for prior years. For more information about the specific requirements for any Institutional Aid program not listed, please contact your Student Service Advisor.

### Freshman Academic Scholarships (0-23 credits)

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

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

Scholarship Options	Award Amount for new Freshman students starting during the Fall 2013 or Spring 2014 term
Chancellor's Scholarship	<ul style="list-style-type: none"> <li>• \$12,000 on Campus per year (\$6,000 per Semester) or \$10,000 off Campus per year (\$5,000 per Semester)</li> <li>• Minimum incoming 4.0 GPA</li> <li>• Maintain minimum 3.75 GPA</li> </ul>

Scholarship Options	Award Amount for new Freshman students starting during the Fall 2013 or Spring 2014 term
President's Scholarship	<ul style="list-style-type: none"> <li>\$8,000 per year (\$4,000 per semester)</li> <li>Minimum incoming 3.8 GPA (un-weighted) or SAT: 1350 / ACT: 31, or exceeds on 3 of 3 AIMS exams</li> <li>Maintain minimum 3.5 GPA</li> </ul>
Provost's Scholarship	<ul style="list-style-type: none"> <li>\$7,000 per year (\$3,500 per semester)</li> <li>Minimum incoming 3.6 GPA (un-weighted) or SAT: 1225 / ACT: 27, or exceeds on 2 of 3 AIMS exams</li> <li>Maintain minimum 3.3 GPA</li> </ul>
Dean's Scholarship	<ul style="list-style-type: none"> <li>\$6,000 per year (\$3,000 per semester)</li> <li>Minimum incoming 3.4 GPA (un-weighted) or SAT: 1100 / ACT: 24</li> <li>Maintain minimum 3.2 GPA</li> </ul>
Faculty Scholarship	<ul style="list-style-type: none"> <li>\$5,000 per year (\$2,500 per semester)</li> <li>Minimum incoming 3.2 GPA (un-weighted) or SAT: 1050 / ACT: 22</li> <li>Maintain minimum 3.1 GPA</li> </ul>
Antelope's Scholarship	<ul style="list-style-type: none"> <li>\$4,000 per year (\$2,000 per semester)</li> <li>Minimum incoming 3.0 GPA (un-weighted) or SAT 1000/ACT 20</li> <li>Maintain minimum 3.0 GPA</li> </ul>

\*Freshman students who started prior to Fall 2013 need to contact their Student Service Advisor for award amounts and requirements.

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

This program is only available for transfer students who must:

1. Submit transcripts showing cumulative GPA for 24 or more college credits.
2. Submit official transcripts for all previously completed coursework by 8-02-2013 for Fall 2013 term (12-06-13 for Spring 2014 term)
3. Once enrolled, maintain continuous and full-time enrollment at GCU.
4. Students who are out of attendance for a minimum of one academic year and reapply to the University. Credits attempted at another institution and GCU will be included in the incoming GPA calculation to determine scholarship amounts.
5. This award is evaluated annually and can be adjusted up or down so long as the student maintains eligibility.

Scholarship Options	Award Amount
Transfer President's Scholarship	<ul style="list-style-type: none"> <li>\$6,000 per year (\$3,000 per semester)</li> <li>Minimum incoming 3.5 GPA</li> <li>Maintain minimum 3.3 GPA</li> </ul>
Transfer Provost's Scholarship	<ul style="list-style-type: none"> <li>\$4,000 per year (\$2,000 per semester)</li> <li>Minimum incoming 3.25 GPA</li> <li>Maintain minimum 3.2 GPA</li> </ul>
Transfer Dean's Scholarship	<ul style="list-style-type: none"> <li>\$3,000 per year (\$1,500 per semester)</li> <li>Minimum incoming 3.0 GPA</li> <li>Maintain minimum 3.0 GPA</li> </ul>

\*Transfer students who started prior to Fall 2013, need to contact their Student Service Advisor for award amounts and requirements.

#### Transfer Academic Scholarships – Nursing

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

1. Students must maintain full-time continuous enrollment.
2. Students must not be receiving reduced tuition or other discounts.
3. Prerequisite GPA is based on all prerequisite classes being completed.
4. Scholarships will not be applied until all grades for prerequisite classes are accounted for on official transcripts.
5. Scholarships are renewable yearly up to five consecutive semesters of the nursing program.

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

#### Early Registration Scholarship & New Student Grant

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

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

#### Programmatic Scholarships

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

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

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

## Tuition and Fees

Tuition Rates for Courses beginning May 1, 2013:

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

<b>Graduate Tuition</b>	
Graduate Programs (Effective January 1, 2013)	\$390.00/credit

#### No In-State/Out-State rates

- Traditional campus students are required to take a minimum of 9 credits in the Traditional Campus format during the Fall and Spring semester.
- Traditional campus students taking courses in the online format will be charged the regular traditional tuition rates.

<b>Non- Traditional Campus Undergraduate Tuition</b>	
Active Duty and Active Reserve (Online and Professional Studies)	\$250/credit
Education Programs	\$435/credit
Theology Programs	\$350/credit
Online and Professional Studies (all programs other than those listed above)	\$465/credit
<b>Graduate Tuition</b>	
Active Duty and Active Reserve (Online and Professional Studies)	\$400/credit
Education Programs	\$510/credit
Business Programs	\$550/credit
Nursing Programs (Advance Practice Programs)	\$600/credit
Nursing	\$495/credit
Ken Blanchard Executive MBA Program	\$1,200/credit
Online and Professional Studies (all programs other than those listed above)	\$495/credit
Doctoral Programs (includes dissertation courses DIS-966 thru DIS- 970)	\$630/credit
Doctoral Programs-Active Duty and Active Reserve (Online and Professional Studies)	\$598.50/credit
<b>Continuing Education (CTE) Tuition</b>	
Online	\$150/credit
<b>Fees</b>	
Canyon Connect-Undergraduate	\$85
Canyon Connect-Graduate	\$95
Canyon Connect-Doctoral	\$105
Learning Management Service Fee (New Online & Professional Studies students)	\$400
Course Material Fee for RN to BSN Program, 5 week courses (excluding HLT 310V)	\$110
Nursing Program Premium (Traditional campus students in the Nursing Pre-Licensure Program)	\$500/semester
Doctoral Residencies-Fee Dependent upon Location	\$800 to \$1,200/residency
Doctoral Programs –Dissertation Continuation (Optional zero credit course– DIS-975)	\$500
Student Activity Fee (Traditional campus students excluding students in the Nursing Pre-Licensure program)	\$250/semester
Student Parking Fee (Traditional campus students)	\$150 to \$250/semester
Health Insurance (Traditional campus students)	\$900/semester
Housing Application Fee (Traditional Undergraduate campus students)	\$250

<b>Non- Traditional Campus</b>	
Registration Deposit (Traditional Undergraduate campus students)	\$50
Credential Evaluation (International) Basic Evaluation	\$175
Credential Evaluation (International) Course-by-Course Evaluation	\$250
Returned Check Fee-All returned checks	\$25
Transcript Fee	\$5
Graduation Fee	\$150
Course Restoration Fee	\$50
<b>Room Rates (per semester) for Residential Students</b>	
<b>Dormitory Rates: (Students are required to carry a Meal Plan)</b>	
Camelback Hall / Sedona Hall Triple Occupancy	\$1,500
Canyon Hall / Hegel Hall Double Occupancy	\$2,000
Prescott / Camelback / Sedona Double Occupancy	\$2,200
<b>North Rim Apartments (Students are required to carry a Meal Plan)</b>	
Double Occupancy	\$1,900
Single Occupancy (as available)	\$2,850
Married/Family Unit	\$3,800
<b>Summer Room Rates</b>	
Active Student (must be actively enrolled in at least 1 course)	\$800/semester
Working Student (On-campus job, but not enrolled in any course)	\$1,600/semester
<b>Meal Plans Effective Fall 2013</b>	
Daily Plan A-2 Meals per day-Weekday	\$1,300/semester
Daily Plan B-2 Meals per day-7 days	\$1,700/semester
Daily Plan C-3 Meals/day- Weekday, 2 Meals/day- Weekend	\$1,900/semester
Block Plan A-130 Meals	\$1,200/semester
Block Plan B-150 Meals	\$1,350/semester
Block Plan C-200 Meals	\$1,750/semester

#### Special Class Fees

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

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

#### Student Health Insurance

All traditional campus undergraduate students taking 12 credits or more, international students and all student athletes, regardless of registered credits, are required to carry health and accident insurance. Unless waived as instructed below, students will be charged for the University-sponsored student health insurance plan at the time of registration.

Traditional campus 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.

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

- Annual Period: Coverage for all insured students enrolled for the Fall semester, will become effective on August 17, 2013 at 12:01AM, and will terminate at 11:59 PM on August 16, 2014.
- Fall Semester Period: Coverage for all insured students will become effective on August 17, 2013 at 12:01 AM, and will terminate at 11:59 PM on December 31, 2013.
- Spring Semester (Newly Enrolled) Period: Coverage for all students first entering Grand Canyon University in the Spring semester will become effective on January 1, 2014 at 12:01 AM, and will terminate at 11:59 PM on August 16, 2014.
- New Enrolled Summer Semester Period: Coverage will be determined prior to the start of the Summer semester.

NOTE: The health insurance rate for the full academic year is \$1,800. It is \$900 for Fall semester and \$900 for the combined Spring and Summer semesters. The rate for students who enroll for the first time during the Spring semester is \$900. These rates may be subject to change in Fall 2014. For Newly Enrolled Summer Students – rates will be determined prior to the start of the Term.

### Waiving Health Insurance

Student with comparable health insurance, including coverage for acute and follow-up health care in the Phoenix area, may apply to waive the University-sponsored plan. To submit a waiver, student should visit <http://www.aetnastudenthealth.com>. Student must complete the insurance waiver process by the posted semester deadlines. No other means of acceptance 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.

### 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 2014.

## Financial Aid

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

### Eligibility

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

U.S. citizens or eligible non-citizens, not owe money back on a federal student grant, and cannot 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, both 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 of a family's financial strength and indicates how much of students' and students' families (for Dependent students) financial resources should be available to help pay 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 household size and number of family members attending a postsecondary 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 an estimated amount it will cost to go to school for a year. Estimated 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 available on the student's portal once all required paperwork has been received.

Any changes made to original reported on the FAFSA 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

Traditional campus aid is processed using the Scheduled Academic Year academic calendar which consists of a Fall and Spring term (semester) with aid for a Summer term optional. To be considered a fulltime status and receive full financial aid benefits, undergraduate students must be enrolled in at least 12 credits per term while graduate students must be enrolled in at least 8 credits per term. Undergraduate students enrolled less than fulltime may be eligible for prorated amounts of federal aid depending on the funding source. Undergraduate programs do require enrollment of at least six credits per term for federal loan eligibility; minimum of four credits for graduate programs.



Students who receive any institutional scholarships (i.e., academic, departmental, endowed, and/or merit) must maintain continued fulltime 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**

Nontraditional campus aid is processed using the Borrower-Based, Non-term academic calendar. The academic year for undergraduate programs is defined as a minimum of 24 earned credits and 30 instructional weeks. The academic year for masters programs is defined as a minimum of 16 earned credits and 32 instructional weeks for new enrollments July 2012 and after. Graduate enrollments before that date utilize an academic year definition of 12 earned credits and 32 instructional weeks. The academic year for doctoral programs is defined as a minimum of 12 earned credits and 32 instructional weeks. The academic year is divided into payment periods (terms). The first payment period consists of half of the credits and instructional weeks as defined in the academic year. The second payment period begins when a student has successfully completed the first payment period requirements and has continued on into the next scheduled course. Aid for students is packaged and disbursed using these definitions. Payments of financial aid awards are made in two equal disbursements. The first disbursement is made upon the start of the first payment period; the second disbursement will be made after start of the second payment period as defined above.

#### **Inform the Office of Financial Aid**

Students who receive additional outside assistance must report this fact to the Office of Financial Aid through their assigned Student Services Advisor. 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 Student Services Advisor 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 is 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 gift aid (grant and scholarships that does not have to be repaid) and what portion is self-help aid (funding that must be repaid such as student loans). If any portion of the self-help aid is in the form of a student loan, understand the total amount of the loan, the interest rate assessed to the amount borrowed, the repayment schedule, the time-frame of the repayment schedule, and the start date for the repayment schedule.
- Notify the lender(s) of any changes to personal name, address, and enrollment status.
- Review and understand the amounts pertaining to the cost of attendance and the Course Tuition Refund Policy for Grand

Canyon University as stated in the Financial Services section.

- Review and comply with all rules and regulations pertaining to academic, financial aid, and University conduct policies.
- Understand that any intentional misrepresentation of information on applications and/or documentations submitted for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

#### **Disbursement of Title IV Funds for Books and Supplies**

If a Pell grant-eligible student meets all requirements to receive Title IV funds at least 10 days before the start of a payment period, any Title IV funds in excess of the amount owed to the school at that time (Title IV credit balance funds) are to be made available to the student up to the amount needed to obtain books and supplies.

The school must make the Title IV credit balance funds for books and supplies available to the student by the 7th day of the term/payment period.

If a student has not yet established eligibility to receive Title IV funds at least 10 days before the beginning of a term/payment period due to outstanding verification requirements, unresolved "C" codes on the Student Aid Report (SAR)/Institutional Student Information Record (ISIR), or conflicting information, this requirement does not apply.

In determining whether a Title IV credit balance exists, the school considers all Title IV funds that could be disbursed at least 10 days before the term/payment period. This includes all Title IV funds that could be disbursed to a student at the beginning of the term/payment period, even if those funds have not yet been received by the school to deliver to the student. It is the student's eligibility to receive Title IV funds at that time, rather than the school's schedule for receiving or disbursing those funds, that determines the existence and amount of a Title IV credit balance for this purpose.

If a student requires monetary assistance with purchasing books and supplies, he should contact his Student Services Advisor to determine if he meets the qualifications listed above. If the Student Services Advisor determines that the student is eligible to receive assistance in purchasing books/supplies, the student will have a maximum of \$300 available at the GCU bookstore to purchase the required books/supplies.

The student is under no obligation to take advantage of this provision.

#### **Excess Funds - 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 stipend check within 14 calendar days from the date the credit was created on the account.

It is University policy to mail all refund checks to the current address on file. Students who wish to change their address must go through the Office of Academic Records to make this change. Students will be subjected to a \$25 charge for stop payments after seven business days of mailed date.



Stipend checks are processed according to federal regulations and University policies. For further details, please contact your Student Services Advisor.

### Leave of Absence

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance. A student who requires a temporary break of enrollment in his program of study that will last for more than 14 days has the option of requesting a Leave of Absence. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education rather than being counted as a withdrawal. There must also be a reasonable expectation that the student will return from the LOA in order for the leave to be approved.

#### Leave of Absence Criteria

- An LOA request must be signed, dated and submitted on or before the last day of class attendance in a course and must include the reason for the student's request. The request must be completed on the GCU Leave of Absence form. Any request submitted after the last day of class in a course will be denied unless unforeseen circumstances prevented the student from doing so.
- GCU policy allows two LOAs of up to 60 calendar days each in any 12 month rolling calendar year.
- A third LOA can be requested for extenuating circumstances only and will be approved within this 12 month period only if the student can demonstrate extenuating circumstances that would warrant a third leave of absence. LOA's in total cannot exceed a total of 180 days in a rolling calendar year.
- Students who do not return from an approved LOA will be withdrawn from the University as of their last date of documented attendance.
- Title IV loans cannot be disbursed to a student while on an LOA; Pell Grant, FSEOG and Perkins funds can be disbursed to a student while on an LOA.

A student wishing to request an LOA will need to initiate the process with his Student Services Advisor. The Student Services Advisor will route the completed LOA form to the OFA for final approval/denial within one week of the student's LDA. No additional charges can be assessed to a student who returns from an approved LOA.

If the LOA request is not approved or the student does not return as scheduled from the approved LOA, this time of non-attendance will be counted against any grace period for Title IV student loan repayment purposes.

### Federal Refund Policy: Official and Unofficial Withdrawal

Any federal financial aid recipient who fails all courses in a semester (traditional students) or withdraws from all classes (traditional and non-traditional) is subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal aid that the student and the school are eligible to retain along with the amount that must be returned to the Department of Education. Federal Aid is defined under the [Financial Aid](#) Section of the University Policy Handbook.

An *official withdrawal* occurs when a student has formally requested to be withdrawn from the University. The student must submit a Complete Withdrawal Form, available on the student portal. An *unofficial withdrawal* occurs when a student has stopped attending courses for a period of 14 consecutive days or more but has not communicated a desire to officially withdraw from the University.

The federal refund calculation is as follows:

1. **Withdrawal:**
  - Withdrawal from the University before the first day of classes, 100% of Title aid must be returned.
  - Withdrawal from the University through the 60% of the payment period will result in a prorated percentage of aid being earned. Any unearned aid due from the school will be returned to the appropriate funding source. In some instances a portion of unearned aid will be the student's responsibility.
  - Withdrawal from the University after the 60% point in the payment period will result in 100% of the student's Title IV aid being earned. The institution will retain 100% of institutional costs; students may retain the remainder of funding.
2. **Failing All Courses in a Semester (Traditional Campus):** Traditional students earning all failing grades for the semester will be pro-rated where 50% of the student's Title IV aid will be earned. The student will continue to owe tuition and fees for the entire semester and will be responsible to the University for any remaining balance.
3. **Withdrawal from Program Offered in Modules (Traditional Campus):** Coursework taken within a term where no courses taken span the entire length of the term will be subject to modular refund rules. If the withdrawal from future courses within the term occurs while the student is no longer attending a course, Title IV aid will be earned at a 50% rate and student will be responsible to the University for any remaining balance.

### Maximum Timeframe

Federal regulations require a student to complete his Program of Study within a measured maximum time frame that cannot exceed 150% of the published length of the program. The sum of the number of required credits multiplied by 150% will be the maximum number of attempted credit hours for which a student can receive aid. If a student reaches the 150% mark and has not completed his program of study, he is no longer eligible for Title IV aid. The student may continue taking required coursework, but must make other payment arrangements.

## Federal Funding Sources

### Federal Pell Grant Awarding

A Federal Pell Grant is a free grant and is available to eligible undergraduate students that have not earned a bachelor's degree. Student and family income information that is provided when completing the Free Application for Federal Student Aid (FAFSA) determines Pell eligibility.

The Department of Education has recently limited the number of semesters/terms in which a student may receive Pell Grant funds. Pell remaining eligibility will be reported on the student's Institutional Student Aid Report or students may contact their Student Services Advisor for this information.

### Federal Supplemental Educational Opportunity Grant

To receive a Federal Supplemental Educational Opportunity Grant (FSEOG), a student must meet general eligibility requirements. An eligible recipient must be an undergraduate student and have financial need. Students with the lowest EFCs who also receive Pell grants for that 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. The

award is dependent on financial need and availability of limited funds.

### Teacher Education Assistance for College and Higher Education Grant (TEACH)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program was established under the College Cost Reduction and Access Act (CCRAA), to benefit current and prospective teachers. This program currently provides up to \$3712 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 such as Math, Science, Foreign Language, Bilingual Education, Special Education, Reading Specialist, or a field as defined by the federal government as high need
- Comply with the requirements for being a highly qualified teacher

Amount of grant will be treated as an unsubsidized Stafford loan and interest will accrue from the date of grant award if the student fails to complete service.

For more information about this grant, students can refer to the [Financial Services](#) website.

## Loan Programs

Loans are often part of a financial award package and are considered self-help aid. They provide students with an opportunity to defer part of their educational costs by borrowing now and paying later. Please note that the FAFSA must be submitted each award year and is required to establish the student's eligibility for federal student loans. Likewise, eligibility for certain loans and loan amounts may change according to the information reported on all required documentation.

### Federal Carl D. Perkins Loan

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.

All financial records pertaining to Perkins Loans awarded to Grand Canyon University students are maintained by the Office of Financial Aid. Perkins loan recipients must complete the Perkins Entrance Interview and sign the Perkins Promissory Note before funds can be disbursed.

## Federal Direct Stafford Loans: Subsidized and Unsubsidized

**Subsidized loans** are available to undergraduate students who meet certain financial need criteria. The federal government will pay the interest on the loan while the student is in school at least half time and during periods when the loan is deferred.

Due to recent regulations the government no longer subsidizes interest during the six-month post-school grace period for new subsidized Stafford loans first disbursed between July 1, 2012 and June 30, 2014. Effective July 1, 2012, graduate and professional students are no longer eligible for this loan. The Department of Education has also implemented a cap on the amount of time a student can attend an institution and continue to receive a Subsidized loan. Effective July 1, 2013, any student who had no loan debt will need to complete his program of study within 150% of the published time to completion. If the student does not complete his program of study within that timeframe, he will no longer be eligible to receive additional subsidized funding.

**Unsubsidized loans** are available to students regardless of financial need. Students are responsible for the interest that accrues on this loan from the date the funds are disbursed until the funds are paid in full. The student borrower also has the option to pay the interest during school or postpone payment. If payment is posted, the interest is added to the principal balance.

**PLUS Loans** are available for parents of a dependent undergraduate student and graduate/professional students. The PLUS Loan enables parents/graduates to borrow up to the full cost of attendance less any other financial aid for each eligible dependent. PLUS Loan borrowers are subject to a credit check before loan approval. Repayment will begin repayment within 60 days after the loan is disbursed.

The interest rate for new loans is determined each year and is announced during the month of July. Contact your Student Services Advisor for the current interest rates.

Repayment on the principle loan balance 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.

## Annual and Aggregate Loan Limits

Academic Year Loan Limits			
	Base Loan Dependent/ Independent Sub/Unsub	Additional Loan Independent Unsub	Total Loan Amount
<b>Freshman</b>	\$3,500/\$2,000	\$ 4,000	\$ 9,500
<b>Sophomore</b>	\$4,500/\$2,000	\$ 4,000	\$10,500
<b>Junior</b>	\$5,500/\$2,000	\$ 5,000	\$12,500
<b>Senior</b>	\$5,500/\$2,000	\$ 5,000	\$12,500
<b>Graduate</b>		\$20,500	\$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

## 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 have concurrent enrollment in undergraduate and graduate courses
- 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

### Arizona Private Postsecondary Education-Student Financial Assistance Program (PFAP)

A graduate from an Arizona Community College with an Associate's Degree can apply for this voucher. The student must enroll full-time at Grand Canyon University and have no more than two years left to complete a bachelor's degree. The student will need to complete the state Promissory Note and submit it with copies of his or her Associate Degree Certificate or official transcript showing the AA degree posted. If the student drops or does not complete the program within 3 years, the money received will be owed back to the state as the funding reverts from a scholarship to a loan.

#### 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 must be completed within 3 years or repayment of the Award is required
- Award amounts: Full-time \$1,500, Three-quarter time \$750, & Half-time \$500

### 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.

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.

### 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 enrollment 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 enrollment 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 on all State Grants, students can refer to the [Financial Services](#) website.

## Student Employment

### Federal and Non-Federal Work Study

On campus Federal Work Study and Non-Federal Work Study employees will not be able to work without completed hiring documents. Federal and Non-Federal Work Study positions are paid bi-monthly. 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.

### International Student Employment

International students who wish to work while in the U.S. must be aware of and comply with F-1 visa employment regulations. Working illegally while in the U.S. is a serious offense that must be reported to the Department of Homeland Security (SEVIS) and can result in loss of F-1 status and benefits, and possible

deportation. All international students must confer with the staff at the Center for International Education before accepting or beginning any employment.

**For Canadian Students:** Grand Canyon University is dedicated to providing high quality service for our Canadian students. Please be advised that students are responsible for determining their eligibility for Canadian Tax Credits. Certain Grand Canyon University courses and programs may not meet certain requirements for tax credits, including but not limited to the minimum week and continuous enrollment requirements. For more information on Canadian Tax Credits, please contact The Revenue Canada Agency or visit [www.cra.gc.ca](http://www.cra.gc.ca).

### **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.

### **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 documentation, an international student may apply for a Social Security Number by going in person to the local Social Security Administration office. The Center for International Education can direct students to the nearest Social Security Administration office.

### **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 is not trained as professional tax consultants and cannot complete and/or file any tax forms.



# Evaluation of Transfer Credit

The following section outlines how Grand Canyon University evaluates transfer credit from other institutions, alternative transfer credit options, and discusses general policies.

## General Policies

The University generally accepts courses from accredited, GCU-approved colleges, universities, or programs provided the work is not of a highly specialized nature and a grade of C or better is earned. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

If the Office of Academic Records is unable to determine specific applicability for an acceptable course, general elective credit will be granted.

Transfer students who received credit by examination at a previous college must submit an official score report to Grand Canyon University's Office of Academic Records for evaluation.

## Baccalaureate Transfer Policies

All undergraduate students accepted to Grand Canyon University with prior college or university course credit will receive an official transfer credit evaluation from the Office of Academic Records showing how the courses completed at each previous school will transfer. Evaluations will include the total number of credits accepted, as well as a course-by-course breakdown indicating how each class may be applied toward University graduation requirements. Courses may be accepted as upper or lower division general electives, upper or lower division major or minor electives, or as directly equivalent University courses.

GCU uses the following policies to determine acceptability of courses in an undergraduate program:

- For undergraduate programs, a maximum of 90 hours of transfer credit, no more than 84 credits of which can be lower-division:
- A maximum of 30 credits, combined from the list below, can come from alternative credit options:
  - College Level Examination Program (CLEP)
  - Prometric DSST Exams (DANTES)
  - Excelsior Colleges Exams
  - Berlitz Language Evaluation
  - Advanced Placement (AP)
  - International Baccalaureate (IB)
  - American Credit Evaluation (ACE) approved credits
  - National College Credit Recommendation Service (NCCRS) approved credits
  - Lifelong Learning Assessments (8 credit maximum)
  - GCU Approved Certificates
- Another 30 credits maximum can come from military schools and training.
- All other transfer credits must come from transfer coursework accepted by GCU.
- No course with a grade below C will count toward the required number of credits for graduation for an undergraduate degree.
- The University will not accept for transfer any credit where the course number is not 100 or above or is described as having remedial content.

- If a student disagrees with the way credit has been awarded, he or she may appeal through the appeals process as outlined in this University Policy Handbook.
- When coursework is equivalent, transfer credit from a quarter-system institution is evaluated and converted to semester credits on a 1:0.666 ratio.

Quarter Credits	Equivalency in Semester Credits
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67

Below are examples of the evaluation and conversion of quarter system courses:

- Example A: If a student completed 4 quarter credits of ENG 101, the credits would be converted to 2.66 semester credits of English Composition at GCU. It would fulfill credits in the Communications requirement of the General Education; however, the student would earn only 2.66 credits toward the overall requirement of 120.
- Example B: If a student completed 3-quarter credits of ENG 101, the credits would be converted to 2.00 semester credits of English Composition at GCU. The 2 credits would count toward the overall requirement of 120 hours by fulfilling 2 credits in the Effective Communications requirement of the General Education; however, it does not fulfill the English composition requirement. The student would earn only 2.00 semester credits toward the overall requirement of 120.

## Master Degree Transfer Policies

The University generally accepts courses from accredited, GCU-approved colleges, universities, and programs, provided the work is equivalent to a Grand Canyon University graduate-level course, has been earned in conjunction with the completion of a 500 level or higher course, and a grade of B or better was earned. The University will accept up to 12 credits or 1/3 of the total program requirements in transfer (whichever is less).

If students are found to have taken a course equivalent to a GCU course of differing credit, the student will still need to meet the total program requirements in order to graduate.

### College Transfer Restriction

The first course of the graduate program of study cannot be satisfied by transferred credits.

Due to the integrated curriculum, students enrolled in the Executive Master of Business Administration (EMBA) program are not eligible to transfer in any coursework towards their degree requirements.



# Doctoral Degree Transfer Policies

The University generally accepts doctoral-level courses from regionally accredited colleges and universities, provided the content is equivalent to a Grand Canyon University doctoral-level course, and a grade of B or better was earned. The University will accept up to nine credits into the program. Coursework transferred into GCU's doctoral program must have been completed within seven years prior to transfer.

Due to the dissertation or practice improvement components integrated throughout courses in GCU's doctoral programs, the following courses are not eligible for transfer and must be completed at GCU:

- All research (RES), dissertation (DIS and DBA-955, DBA-960 and DBA-965), and residency (RSD) courses in the Ed.D. and DBA programs.
- All research (PSY-801, PSY-815, PSY-825, PSY-850), assessment (PSY-843), statistics (PSY-845, PSY-870) and dissertation (PSY-955, PSY-960, PSY-965) courses in the Ph.D. programs.
- DNP-801 and the DPI Project (DNP-955, DNP-960, DNP-965) courses in the DNP program.

## Foreign Evaluation of Transfer Credits

The following policies apply to credits students have earned at foreign institutions and wish to transfer to GCU.

In order to accurately and consistently evaluate foreign credentials, Grand Canyon University requires all international college or university transcripts to be evaluated by a University-approved evaluation service. Obtaining an evaluation is an additional step to awarding college or university credit from foreign transcripts. The fee for evaluation is the responsibility of the student.

## Transferring from GCU to another Institution

Students transferring from GCU to another educational institution are subject to that institution's transfer credit policy. All institutions reserve the right to refuse credits for transfer; therefore, students are encouraged to consult that institution's policy. Grand Canyon University cannot control how, or if, other institutions accept credits earned at GCU.

## Transfer Credit Application

There are two methods Grand Canyon University uses to apply transfer credit; through an earned transfer-oriented associate degree (AA or AS), or through course-by-course evaluation.

### Associate Transfer Plan

Students who complete a transfer-oriented associate degree (Associate of Arts or Associate of Science) at an accredited, GCU-approved college, university, or program may fulfill the University's General Education requirements, with the exception of the University Success and Christian Worldview requirements. This applies only if the content of the associate is in alignment with the chosen bachelor program (Associate of Science in Business to Bachelor of Science in Business Administration). If a

student's chosen bachelor program is not in alignment (Associate of Science in Business to Bachelor of Science in Education) than a course-by-course evaluation will occur (due to the number of credits required in the major). The same is true of the Arizona General Education Curriculum (AGEC) from Arizona's public community colleges.

Students enrolled in the GCU Nursing RN to BSN professional studies program are exempt from all general education requirements including University Success and Christian Worldview.

### Course-by-Course Evaluations

Students who transfer into a baccalaureate degree program without a previously earned transfer-oriented associate's degree (AA or AS) or with an Associate of Applied Science degree must fulfill the requirements of the General Education and have a course-by-course evaluation completed. Grand Canyon University will accept a maximum of 90 transfer credits, of which a maximum of 84 can be lower-division credits. Students are required to complete the 120-credit graduation requirement, including the balance of courses specified in the program of study and any elective credits.

Course-by-course transcript evaluations are conducted to determine if courses taken in transfer work equal courses in the student's chosen GCU bachelor degree program. If courses match, the University considers the content requirement fulfilled by that equivalency; however, the upper division requirement may remain. After the University evaluates the student's transfer credits, the University only applies those transfer credits that fulfill program requirements including general education, electives, and courses in the major. Additionally, credit will only be given when it does not duplicate credit previously earned.

## Alternative Transfer Credit Options

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);
- National College Credit Recommendation Service (NCCRS)
- GCU Approved Certificates
- Life Learning Papers (LLA)

Certain restrictions apply to these programs. Credit will be given only 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
Art History	3	6	Global Awareness, Perspectives, and Ethics
Art: 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
Chinese Language & Culture	3	6	Effective Communication
Computer Science A	3	3	Critical Thinking
Computer Science AB	3	6	Critical Thinking
Economics: Macroeconomics	3	3	Critical Thinking or Global Awareness, Perspectives, and Ethics
Economics: Microeconomics	3	3	Critical Thinking or Global Awareness, Perspectives, and Ethics
English Language & Composition	3	6	Effective Communication or Global Awareness, Perspectives, and Ethics
Environmental Science	3	3	Critical Thinking
European History	3	6	Global Awareness, Perspectives, and Ethics
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
Human Geography	3	3	Global Awareness, Perspectives, and Ethics
Italian Language & Culture	3	7	Effective Communication

General Examination:	Score	Credits	General Education Competency
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	6-12	Effective Communication
Statistics	3	3	Critical Thinking
Studio Art: 2D Design	3	6	Global Awareness, Perspectives, and Ethics
Studio Art: 3D Design	3	6	Global Awareness, Perspectives, and Ethics
United States History	3	6	Global Awareness, Perspectives, and Ethics
World History	3	6	Global Awareness, Perspectives, and Ethics

### *International Baccalaureate Credit (IB)*

Subject (Higher level exams only)	Score	Hours	General Education Competency
Biology	4	4	Critical Thinking
	5,6,7	8	Critical Thinking
Chemistry	4	4	Critical Thinking
	5,6,7	8	Critical Thinking
Economics	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	6	Global Awareness, Perspectives, and Ethics
English A	4	3	Effective Communication
	5,6,7	6	Effective Communication
English B	N/A	N/A	N/A
Geography	5,6,7	3	Global Awareness, Perspectives, and Ethics
History – American	4	3	Global Awareness, Perspectives, and Ethics

Subject (Higher level exams only)	Score	Hours	General Education Competency
	5,6,7	6	Global Awareness, Perspectives, and Ethics
History – European	4	3	Global Awareness, Perspectives, and Ethics
	5,6,7	6	Global Awareness, Perspectives, and Ethics
Math Methods	4,5,6,7	3	Critical Thinking
Advanced Math	4	3	Critical Thinking
	5,6,7	6	Critical Thinking
Music	4	3	Global Awareness, Perspectives, and Ethics
Philosophy	4,5,6,7	3	Critical Thinking
Psychology	5,6,7	3	Global Awareness, Perspectives, and Ethics
Spanish A	4	4	Effective Communication
Spanish B	5,6,7	7	Effective Communication

## Alternative Testing Programs

National testing exams offer students another choice to demonstrate mastery of course content.

### *College Level Examination Program Requirements (CLEP)*

General Examination:	Score	Credits	General Education Competency
American Government	50+	3	Global Awareness, Perspectives, and Ethics
American Literature	50+	6	Global Awareness, Perspectives, and Ethics
Analysis and Interpreting of Literature	50+	6	Global Awareness, Perspectives, and Ethics
Biology	50+	6	Critical Thinking
Calculus	50+	3	Critical Thinking
Calculus with Elementary Functions	41+	6	Critical Thinking
Chemistry	50+	6	Critical Thinking
College Algebra	50+	3	Critical Thinking
College Algebra – Trigonometry	52+	3	Critical Thinking
College Composition	50+	6	Effective Communication
College Composition Modular	50+	3	Effective Communication
College Mathematics	50+	4	Critical Thinking
English Literature (with or without Essay)	50+	6	Global Awareness, Perspectives, and Ethics

General Examination:	Score	Credits	General Education Competency
English Literature	50+	6	Global Awareness, Perspectives, and Ethics
Financial Accounting	50+	4	Critical Thinking
French, Level 1	50+	6	Effective Communication
French, Level 2	59+	12	Effective Communication
Freshman College Composition	50+	6	Effective Communication
German, Level 1	50+	6	Effective Communication
German, Level 2	60+	12	Effective Communication
History of the United States I: Early Colonization to 1877	50+	3	Global Awareness, Perspectives, and Ethics
History of the United States II: 1865 to Present	50+	3	Global Awareness, Perspectives, and Ethics
Human Growth and Development	50+	3	Global Awareness, Perspectives, and Ethics
Humanities	50+	6	Global Awareness, Perspectives, and Ethics
Information Systems and Computer Applications	50+	3	Critical Thinking
Introduction to Educational Psychology	50+	3	Global Awareness, Perspectives, and Ethics
Introductory Business Law	50+	3	Global Awareness, Perspectives, and Ethics
Introductory Psychology	50+	4	Global Awareness, Perspectives, and Ethics
Introductory Sociology	50+	3	Global Awareness, Perspectives, and Ethics
Natural Sciences	50+	6	Critical Thinking
Precalculus	50+	3	Critical Thinking
Principles of Accounting	n/a	6	Critical Thinking
Principles of Macroeconomics	50+	3	Global Awareness, Perspectives, and Ethics
Principles of Management	50+	3	General Elective
Principles of Marketing	50+	3	General Elective
Principles of Microeconomics	50+	3	Global Awareness, Perspectives, and Ethics
Social Sciences and History	50+	6	Global Awareness, Perspectives, and Ethics
Spanish, Level 1	50+	6	Effective Communication

General Examination:	Score	Credits	General Education Competency
Spanish, Level 2	63+	12	Effective Communication
Trigonometry	n/a	3	Critical Thinking
Western Civilization I: Ancient Near East to 1648	50+	3	Global Awareness, Perspectives, and Ethics
Western Civilization II: 1648 to Present	50+	3	Global Awareness, Perspectives, and Ethics

*Prometric DSST Exams (Formerly DANTES)*

General Examination	Score	Credits	General Education Competency
A History of the Vietnam War	49+	3	Global Awareness, Perspectives, and Ethics
Art of the Western World	48+	3	Global Awareness, Perspectives, and Ethics
Astronomy	48+	3	Critical Thinking
Auditing I	47+	3	Critical Thinking
Basic Automotive Service	46+	3	General Elective
Basic Technical Drafting	48+	3	General Elective
Beginning German I	45+	3	Effective Communication
Beginning German II	45+	3	Effective Communication
Beginning Italian I	46+	3	Effective Communication
Beginning Spanish I	48+	3	Effective Communication
Beginning Spanish II	46+	3	Effective Communication
Business Ethics and Society	400	3 UD	Global Awareness, Perspectives, and Ethics
Business Law II	52+	3 UD	Global Awareness, Perspectives, and Ethics
Business Mathematics	V3.400 V2. 48 V1. 45	3	Critical Thinking
Contemporary Western Europe: 1946-1990	48+	3	Global Awareness, Perspectives, and Ethics
Criminal Justice	400	3 UD	Global Awareness, Perspectives, and Ethics
Electric Circuits	46+	6	General Elective
Environment and Humanity: The Race to Save the Planet	46+	3	Critical Thinking
Ethics in America	400	3 UD	Global Awareness, Perspectives, and Ethics
Foundation of Education	46+	3	Global Awareness, Perspectives, and Ethics
Fundamentals of College Algebra	400	3	Critical Thinking

General Examination	Score	Credits	General Education Competency
Fundamentals of Counseling	47+	3	General Elective
Fundamentals of Electronics	45+	3	General Elective
General Anthropology	47+	3	Global Awareness, Perspectives, and Ethics
Here's To Your Health	400	3 UD	Global Awareness, Perspectives, and Ethics
Human/Cultural Geography	48+	3	Global Awareness, Perspectives, and Ethics
Introduction to Business	V2.400 V1. 46	3	Global Awareness, Perspectives, and Ethics
Introduction to Carpentry	49+	3	General Elective
Introduction to Computing	400	3+	Critical Thinking
Introduction to Law Enforcement	45+	3 UD	Global Awareness, Perspectives, and Ethics
Introduction to the Modern Middle East	44+	3	Global Awareness, Perspectives, and Ethics
Introduction to World Religions	400	3 UD	Global Awareness, Perspectives, and Ethics
Introductory College Algebra	46+	3	Critical Thinking
Introductory Cost Accounting	46+	3	Critical Thinking
Lifespan Developmental Psychology	400	3	Global Awareness, Perspectives, and Ethics
Management Information Systems	48+	3 UD	Critical Thinking
Money and Banking	48+	3 UD	Critical Thinking
Organizational Behavior	48+	3	Global Awareness, Perspectives, and Ethics
Personal Finance	400	3	Critical Thinking
Personnel/Human Resource Management	48+	3	Global Awareness, Perspectives, and Ethics
Physical Geology	46+	3	Critical Thinking
Principles of Electronic Communications Systems	47+	3	General Elective
Principles of Finance	V3.400 V2. 46 V1. 46	3 UD	Critical Thinking
Principles of Finance Accounting	49+	3	Critical Thinking
Principles of Physical Science I	47+	3	Critical Thinking
Principles of Public Speaking	47+	3	Effective Communication

General Examination	Score	Credits	General Education Competency
Principles of Refrigeration Technology	45+	3	General Elective
Principles of Statistics	400	3	Critical Thinking
Principles of Supervision	V2.400 V1. 46	3	Global Awareness, Perspectives, and Ethics
Rise and Fall of the Soviet Union	400	3 UD	Global Awareness, Perspectives, and Ethics
Substance Abuse	400	3 UD	Global Awareness, Perspectives, and Ethics
Technical Writing	46+	3	Effective Communication
The Civil War and Reconstruction	47+	3 UD	Global Awareness, Perspectives, and Ethics
Western European Since 1945	400	3	Global Awareness, Perspectives, and Ethics

*Excelsior College Examinations (ECE)*

General Examination	Score	Credits	General Education Competency
Abnormal Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Adult Nursing	C or better	8 UD	Critical Thinking
American Dream	C or better	6 UD	Global Awareness, Perspectives, and Ethics
Anatomy and Physiology	C or better	6	Critical Thinking
Bioethics: Philosophical Issues	C or better	3 UD	Critical Thinking
Clinical Performance in Nursing Exam (CPNE)	Pass	8	General Elective
College Writing	C or better	3	Effective Communication
Community-Focused Nursing	C or better	4 UD	Global Awareness, Perspectives, and Ethics
Corporate Finance	C or better	3	Critical Thinking
Cultural Diversity	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Earth Science	C or better	3	Critical Thinking
English Composition	C or better	6	Effective Communication
Essentials of Nursing Care: Chronicity	C or better	3	Critical Thinking
Essentials of Nursing Care: Health Differences	C or better	3	Critical Thinking

General Examination	Score	Credits	General Education Competency
Essentials of Nursing Care: Health Safety	C or better	3	Critical Thinking
Essentials of Nursing Care: Reproductive Health	C or better	3	Critical Thinking
Ethics: Theory and Practice	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Foundations of Gerontology	C or better	3 UD	Critical Thinking
Fundamentals of Nursing	C or better	3	Critical Thinking
Health Differences Across the Life Span 1	C or better	8	Critical Thinking
Health Differences Across the Life Span 2	C or better	3	Critical Thinking
Health Differences Across the Life Span 3	C or better	3	Critical Thinking
History of Nazi Germany	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Human Resource Management	C or better	3 UD	Global Awareness, Perspectives, and Ethics
International Conflict in the Twentieth Century	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Interpersonal Communication	C or better	3	Effective Communication
Introduction to Macroeconomics	C or better	3	Critical Thinking or Global Awareness, Perspectives, and Ethics
Introduction to Microeconomics	C or better	3	Critical Thinking or Global Awareness, Perspectives, and Ethics
Introduction to Music	C or better	3	Global Awareness, Perspectives, and Ethics
Introduction to Philosophy	C or better	3	Critical Thinking
Introductory Accounting	C or better	6	Critical Thinking
Juvenile Delinquency	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Labor Relations	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Lifespan Developmental Psychology	C or better	3	Global Awareness, Perspectives, and Ethics
Literacy Instruction in the Elementary School	C or better	6 UD	Global Awareness, Perspectives, and Ethics
Management in Nursing	C or better	4 UD	Global Awareness, Perspectives, and Ethics



General Examination	Score	Credits	General Education Competency
Maternal and Child Nursing: Associate	C or better	6 LD	Critical Thinking
Maternal and Child Nursing: Baccalaureate	C or better	8 UD	Critical Thinking
Maternity Nursing	C or better	3	Critical Thinking
Microbiology	C or better	3	Critical Thinking
New Role of Reason: Philosophy and Society in the Seventeenth Century	C or better	3	Critical Thinking
Nursing Concepts 1	C or better	4	Critical Thinking
Nursing Concepts 2	C or better	4	Critical Thinking
Nursing Concepts 3	C or better	4	Critical Thinking
Nursing Concepts 4	C or better	4	Critical Thinking
Nursing Concepts 5	C or better	4	Critical Thinking
Nursing Concepts 6	C or better	4	Critical Thinking
Nursing Concepts: Foundations of Professional Practice	C or better	3	General Elective
Nursing Examinations Associate Degree Level - Differences In Nursing Care: Area A	45+	5	General Elective
Nursing Examinations Associate Degree Level - Differences In Nursing Care: Area B	50+	5	General Elective
Nursing Examinations Associate Degree Level - Differences In Nursing Care: Area C	45+	5	General Elective
Nursing Examinations Associate Degree Level – Maternal and Child Nursing (Associate)	C or better	6	General Elective
Nursing Examinations Associate Degree Level - Occupational Strategies In Nursing	61+	3	General Elective
Organizational Behavior	C or better	3 UD	Global Awareness, Perspectives, and Ethics

General Examination	Score	Credits	General Education Competency
Pathophysiology	C or better	3 UD	Critical Thinking
Principles of Management	C or better	3	General Elective
Principles of Marketing	C or better	3	General Elective
Production / Operations Management	C or better	3	General Elective
Psychiatric/ Mental Health Nursing	C or better	8 UD	Critical Thinking
Psychology of Adulthood and Aging	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Religions of the World	C or better	3	Global Awareness, Perspectives, and Ethics
Research in Nursing	C or better	3 UD	Critical Thinking
Research Method in Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics OR Critical Thinking
Social Psychology	C or better	3 UD	Global Awareness, Perspectives, and Ethics
Statistics	C or better	3	Critical Thinking
Transition to the Registered Professional Nurse Role	C or better	3	General Elective
Values & Responsibility: The Individual and Society	C or better	6	Global Awareness, Perspectives, and Ethics
War in Vietnam (1945-1975): A Global Perspective	C or better	3 UD	Global Awareness, Perspectives, and Ethics
World Conflicts Since 1900	C or better	3 UD	Global Awareness, Perspectives, and Ethics
World Population	C or better	3 UD	Global Awareness, Perspectives, and Ethics

#### Berlitz Language Evaluation

For assessment of languages, an evaluation of language proficiency from the Berlitz Institute may be accepted for credit. Credit will satisfy the foreign language requirements. Students can take exams for any language assessed by Berlitz. A maximum of 16 lower-division credits will be awarded using the following scale:

A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Speaking and Listening portion of the evaluation:

- Listening Comprehension
- Pronunciation
- Speaking Ability
- Vocabulary

- Use of Grammar

A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Reading and Writing portion of the evaluation:

- Reading Comprehension
- Writing Ability
- Vocabulary
- Grammar
- Spelling

#### **American Council on Education (ACE)**

ACE provides credit recommendations for formal courses and examinations completed outside of a traditional classroom. ACE evaluated courses can be applied towards undergraduate lower division general education or elective requirements. Certificates or an ACE transcript should be submitted to the Office of Academic Records. A transcript can be requested on the ACE website at <http://www.acenet.edu/>. Students may submit certificates issued by the National Fire Academy (NFA) and Emergency Management Institute (EMI) as approved by the American Council on Education (ACE). All other certificates issued by NFA and EMI, as well as FEMA Independent Study and Gannett, will not be considered for alternative transfer credits.

#### **National College Credit Recommendation Service (NCCRS)**

NCCRS (formerly National PONS) evaluates training and education programs offered outside the traditional college classroom setting and translating them into college credit equivalencies. NCCRS-evaluated courses can be applied towards undergraduate lower-division general education requirements or toward undergraduate lower-division elective requirements. Official transcripts from the organization that sponsored the course or learning experience must be submitted to the Office of Academic Records. NCCRS does not issue transcripts. More information can be found on the [NCCRS website](#).

#### **GCU Approved Certificates**

GCU has identified a list of international and national professional certificates that students can submit for alternative transfer credits, which are listed on the [GCU Transfer Center](#). These certificates have been approved by the Colleges and can apply towards one of the following:

- Lower or upper division undergraduate general education, program major/core or elective requirements
- Limited graduate level coursework

Grand Canyon University will award alternative transfer credits based on the equivalencies listed below:

- 10 contact hours = 1 Continuing Education Units (CEU) credit
- 15 contact hours = 1 semester credit
- 1.5 CEU credits = 1 semester credit

Grand Canyon University will consider an academic appeal for certificate(s) not listed on the ACE website or GCU Transfer Center if the certificate meets the following criteria:

- Issued by an international or national organization (cannot be issued by an approved provider of a national or international organization)
- Name of attendee
- Name of Certification earned
- Documents number of CEU or contact hours completed
- Date certification was awarded

- Lifelong Learning Assessment

The Center for Learning & Advancement defines 'Lifelong Learning Experiences' within the context of the LLA, and for the purposes of choosing an LLA topic and writing an LLA paper, as: "A real-life event that was experienced first-hand, has generated an extensive amount of personal and professional learning that is equivalent to college-level academic rigor and quality, and has created a significant life change in the learner (i.e., an increased capacity to live and apply the learning in new contexts). These learning experiences are most valued when they are job-based (or volunteerism), but they should involve engaging in activities for significant amounts of time (e.g., several years or more), are non-episodic (i.e., not one-time events), and are context-embedded within naturally occurring life events during the adult years of life."

In order to take advantage of this alternative credit method, students must first take the course ENG 135: Lifelong Learning Assessment, which teaches students the skills needed to submit up to 8 credits of Lifelong Learning Assessments. Students create and submit an LLA by documenting adult life experience in the form of an essay following the Kolb model of experiential learning. Papers submitted for consideration of credit should follow the following guidelines to earn:

- 2 credits, complete 10 pages and a minimum of two academic references; 3 subtopics;
- 4 credits, complete 20 pages and a minimum of four academic references; 6 subtopics.

Papers should be written and documented following APA guidelines, including title and reference pages. These pages are not included in the page requirement.

Grand Canyon University will award credit to students for life experiences when the evaluator is convinced that such experiences meet the requirements as outlined in the grading rubric and LLA definition. Sample topic areas follow:

- Caring for the Elderly
- Death and Dying
- Early Childhood
- Management
- Marriage and Family

Credit earned through the LLA process can only be used to fulfill undergraduate general-education or elective requirements and these credits may not be transferable to another institution in the way credit for actual courses completed at GCU would be transferable.

Students should note that incomplete LLAs or LLAs with incomplete coversheets will not be reviewed and will be returned to the student. Students will be notified of the outcome of the review within 2 weeks of receipt of the LLA. Students are notified through their GCU e-mail account. Students will only have 2 attempts to receive a passing score on their LLA paper. Completed LLAs are submitted through the [Transfer Center](#) site.

## **Credit for Military Training and Experience**

In addition to the alternative transfer credit option policy, Grand Canyon University will award a maximum additional 30 credits for military training and experience as included on the Army/ACE Registry Transcript System (AARTS),

Sailor/Marine/ACE Registry Transcript (SMART), Air University/Community College of the Air Force (CCAF), Coast Guard Institute (CGI) or Joint Services Transcript (JST). If used in conjunction with the alternative transfer credit option, a military student can transfer in 60 credits (30 military training and experience and 30 alternative credits). Credits earned above 60 credits must come from transfer coursework up to 90 credits, of which a maximum of 84 lower-division credits would be accepted. AARTS, SMART, JST, CCAF, and CGI transcripts track all of a service member's or veteran's military training and coursework. Created by the Army, Navy, and Marine Corps in partnership with ACE and similar in format to college transfer

transcripts, the documents list personal student data, courses, and occupations evaluated by ACE, including descriptions, learning outcomes, and equivalent college credit recommendations, as well as national college-level exam results. In lieu of the AARTS, SMART or JST 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/highereducation/topics/Pages/Transcript-Services.aspx>.

# Graduation Requirements

The completion of the required minimum of 120 semester credits for a baccalaureate degree usually requires four years of 30 semester hours each. The freshman and sophomore years are usually spent in general or introductory courses in diversified liberal arts areas. During the remaining two years, the student may concentrate in the field of major interest. The work for the entire program consists of General Education (GE) requirements, major and minor subjects, and elective courses. Students completing a graduate program must meet the curricular requirements per the Program of Study.

A Student Services 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 14 days.

### Traditional Campus Student

Continuous enrollment is defined as consecutive semesters; enrollment in the Summer session is not relevant for the traditional campus student.

A student who has been readmitted after a period of non-attendance or after attending an institution other than Grand Canyon University (including an Arizona community college) will graduate under the requirements for graduation as stated in the Academic Catalog at the time of readmission. This provision applies whether the period of non-attendance at Grand Canyon University was voluntary or due to Academic Suspension or Academic Expulsion.

Students who complete one degree program and then wish to pursue a second degree do not do so under the same Academic Catalog as their first degree. These students must meet the Academic Catalog requirements in effect at the time they begin work toward the second degree, unless they remained in continuous enrollment for both degrees and both degrees will be posted at the same time.

Students who transfer directly to Grand Canyon University from an Arizona community college will be permitted to follow the degree requirements specified in the Grand Canyon University Academic Catalog in effect at the time they were initially enrolled in an Arizona community college, providing their college attendance has been continuous and they remain continuously enrolled at Grand Canyon University after transferring. (Such a student may instead elect to graduate under any subsequent Academic Catalog issued while the student is in continuous enrollment.)

## Graduation Requirements

Students are considered complete once all degree requirements are fulfilled and grades have been posted. Students are eligible

for graduation upon submission of the [Graduation Application](#), graduation fee, and clearance of financial responsibilities. All degrees will be posted (formally placed on the student's transcript) approximately 30 days after degree requirements are fulfilled and grades are posted. Students wishing to participate in Commencement will have additional requirements to complete. Please refer to the Commencement section for further details.

## Undergraduate Graduation Requirements

### Program Credit Requirement

The minimum number of semester credits required for a baccalaureate degree is 120. Students lacking the required minimum 120 credits to graduate from their program, usually due to transfer credit may take one of the University's Service Learning courses to complete the difference in credits either in the major or elective category. Service Learning courses cannot be used to fulfill credits in the general education category. Students are required to meet the program graduation requirements of their degree including meeting the required coursework and any capstone requirements.

### Traditional Campus Student

Traditional campus students who have transferred in a minimum of 24 college level credits and have a 3.0 GPA or higher can waive the University Foundations course, UNV-303. However, College of Education students are required to take University Foundations in College of Education, UNV-108, regardless of transfer credits and GPA. College of Education students who have previously completed a GCU University Success course or satisfied the waiver requirement in some other fashion are not required to take UNV-108.

### Minimum GPA Requirements

- Major Grade Point Average: Undergraduate students must also have at least a cumulative 2.0 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 2.0 GPA in their minors and are not permitted to count any course with a grade below C toward their minors.

### Residency Requirement

Undergraduate students must complete at least 30 semester credits of course work in a Grand Canyon University program to satisfy residency requirements.

### Upper Division Credit Requirement

For a baccalaureate degree, a student must earn a minimum of 36 semester credits in upper division (300 or above) courses.

### Writing Intensive Course Credit

As a graduation requirement for all baccalaureate programs of study, students must successfully complete a minimum of three courses that have been designated as Writing Intensive. These courses must include ENG-105 (or its equivalent) and two courses in the major, one of which must be upper-division. Writing-Intensive courses are designed to provide students with a structured format, within which to learn and to demonstrate mastery of content through effective, discipline-appropriate written assignments. A designated writing-intensive assignment involves multiple submissions that include the following essential elements:

- Research (appropriate source selection, integration, acknowledgment, and citation)
- Pre-writing and Review (may include brainstorming, outlining, annotated bibliographies, peer-review, faculty feedback)
- Revision and Final submission

To ensure a shared focus on content, as well as style, a minimum of 30% of the final writing-assignment grade is based upon mechanics and organization. In all cases, revision is required, and the culminating writing-intensive assignment(s) comprise a minimum of 30% of the course grade.

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.

### Major/Core

Undergraduate students are required to select one subject area, a major, in which they must earn at least 36 semester hours of acceptable credit. At least 24 credits of the major must be upper division. Courses with a grade of D or below (2.0 GPA) are not permitted to count toward the major.

### Double Major

#### *Traditional Campus Student*

Students wishing to pursue two majors under a single degree (e.g., Bachelor of Arts in Communications and Bachelor of Arts in History or Master of Science in Leadership and Master of Science in Psychology):

- Must meet the admission criteria for that degree.
- Must submit request form to their Student Services Advisor of the primary major and the desire to seek a secondary major.
- Must fulfill the General Education requirements (for undergraduate programs) and all degree requirements for each major sought.
- Will have a single GPA for the purpose of determining graduation honors (undergraduate programs only).
- 24 semester credits must be unduplicated within each major for the completion of both majors if pursuing a second major.
- Will use the catalog year of the primary major to determine the secondary major requirements.
- Must file a Graduation Application with the Office of Academic Records that notes each major sought.
- Will receive a single diploma with the degree, primary major and secondary major. The secondary major will also be indicated upon the transcript.

### Dual Major

#### *Traditional Campus Student*

Dual major programs are specifically designed sets of University curriculum and clearly outlined in the Academic Catalog as predetermined by the University (e.g., Bachelor of Science in Elementary Education and Special Education).

- Fulfill the General Education requirements, degree prerequisites and requirements, and all other University requirements for the dual-major program.
- Will have a single GPA for the purpose of determining graduation honors.
- Will receive a single diploma with the degree, primary major and secondary major. This will also be indicated upon the transcript.

### Minors (Undergraduate Programs)

#### *Traditional Campus Student*

Students wishing to pursue an additional minor under a single degree:

- Minors are a minimum of 16 semester credits, with a minimum of 12 semester credits being unduplicated.
- Must complete at least 12 semester credits of course work at Grand Canyon University to satisfy residency requirement for minor.
- Must submit request form to their Student Services Advisor of their desire to seek a minor.
- Must fulfill the prerequisites and requirements for the minor sought.
- Will use the catalog year of the primary major to determine requirements.
- Will have the additional minors indicated upon their transcripts. Minors will not be listed on the diploma.

### Additional Emphases (Graduate Programs)

Students wishing to pursue an additional emphasis under a single degree:

- An Additional Emphasis is a minimum of 8 semester credits, with a minimum of 8 semester credits being unduplicated.
- Must submit request form to their Student Services Advisor of their desire to seek an additional emphasis.
- Must fulfill the prerequisites and requirements for the emphasis sought.
- Will use the catalog year of the primary major to determine requirements.
- Will have the additional emphasis indicated upon their transcripts.
- Will receive a single diploma with the degree, primary emphasis and secondary emphasis.

### Dual-Degree Programs

Dual-degree programs are specifically designed sets of University curriculum that will convey two separate degrees (e.g., M.B.A. and M.S.) upon completion of a set of unified curriculum. Dual-degree programs are clearly outlined in the Academic Catalog and predetermined by the University.

A student wishing to pursue a dual degree:

- Must meet the admission criteria for that dual-degree program
- Must complete the requirements for both degrees before being granted either degree.
- Must file a Graduation Application with the Office of Academic Records that notes each degree sought.



- Will receive two separate diplomas, one for each degree in the dual-degree program.

### **Double Degree**

#### *Traditional Campus Student*

An undergraduate student wishing to pursue two degrees simultaneously from Grand Canyon University must meet the following requirements: (e.g.: Bachelor of Science in Psychology and Bachelor of Arts in Christian Studies)

- Must meet the admission criteria for each degree.
- Must submit request form to their Student Services Advisor of the primary degree and the desire to seek a second degree.
- Complete a minimum of 30 credit hours at Grand Canyon University beyond the requirements for the first degree (e.g., a minimum of 150 credit hours if the requirements, for the first degree were completed after 120 hours).
- Must fulfill the General Education requirements, all degree prerequisites and requirements, and all other University requirements for each degree sought.
- 24 semester credits must be unduplicated within each degree for the completion of both degrees if pursuing a second degree.
- Will use the catalog year of the primary degree to determine the secondary degree requirements.
- Must file a Graduation Application with the Office of Academic Records that notes each degree sought.
- Will receive a single diploma for each degree earned. The secondary degree will also be indicated upon the transcript.
- The student will have a single GPA for the purpose of determining graduation honors.

### **Second Degree**

- A student who has earned a baccalaureate degree from an accredited, GCU-approved college, university, or program may be granted an additional baccalaureate degree from Grand Canyon University upon completion of the following:
- Meet the admission criteria for that degree.
- Select a major field not used as a major for the previous degree (see specific major for number of hours required).
- Complete a minimum of 30 additional credit hours in the major area at Grand Canyon University after the conferral of the previous baccalaureate degree(s). (Note: Second Degree students do not qualify for honors at graduation.)
- File a Graduation Application with the Office of Academic Records for the degree sought.

## **Graduate Graduation Requirements**

Graduate students must meet the degree requirements of the degree in which they graduate.

- Requirements include earning the total number of credits required by the program, meeting content requirements, and submitting any capstone activities (College of Education-TaskStream). If students fail to meet any of the program requirements, a degree will not be conferred until the requirements are met.
- Graduate students must also have at least a cumulative 3.0 GPA, with no grade lower than a C.
- Students lacking the required minimum credits to graduate from their program, usually due to transfer credit may take one of the University's Service Learning courses. Students are required to meet the program graduation requirements of their degree including meeting the required coursework and any capstone requirements.

## **Posthumous Degrees**

In the unfortunate event that a student passes away prior to earning his or her degree, GCU may, if the student qualifies, grant the student's degree posthumously. The qualifications include:

#### *Undergraduate Students*

- Student was in good academic standing (as measured by GPA) at the time of his or her death.
- The student completed at least 90 credits toward a 120 credit degree; including completion of at least half the credits in the student's major
- A deceased student's cause of death was not due to any unlawful activity on the part of the student.

#### *Graduate Students*

- Student was in good academic standing (as measured by GPA) at the time of his or her death.
- The student completed more than 75% of the program
- A deceased student's cause of death was not due to any unlawful activity on the part of the student.

## **Commencement**

### **Eligibility to Participate in Commencement**

A candidate for graduation must meet the criteria listed below for one of the two commencement exercises.

- October 2013
  - Graduated, degree is posted with award date between August 1, 2013 and December 31, 2013
  - Scheduled to complete degree requirements by August 1, 2013
- March and April 2014
  - Graduated, degree is posted with award date of July 1, 2014 or after
  - Scheduled to complete degree requirements by August 24, 2014

\*Note: The College of Doctoral Studies requires the Dean's signature on the completed committee-approved Dissertation with a signed GCU D-80 form by close of business 60 days prior to the date of the graduation ceremonies.

### **Attendance at Commencement**

A candidate for graduation is invited to attend public commencement exercises that are held annually in May or October. Information regarding the commencement exercise is available at [Official GCU Graduation Website](#).

### **Academic Regalia for Commencement**

Candidates for graduation participating in the commencement exercises are required to wear the prescribed academic regalia, which consist of a black gown and hood. The gown has distinguished sleeves to indicate the level of academic achievement earned.

- Undergraduate students: pointed sleeves
- Graduate students: oblong sleeves
- Doctoral students: bell-shaped sleeves

The academic colleges are represented by the color of the tassels which hang from the cap. While not an exhaustive list, the following are some of the colors that may be seen on the graduates' hoods:

- Arts, Letters, Humanities - white

- Business - drab
- Education - light blue
- Math and Sciences - gold
- Music - pink
- Nursing - apricot
- Physical Education - sage green
- Public Health – salmon pink
- Religion – scarlet
- Science – golden yellow

Those who hold the Ph.D. degree may choose either the color of their discipline or Ph.D. blue, a royal blue. American Council on Education (2012). *Academic Regalia*. Retrieved from. <http://www.acenet.edu/AM/Template.cfm?Section=Search&template=/CM/HTMLDisplay.cfm&ContentID=39133#Costume>

### **Graduation with Academic Recognition**

#### *Junior Marshals*

Special recognition is given to the two juniors with the highest GPA at the end of the Fall semester of their junior year. This honor is restricted to those who have transferred in no more than 12 semester credits.

#### *Ray-Maben Scholars*

This recognition represents the highest scholarship honor awarded by Grand Canyon University each year at graduation. Established by the faculty, the criteria consist of a cumulative and Grand Canyon University GPA of at least 3.9, with no more than 12 transferable semester credits.

#### *Latin Honors*

Undergraduate students who have earned at least 60 hours at Grand Canyon University may qualify for honors at graduation by maintaining one of the following GPAs:

- 3.40 to 3.59 may qualify for graduation cum laude;
- 3.60 to 3.79 may qualify for graduation magna cum laude;
- 3.80 to 4.00 may qualify for graduation summa cum laude.

Students must meet or exceed the GPA requirement for that honor both on work done at GCU and on all college work attempted. Transfer students may not graduate with an honor higher than that for which their GPA at Grand Canyon University would qualify them.

Second bachelor degree and graduate students are not eligible for honors. In academe, being admitted and completing a graduate degree is considered an honor.

For walking purposes for graduation, honor candidates will be decided by using the GPA as of March 15 prior to the May graduation ceremony. Students will be informed regarding whether or not they are a walking honors candidate by April 15<sup>th</sup>, before the spring graduation ceremony. Walking honors does not guarantee actual honors will be granted and displayed on the student's transcript or diploma. True honors will be determined at the time of the posting of the degree and will be displayed on the student's transcript and diploma.

#### *University Honors*

Undergraduate students who have completed less than 60 semester credits at Grand Canyon University may be eligible for University Honors. Students, who complete their degree with a cumulative grade point average of 3.5 or higher for credits earned at Grand Canyon University, will be awarded University Honors at Graduation. Honors will be displayed on the student's transcript.

#### *Honors Institute*

Students who complete the Honors program will be given special recognition, which will be determined at the time of the degree posting and will be displayed on the students' transcript.

# Academic Services and Resources

The following section highlights some of the academic services and resources available to students, both traditional and non-traditional. The University strives to provide and introduce additional support for students to achieve their educational goals. As new services are introduced, they will be included in this section of the University Policy Handbook.

## Career Services Department

Career exploration and career planning are available to any Grand Canyon University student or Alumni at the Career Services Center. Students can access the services and resources of Career Services during regular university hours.

### Career Service Areas

Career services offer the following:

- College Major Exploration
- Free College Major Testing Tools
- Talk online 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@gu.edu](mailto:careerservices@gu.edu).

## The Center for Learning & Advancement

The Center for Learning & Advancement (CLA) provides tutoring support services to all students at GCU. It offers several tutoring formats like face-to-face (one-on-one and small group), live online sessions, and content area clubs. Students are also welcome to use the CLA facilities for studying with their peers or alone. Additionally, the CLA supports student success through tutorials and workshops related to reading strategies, time management techniques, study skills, note-taking strategies, test-taking techniques, and APA. As an added resource, ThinkingStorm is an online tutoring service that Grand Canyon University makes available to all its students. ThinkingStorm provides tutoring in mathematics (basic math through Calculus, including Bilingual Math), Biology, Introduction to Human Anatomy and Physiology, Chemistry, Organic Chemistry, Physics, Economics, Statistics, Spanish, and Writing. Students are encouraged to contact the Center for Learning & Advancement for ways to help them become more academically

successful or to connect with a tutor on-ground or online. The Center is open Monday-Friday, 8am-5pm (Arizona time), although there are several nights of extended hours which vary. Please contact the Center for Learning and Advancement by calling 602-639-8901, emailing them at [centerforlearning@gu.edu](mailto:centerforlearning@gu.edu), or going to their website at [Center for Learning and Advancement website](#).

## GCU Fleming Library

The Grand Canyon University Fleming Library serves as the foundation of academic support for all learning and research pursuits of GCU students, faculty, staff and administration, and serves the greater community by providing access to quality research materials. The Library is proud to offer the following library services:

- Ask A Librarian: Ask the Library staff directly for research assistance. Contact us via phone, email or chat. We can help with personalized assistance with creating effective search strategies for research topics, basic database navigation, using the resource tools, including RefWorks & EndNote Web, personalized database accounts, RSS feeds, search alerts, APA formatting, persistent links, and more!
- Library Databases & Resources: Search for journal articles, eBooks and physical books, dissertations, streaming video and streaming music, using our extensive collection of databases and resources. Organize and manage your citations with bibliographic management software tools RefWorks or EndNote Web.
- Help & Tutorials: Find general Library, database, and technical support tutorials on the Library's web site: <http://library.gcu.edu>. Sign-up for the Library: Introduction webinar, where you will receive a guided tour of how to access and use the Library's resources:
- Interlibrary Loan (ILL): Need materials the Library does not own? Request an ILL on the Library's web site: <http://library.gcu.edu>. The Library has many reciprocal sharing agreements with libraries throughout the country. As we contact them and make the borrowing arrangements, the process can take a few days up to a few weeks. Usually, there is no cost for this service. However, sometimes a lending library charges a fee. If there are fees involved, the Library will inform you before continuing to order the item.

### Contacting the Library:

Chat live with a Librarian at our web site, <http://library.gcu.edu>  
Monday-Friday: 9:00 am-4:00 pm (Arizona Time)

### Library Hours (Arizona Time)\*

Monday – Thursday:	7:00 am – 10:00 pm
Friday:	7:00 am – 5:00 pm
Saturday:	9:00 am – 6:00 pm
Sunday:	1:00pm – 10:00 pm

\*Holidays, summer, and break hours vary. Check with the Library for information.

## Campus Computer Center

There are five computer labs on campus (GCU Fleming Library, College of Education Building, Fleming Building and College of Nursing and Health Care Professions Building). All labs are equipped with up-to-date computers and monitors. The computer labs offer Internet access and a host of applications for use outside of the classroom. In addition to the lab computer resources, wireless Internet access is available for students at various points on campus.

## GCU Institutional Review Board

Grand Canyon University (GCU) is committed to quality research, scholarship, and service. All systematic research undertaken by GCU personnel or learners in which human subjects participate is subject to review under the Institutional Review Board (IRB) policy and procedures for protection of human subjects in research. The federal definition for research is “a systematic investigation, including research development, testing and evaluation, designed to develop and contribute to generalizable knowledge (Federal Regulations 45 CFR 46).” This definition includes any surveys, tests, observations of people, or experiments which involve systematic data collection that could result in knowledge reported in dissertations, publications and professional meetings.

The GCU Institutional Review Board operates under federal policies and procedures mandated by the U.S. Department of Health and Human Services and the Office for Human Research Protections [www.hhs.gov/ohrp/](http://www.hhs.gov/ohrp/). Policies governing academic scholarship and research activities conducted at GCU are available on the DC Research Center (<http://dc.gcu.edu/irb/>) and the GCU website (<http://www.gcu.edu/College-of-Doctoral-Studies/Institutional-Review-Board.php>) apply to all research conducted at or sponsored by Grand Canyon University.

- All research projects directed by GCU faculty, staff, or learners must receive IRB approval prior to collecting data.
- GCU researchers must complete required training in research ethics CITI Training (<http://www.citiprogram.org>) and adhere to the principles of respect for persons, beneficence, and justice embodied in the Belmont Report.
- Individuals from external institutions who wish to conduct research using GCU data, learners or personnel as participants must submit an application for site authorization to the Office of Academic Research, provide proof of IRB approval from their home institution, and receive approval from the GCU IRB and the Provost.
- Classroom curriculum projects, workshop evaluations, and administrative projects do not need IRB approval if they are not research. If the results will not be distributed outside the classroom, institutional setting, or if they are used solely for program review or evaluation, IRB review is not required. However, if such projects lead to generalizable information, through publication or dissemination of results external to GCU, they must undergo review. Regardless of whether the project is subject to review, all GCU faculty, staff and learners must adhere to ethical guidelines when conducting class or institutional projects with human participants.

Research activities or exercises conducted as part of curriculum for coursework are considered exempt from IRB review when the following criteria are met:

- There is minimal risk, and

- The planned classroom exercise does not involve members of vulnerable populations,
- Information obtained is recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to subjects, and
- The information will not be made public in the form of presentation or publication outside of the classroom or education setting.

## Center for International Education

The Center for Intentional Education, or CIE, is housed on campus in Building 18, Room 101 and houses the International Student Coordinator's office. The CIE contains an international students' lounge, which students may use as a meeting place, study space, or area to relax between classes.

The CIE is the storehouse and archive of F-1 student documents. The International Student Coordinator manages F-1 student documents and SEVIS records, issues I-20s, and is the advisor on matters related to maintaining F-1 status.

### Maintaining F-1 Status

International F-1 students are responsible for knowing the rules to maintain their F-1 status. In order to learn the obligations and privileges of being an F-1 student, they may consult with the International Student Coordinator or acquire information from the [Homeland Security's website "Study in the States"](#).

### 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.

### Maintain Full Course of Study

Per federal regulations, International (F-1) students are required to pursue a full course of study; the minimum for an undergraduate is 12 credits per semester and one online class may be taken to satisfy the 12 credit minimum. The minimum for a graduate student's full course of study follows general campus policy noted above and is verified by the International Student Coordinator.

### 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.

### Immigration Documents

Students must keep immigration documents valid at all times.

### Passport

Students must know passport expiration date. Do not allow the passport to expire. Students are required to have a valid passport with an expiration date that is no less than six months hence, except in those cases where the student's home country has an agreement with the U.S. To find out how to extend the validity of your passport, contact your country's consulate in the U.S. The Center for International Education has a list of foreign consular



offices in California. A list of foreign consular offices in the U.S. may be found at <http://www.state.gov/s/cpr/rls/dpl/32122.htm>.

#### **F-1 Visa**

The visa is a permit which allows individuals to apply for entry to the U.S. at the port of entry. It shows immigration status (should be F-1), the number of times an individual may enter the U.S. (shown as single, double, or multiple entry), and the last day on which he or she can enter the country. It does not show how long the student may stay in the U.S. While it is not illegal to be in the U.S. with an expired visa, a new visa will be required to leave and re-enter the US. (Exception: If a student travels to Canada, Mexico, or any of the islands in the Caribbean except Cuba and return within 30 days, and he or she has a valid passport, an unexpired I-20 and an I-94 card, the student may enter with an expired visa.) It is not possible to obtain a visa in the U.S. If a student will be traveling outside the US and wishes to re-enter after the visa has expired, he or she should plan to visit a U.S. consulate to apply for a new visa.

#### **Form I-20**

The I-20 authorizes individuals to attend Grand Canyon University (GCU). International students are required to read the I-20 and indicate acceptance of its terms by endorsing the document.

#### **Form I-94 Arrival and Departure Record**

The I-94 demonstrates that the students have been lawfully admitted to the US. The I-94 is distributed on the airplane prior to landing. When the student passes through the immigration check station at the port of entry, the border agent will make a notation of the date of entry and visa status, and will usually staple the form into your passport. In most cases a notation of "D/S" (duration of status) will be marked on the card, indicating that the student may stay in the U.S. until the student has finished the academic program, as long as the student maintains an acceptable status. If a specific date is noted on this form instead of D/S, notify the staff of the Center for International Education because the student must either exit the country by that time or file an extension. Do not lose the I-94. Only one will be issued and replacements are expensive and take a long time to receive. When the student travels overseas, the student must surrender the card at the airport. Few exceptions exist to this requirement, including travel to Mexico, Canada, or the Caribbean Islands (verify this information with the Center for International Education). When the student re-enters the U.S., the student will be issued a new I-94.

#### **Safeguarding Immigration Documents**

Do not lose or destroy any documents received from the U.S. government or school officials. Keep all issued documents in a safe and accessible place in the event it is necessary to show them to the authorities.

#### **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 is important to know the situation and carry the proper documentation.

#### **Inside the U.S.**

##### *On and near campus*

While students are on-campus or in the surrounding area, they do not need to have their passport or I-20 with them. Keep the documents safely stored, however, and know where to get them quickly, if necessary.

##### *Away from the campus in the Phoenix area*

Students should carry their passport, I-94 card and I-20 with them in case authorities ask for proof of identity.

#### **Outside the U.S.**

Students who travel abroad must show proper documentation to re-enter the U.S. They must not have been gone from the U.S. more than 5 months for the following guidelines. At the port of entry, present:

- Valid passport with expiration date at least six months from the date of entry. For exceptions, see the Passport agreement list below for countries with agreements with the US for shorter expiration dates.
- Valid F-1 visa stamp in passport
- I-20 that has been endorsed by the PDSO in the Center for International Education within the last 6 months. (Technically, the signature is valid for one year, but many agents at the port of entry prefer to see the endorsement from the school more frequently.)
- Other recommended documents: Financial guarantee documents showing the student has 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.

#### **Study Abroad and International Programs**

Study Abroad programs may involve relationships with other colleges, universities, organizations, or countries. Students should contact the College of Liberal Arts for more information. Study abroad students typically enroll at Grand Canyon University in a holding course such as UNV 300 to retain their enrollment and eligibility for financial aid. Upon successful completion of the semester, the specific credit for the experience replaces the holding course. Students are required to affirm with their Academic Advisor how study abroad courses will apply to Grand Canyon University's requirements.



# Drug-Free Campus and Workplace Policy

Grand Canyon University is committed to providing a drug-free campus and workplace environment. As an institution of higher education, the University recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The sale, offer to sell, purchase, use, transfer, possession and/or manufacture of illegal drugs, including marijuana (medical or otherwise) and alcohol, are strictly prohibited on University premises including parking lots, cafeterias, and other non-work related areas. Employees may not unlawfully possess, consume or be under the influence of alcohol while working, participating in Grand Canyon University events, or present on University Premises (including parking lots, cafeterias, and other non-work related areas), unless pre-authorized by senior management.

## Description of Health Risks

Drugs and/or alcohol use contribute to:

- 65% of all suicides
- 70% of all drowning deaths
- 83% of all fire deaths
- 50% of all motor vehicle accidents
- 70% of all homicides

The following are descriptions of dangerous drugs:

- Alcohol is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects one's judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate over-indulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those who have used alcohol. Interestingly, while 10% of the adult population is estimated to be addicted to beverage alcohol, (i.e., they are alcoholics), this 10% of the population comprises 35% of those hospital in-patients who receive major surgery in any given year. Alcoholism is the third major killer in the United States, second to heart disease and cancer, and acute alcohol intoxication is the second leading cause of death by poisoning.
- Marijuana (cannabis) (*nicotina glauca*) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.
- LSD (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.
- PCP (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and muscular incoordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.
- Psilocybin is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heartbeat, a rise in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.
- Cocaine is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It

also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.

- Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the “cutting” agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.
- Amphetamines are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness,

postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

## Drug and Alcohol Counseling

More information about alcohol and drugs and the risks they pose to health is available in the GCU Cooke Health & Wellness Center. Outside counseling services and support groups are available. The following is a partial list of these sources:

- Alcoholics Anonymous: 602-264-1341
- Al-Anon and Ala-teen Information: 602-249-1251
- Alcohol and Drug Abuse Hotline: 800-444-9999
- Alcohol and Drug Abuse: 602-258-7714
- Alcohol and Drug Recovery Center: 800-247-2322
- Drug and Alcohol Treatment Institute: 602-275-3233
- Crossroads (Drug and Alcohol Recovery): 602-279-2585
- Teen Challenge: 602-271-4081
- Terros, Inc.: 602-249-1749

## Institutional Sanctions

The University will impose sanctions (consistent with local, State, and Federal law) upon all faculty, staff and students who violate the standards of conduct set forth in this policy. Such sanctions may include required completion (at the faculty, staff members, or students own expense) of an appropriate rehabilitation program chosen by the University, referral for prosecution, probation, suspension or expulsion of students and suspension or termination of faculty and staff members.

# Glossary

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The following is a glossary of commonly used terms:

- **Borrower-based Academic Year:** A financial aid year based on each student's enrollment. The year for undergraduate programs is defined as a minimum of 24 earned credits and 30 instructional weeks. The academic year for graduate programs is defined as a minimum of 16 earned credits and 32 instructional weeks. The academic year for doctoral programs is defined as a minimum of 12 earned credits and 32 instructional weeks. All non-traditional students use this type of financial aid year.
- **Doctoral student:** A learner who is currently taking courses that has not yet earned a doctoral degree, but already holds a master's degree.
- **Enrollment:** A student's program of study
- **Enrollment Cumulative GPA:** GPA earned on a program of study or enrollment
- **Master's student:** A student who is currently taking courses that has not yet earned a master's degree, but already holds a baccalaureate degree.
- **Nontraditional student:** Any student who is not attending campus courses. This includes online and professional studies students.
- **Satisfactory Academic Progress:** Students are required to maintain two measurements of satisfactory academic program, GPA and % progression as measured by attempted versus completed courses. If either of these are not maintained, a student is said to not be making satisfactory academic progress.
- **Semester-based Academic Year:** A financial aid year based on terms, specifically the semester. All traditional campus students use this type of financial aid year.
- **Traditional student:** Any student who is taking courses on GCU's traditional campus.
- **Undergraduate student:** A student who is currently taking courses that has not yet earned a baccalaureate degree.