



Grand Canyon University
Academic Policy Handbook
Summer 2010

Academic Policy Handbook Version Record

Edition	Version	Updated	Changes Made
2010	1.0	5-5-10	<ul style="list-style-type: none">• Policies have been revised in accordance with the University change to the Borrower Based Academic Year.
2010	1.1	8-1-10	<ul style="list-style-type: none">• Updated Probation Policy• Updated Suspension Policy

The University reserves the right to make changes of any nature to the calendar, admission, 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, cancelling of scheduled classes, or other academic activities.

The Grand Canyon University Academic 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.

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Contact Information

General Contact Information

Web Sites

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

<http://my.gcu.edu>

Main Switchboard

Phone : 602-639-7500

Toll-free : 800-800-9776

Mailing Address

Grand Canyon University
PO Box 11097
Phoenix, AZ 85061-1097

Street Address

Grand Canyon University
3300 West Camelback Road
Phoenix, AZ 85017-3030

Office of Academic Advisement

PO Box 11097
Phoenix, AZ 85061-1097
Phone: 800-800-9776
Fax: 602-589-2077 or 877-218-6665
E-mail: academicadvising@gcu.edu

Phone and Office Hours:

7:00 a.m. – 6:00 p.m. MST (Monday – Thursday)

8:00 a.m. – 5:00 p.m. MST (Friday)

Office of Academic Records

PO Box 11097
Phoenix AZ 85061-1097
Phone: 602-639-7605
Fax Local: 602-589-2079
Fax Toll: 877-218-6668
E-mail: academicrecords@gcu.edu

Office of Enrollment

3300 West Camelback Rd.
Phoenix, AZ 85017-3030, USA
Phone: 800-800-9776, ext. 6478

Office of Financial Aid

3300 West Camelback Rd.
Phoenix, AZ 85017-3030, USA
Fax: 866-621-7773
E-mail: financialaid@gcu.edu

Office of Finance Counseling

Toll-free: 800-800-9776

Office of Student Life

PO Box 11097
Phoenix, AZ 85061-1097
Phone: 602-639-7705
Toll-free: 800-800-9776, ext. 7705
Fax: 602-639-7814
E-mail : studentlife@gcu.edu

Office of Spiritual Life

PO Box 11097
Phoenix, AZ 85061-1097
Phone: 602-639-6750
Fax: 602-639-7827
E-mail: ministry@gcu.edu

Office of Residence Life

PO Box 11097
Phoenix, AZ 85061-1097
Phone: 602-639-6240
Fax: 602-639-7814
E-mail: reslife@gcu.edu

Student Disabilities Office

Grand Canyon University
Office of Academic Affairs
3300 W. Camelback Rd.
Phoenix, AZ 85017-3030
Attn: Disabilities Coordinator
Phone: 602-639-6342
Fax: 602-589-2652
Email: disabilityoffice@gcu.edu
Office is located in the Ray building (building 3)

Cooke Health and Wellness Center

PO Box 11097
Phoenix, AZ 85061-1097
Phone: 602-589-2869
Fax: 602-589-2759

Center for International Education

3300 West Camelback Rd.
Phoenix, AZ 85017-3030, USA
Phone : 602-639-6351
International : 001-602-639-6351
Fax : 602-589-2445

Career Services

3300 West Camelback Rd.
Phoenix, AZ 85017-3030, USA
E-mail:
careerservices@gcu.edu
accountingservices@gcu.edu
Phone: 602-639-6606
Fax: 602-639-7856

Arizona State Board for Private Post-Secondary Education

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

Accreditation

Grand Canyon University is accredited by The Higher Learning Commission (member of North Central Association of Colleges and Schools). For further information on accreditation, contact:

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.ncahigherlearningcommission.org/>

Veteran's Administration

Grand Canyon University is approved for the education and training of Veterans under the provisions of Title 10 and 38, United States Code. We accept Chapter 30, 31, 32, 35, 1606, 1607 recipients. Veterans are approved for benefits for numerous programs. For more information regarding using your VA benefits at GCU, please email VaBenefits@gcu.edu or visit us at <http://my.gcu.edu> – Students>Student Services>Military Information>Veteran Affairs Benefits

Ken Blanchard College of Business

Ken Blanchard College of Business, is accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees (7007 College Boulevard, Suite 420, Overland Park, KS 66211, (913) 339-9336): The Bachelor of Science (BS) with majors in Accounting, Business Administration, Marketing, and Entrepreneurial Studies; The Master of Business Administration (MBA); and The Executive Master of Business Administration (EMBA).

College of Education

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

College of Nursing and Health Sciences

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

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

Intercollegiate Athletics

Intercollegiate athletics function under the guidelines of the National Collegiate Athletic Association (NCAA) (Division II, 1802 Alonzo Watford Sr. Drive, Indianapolis, IN 46202).

Authorization

Alabama

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

Arkansas

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

Indiana

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

Minnesota

Grand Canyon University is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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.

South Carolina

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

Tennessee

Grand Canyon University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

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

The appeal process is designed to offer the student two opportunities to be heard, as illustrated in the table below. Students should be aware that appeals in which policy or process was not followed, in which extenuating circumstances are not existent, are unlikely to be approved.

Students must file an online Grievance Form ([http://www.my.gcu.edu/Academics/Academic Appeals](http://www.my.gcu.edu/Academics/Academic%20Appeals)), the only acceptable manner for which is to submit a grievance. This form must be submitted with all supporting documentation that clearly and explicitly describes the grievance (including the actual policy being grieved), demonstrating he or she attempted in good faith to resolve the issues with the involved parties. Students are strongly encouraged to discuss the intended grievance with an Academic Counselor prior to submission.

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

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

Washington

Grand Canyon University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until July 15th, 2010, and authorizes Grand Canyon University to advertise and recruit for the following degree programs offered via distance learning: Master of Arts in Teaching; Master of Education in Curriculum and Instruction: Reading; Master of Education in Curriculum and Instruction: Technology; Master of Education in Education Administration; and Master of Education in Special Education for Certified Special Educators. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

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

Grand Canyon University

Vision

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

Mission Statement

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

Historical Sketch

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

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

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

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

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

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

University Board of Directors

Brent Richardson; Executive Chairman, Grand Canyon University

Brian Mueller; Chief Executive Officer, Grand Canyon University

Kathy Player; President, Grand Canyon University

Dave Leyvas; President, Diversified Realty Services; Chairman of the Board of Directors

Fred Miller; M.D.; Member of the Board of Directors

Luke Buse; Owner, Buse Printing and Packaging; Member of the Board of Directors

Ray Arvisu; President and Chief Executive Officer, Arvisu Advertising & Promotions Marketing; Member of the Board of Directors

Will Gonzalez; Community Prosecution Bureau; Member of the Board of Directors

Don Andorfer; Member of the Board of Directors

Faith Weese; Recording Secretary

Contributors

Dave Brazell Stadium: David and Mildred Brazell
The Cooke Health Center: Alumni Association
Ethington Memorial Theatre: Peter and Anna Ethington
Fleming Classroom Building and Library: Mr. and Mrs. William Fleming
College of Nursing: Samaritan Foundation
Tim Salmon Baseball Clubhouse: Tim and Marci Salmon
Smith Arts Complex: C. J. and Thelma Smith
Smithey-Parker Building: Jerry and Sarah Smithey along with Bill and Joyce Parker
Tell Science Building: Mr. and Mrs. Andrew P. Tell
Williams Building: Dr. Bill and Shirley Williams
Hegel Hall: Dr. Joni Hegel

University Seal

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



University Mascot and Colors

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



2010-2011 Academic Calendars

Undergraduate Non-Traditional Student Academic Calendar

4/26/10- 8/22/10

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional Period April 26 – June 20, 2010
Instructional Period May 10 – July 4, 2010
Instructional Period May 31- July 25, 2010
Instructional Period June 21 –August 15, 2010
Instructional Period July 5 – August 29, 2010
Instructional Period July 26 – September 19, 2010
Instructional Period August 16 –October 10, 2010

7-Week Classes

Instructional Period April 26 – June 13, 2010
Instructional Period May 10, - June 27 2010
Instructional Period May 31- July 18 2010
Instructional Period June 14 –August 1, 2010
Instructional Period June 21 –August 8, 2010
Instructional Period July 19 – September 5, 2010
Instructional Period July 26 – September 12, 2010
Instructional Period August 2 –September 19, 2010
Instructional Period August 9 –September 26, 2010
Instructional Period August 16 –October 3, 2010
Instructional Period August 23 –October 10, 2010

5-Week Classes

Instructional Period April 19 – May 23, 2010
Instructional Period April 26 – May 30, 2010
Instructional Period May 24 – June 27, 2010
Instructional Period June 14 – July 18, 2010
Instructional Period June 28 – August 1, 2010
Instructional Period July 19 –August 22, 2010
Instructional Period August 2 – September 5, 2010

8/30/10 – 12/19/10

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional Period August 30 – October 24, 2010
Instructional Period September 20 – Nov. 14, 2010
Instructional Period October 11 – December 5, 2010
Instructional Period October 25- December 19, 2010

Instructional Period..... Nov. 15, 2010 –January 23, 2011
Instructional Period..... Dec. 6, 2010 – February 13, 2011

7-Week Classes

Instructional Period..... September 6 – October 24, 2010
Instructional Period..... September 13 – October 31, 2010
Instructional Period..... September 20 – Nov. 7, 2010
Instructional Period..... September 27 –Nov. 14, 2010
Instructional Period.....October 4 – November 21, 2010
Instructional Period.....October 11 – November 28, 2010
Instructional Period.....October 25 – December 12, 2010
Instructional PeriodNovember 1 – December 19, 2010
Instructional Period..... November 8, 2010 – Jan. 9, 2011
Instructional Period..... Nov. 15, 2010 – Jan. 16, 2011

Instructional Period..... Nov. 22, 2010 – Jan. 23, 2011
Instructional Period..... Nov. 29, 2010 – Jan. 30, 2011
Instructional Period..... December 6, 2010 – Feb. 6, 2011
Instructional Period..... Dec. 13, 2010 – Feb. 13, 2011

5-Week Classes

Instructional Period.....August 23 – September 26, 2010
Instructional Period..... September 6 – October 10, 2010
Instructional Period..... September 27 – October 31, 2010
Instructional Period.....October 11 – November 14, 2010
Instructional Period..... November 1 – December 5, 2010
Instructional Period..... Nov. 15 – December 19, 2010
Instructional Period..... Dec. 6, 2010 – January 23, 2011

Christmas Break...December 20, 2010 – January 2, 2011

1/03/11 – 4/30/11

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional Period.....January 3, - February 27, 2011
Instructional Period..... January 24 – March 20, 2011
Instructional Period..... February 14- April 10, 2011
Instructional Period.....February 28, - April 24, 2011
Instructional Period.....March 21 – May 15, 2011
Instructional Period..... April 11 – June 5, 2011
Instructional Period.....April 25 – June 19, 2011

7-Week Classes

Instructional Period..... January 3 – February 20, 2011
Instructional Period..... January 10 – February 27, 2011
Instructional Period..... January 17 – March 6, 2011
Instructional Period..... January 24 – March 13, 2011

Instructional PeriodJanuary 31 – March 20, 2011
Instructional PeriodFebruary 7 – March 27, 2011
Instructional PeriodFebruary 14 – April 3, 2011
Instructional PeriodFebruary 21 – April 10, 2011
Instructional PeriodFebruary 28 – April 17, 2011
Instructional PeriodMarch 7 – April 24, 2011
Instructional PeriodMarch 14 – May 1, 2011
Instructional PeriodMarch 21 – May 8, 2011
Instructional PeriodMarch 28 – May 15, 2011
Instructional PeriodApril 4 – May 22, 2011
Instructional PeriodApril 11 – May 29, 2011
Instructional PeriodApril 18 – June 5, 2011
Instructional PeriodApril 25 – June 12, 2011

5-Week Classes

Instructional Period..... January 3 – February 6, 2011
Instructional Period..... January 24 – February 27, 2011
Instructional Period..... February 7 – March 13, 2011
Instructional Period..... February 28 – April 3, 2011
Instructional Period..... March 14 – April 17, 2011
Instructional Period..... April 4 – May 8 - 2011
Instructional Period..... April 18 – May 22, 2011

2011 Commencement..... April 30, 2011

2010-2011 Academic Calendars

Graduate Student Academic Calendar

4/26/10- 8/22/10

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional Period April 29 – June 23, 2010

Instructional Period May 13 – July 7, 2010

Instructional Period June 3- July 28, 2010

Instructional Period June 24 –August 18, 2010

Instructional Period July 8 – September 1, 2010

Instructional Period July 29 – September 22, 2010

Instructional Period August 19 –October 13, 2010

5-Week Classes

Instructional Period April 22 – May 26, 2010

Instructional Period April 29 – June 2, 2010

Instructional Period May 27 – June 30, 2010

Instructional Period June 17 – July 21, 2010

Instructional Period July 1 – August 4, 2010

Instructional Period July 22 –August 25, 2010

Instructional Period August 5 – September 8, 2010

8/30/10 – 12/19/10

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional PeriodSeptember 2 – October 27, 2010

Instructional PeriodSeptember 23 – Nov. 17, 2010

Instructional Period October 14 – December 8, 2010

Instructional PeriodOctober 28- December 22, 2010

Instructional Period Nov.18, 2010 –January 26, 2011

Instructional Period..... Dec. 6, 2010 – February 13, 2011

5-Week Classes

Instructional Period.....August 26 – September 29, 2010

Instructional Period..... September 9 – October 13, 2010

Instructional Period..... September 30 – November 3, 2010

Instructional Period.....October 14 – November 17, 2010

Instructional Period..... November 4 – December 8, 2010

Instructional Period..... Nov. 18 – December 22, 2010

Instructional Period..... Dec. 9, 2010 – January 29, 2011

Christmas Break...December 20, 2010 – January 2, 2011

1/03/11 – 4/30/11

Registration/Refund Schedule

See [Refund Policy](#) Variable Dates

Instruction/Grade Calendars

8-Week Classes

Instructional Period.....January 6 – March 2, 2011

Instructional Period..... January 27 – March 23, 2011

Instructional Period..... February 17- April 13, 2011

Instructional Period.....March 3 - April 27, 2011

Instructional Period.....March 24 – May 18, 2011

Instructional Period..... April 14 – June 8, 2011

Instructional Period.....April 28 – June 22, 2011

5-Week Classes

Instructional Period..... January 6 – February 9, 2011

Instructional Period..... January 27 – March 2, 2011

Instructional Period..... February 10 – March 16, 2011

Instructional Period..... March 3 – April 6, 2011

Instructional Period..... March 17 – April 20, 2011

Instructional Period..... April 7 – May 11, 2011

Instructional Period..... April 21 – May 25, 2011

2011 Commencement..... April 30, 2011

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 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. Please send all inquiries related to the University's non-discrimination policies to General Counsel, 3300 West Camelback Road, Phoenix, AZ 85017, 602-639-6656.

Standards for Undergraduate Admission

Baccalaureate Degrees

Applicants with 45 or more transferable credits from an accredited, GCU-approved college, university, or program may be accepted to the University if they have an unweighted GPA of 2.25 or above.

1. Secondary (high school) transcript, documenting no less than 75% of the coursework needed for degree completion, with an unweighted grade point average (GPA) of 2.75 or above
 - a. Degree-bearing transcript must be submitted when conferred.
 - b. If final transcript negatively impacts admissibility, acceptance status may be rescinded or modified to include specifications.
2. Degree-bearing, secondary (high school) transcript with an unweighted GPA of 2.75 or above
3. Post-secondary (college) transcript(s), including more than 44 credits with an unweighted GPA of 2.75 or above
4. Passing scores of 520 (2002 Series or later) on the tests of General Education Development (GED); and transcripts of all credit-bearing course work
5. Average of 15% above the minimum passing scores (tests preceding 2002 Series) on the tests of GED; and transcripts of all credit-bearing course work
6. Composite score of 19 or above on the ACT; and a degree-bearing, secondary (high school and/or GED) transcript
7. Composite score of 920 or above on the Scholastic Aptitude Test (SAT); and a degree-bearing, secondary (high school and/or GED) transcript

Applicants who do not meet one of the above criteria may be admitted with specification. Please see the Standards for Admission with Specification section for details.

**Applicants who cannot provide official copies of their secondary (high school) transcripts or of a completed GED and do not have any post-secondary transferable credits may complete be admitted based on Self-Certification of completion of High School Diploma or GED on the Free Application for Federal Student Aid (FAFSA). Applicants admitted under this condition will be admitted with specification.

Second Baccalaureate Degree

Students who have earned a Bachelor's degree from GCU or another institution, but are interested in pursuing a second Bachelor's degree, may be accepted to one of the undergraduate degree programs if they meet the minimum admission standard of an unweighted GPA of 2.00 or above.

Recommended Undergraduate Preparation

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 appropriate college section of the Academic Catalog for additional admission details.

Standards for Graduate Admission

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

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

Recommended Graduate Preparation

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

Standards for Post-Graduate Admission

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

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

Deferred Admissions

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

Standards for Admission with Specification

Students who do not meet the standards for admission may be admitted to Grand Canyon University programs with specification. Admission with specification will require students to limit their first semester coursework to no more than 12 credits (undergraduate level) or 8 credits (graduate level).

Students must remain continuously enrolled and complete their coursework with a minimum unweighted institutional GPA of 2.00 for undergraduate students or a minimum unweighted institutional GPA 3.00 for graduate students. After students with admission specifications have completed 12 credits (undergraduate) or 6 credits (graduate), the equivalent of one full-time semester at Grand Canyon University, their academic records will be reviewed. The University will remove the specification for those students who have achieved the minimum standard.

First-Year Students who are admitted with specification will be enrolled into GCU's Foundational General Education Sequence (3 courses/12 credits).

Transfer Students who are admitted with specification will be enrolled into UNV 103 or UNV 303 in their first semester as well as their choice of up to 8 additional credits.

After completing 12 credits, students who fail to achieve the minimum-standard GPA will be administratively withdrawn from the institution and may reapply in 12 months for reconsideration. 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.

Standards for Non-Degree Programs

The University offers single-course registration to applicants who are not interested in enrolling in and completing a specific Program of Study. Applicants who wish to enroll in either undergraduate or graduate courses must complete the Non-Degree Application. Non-degree seeking students may be enrolled into multiple courses; however, they will neither be accepted for regular matriculation to the University, nor will they be allowed to enter a degree program.

Applicants to Continuing Education (CTE) courses must be employed within a field related to the courses for which they seek enrollment. Enrollment in continuing education courses at Grand Canyon University is continuous. Complete applications are considered up to one week prior to the start of class.

If non-degree seeking students wish to complete a specific program of study, they must complete the standard Application for Admission and fulfill, as appropriate, the Standards for Undergraduate Admission or the Standards for Graduate Admission. Applications for admission will be evaluated on an individual basis. Students who reach 12 credits in a non-degree seeking status may be contacted and encouraged to apply for University matriculation and to enter a specified degree program.

High School Scholars Online Program

A high-school student with an interest in pursuing university-level coursework may apply to enter the GCU High School Scholars program, for concurrent enrollment in GCU courses. To enter the program, students must have completed their sophomore year of high school and have a current, cumulative high-school GPA of 2.8.

High School Scholars may only enroll in 100- and 200-level online coursework.

College-level credit earned at GCU may later be applied toward a degree program at Grand Canyon University, provided the student applies for admission, is accepted for regular matriculation to the University, and successfully graduates from high school. Applications for admission will be evaluated on an individual basis.

Direct Transfer Plan

Students who complete a transfer-oriented Associate degree at an accredited, GCU-approved college, university, or program may fulfill the University's General Education requirements, with the exception of the Christian Studies and University Foundations requirements. The same is true of the Arizona General Education Curriculum (AGEC) from Arizona's public community colleges.

Application Procedures

General

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.

2. Official Transcript(s)

Please refer to the Standards for Undergraduate Admissions section.

If applicants have completed work 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](#)).

3. Official Standardized Test Scores

Please refer to the Standards for Undergraduate Admissions section.

These examinations are offered on a regular basis throughout the country and in several locations overseas and should be taken as early as possible. Information, test dates, and additional score report request forms are available from high school counselors. The ACT code for Grand Canyon University is 0092, The SAT code for Grand Canyon University is 4331.

Although applicants may be conditionally accepted for admission based on incomplete records, final records are required in order to complete the admission file. If accepted, prospective students will need to submit a final transcript showing their graduation date.

Information and application forms are available on campus and on the Grand Canyon University Web site.

International Student Admission

General Information

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. International students attending the campus on student visas are required to be enrolled in at least 12 credits per semester in undergraduate programs. International students pursuing master degrees must be enrolled in at least 9 credits each semester. International students may apply only 3 credits of online courses to their minimum full-time enrollment.

International students will be required to purchase the University health insurance policy when they register for classes. (Refer to the Student Health Insurance section for further information.)

Application for campus housing is a separate procedure from admission. If prospective students plan to live on campus, they should contact Office of Residence Life, listed in the Contact Information section of the University Policy Handbook.

Application Procedures

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

1. Signed and Completed Application for Admission

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

2. Official Transcript(s)

a. Secondary School

All international students must have completed, or be in the process of completing, a secondary school program that is equivalent to the 12th grade (high school) in the United States. An official evaluation of students' secondary school work, written in English, must be sent directly from a University-approved transcript evaluation service to the University. If an original document is not available, a certified copy will be accepted. Students who have not completed secondary school at the time of application must

submit their official transcript evaluations upon graduation from the 12th-grade equivalent.

b. College and/or University

Official transcripts (written in English or translation, if not in English) of students' college or university work, (i.e., delivered in a sealed envelope from the issuing institution) must be sent directly from the college or university to Grand Canyon University. If original documents are not available, certified copies will be accepted.

c. University-approved Transcript Evaluations

In order to evaluate foreign credentials accurately and consistently, Grand Canyon University requires all international college or university transcripts to be evaluated by a University-approved evaluation service. Among others, University-approved evaluation services include those agencies that are certified by the National Association of Credential Evaluation Services (NACES). The fee for evaluation is the responsibility of the student. The following is a list of approved agencies:

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

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.

3. Language Proficiency Scores

If English is not the native language of a prospective student, his or her official score reports for a language proficiency test must be sent directly to Grand Canyon University from the testing center. The table below specifies the minimum scores that a student must present in order to be considered for admission to various categories of

programs. Grand Canyon University will accept 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)
- Other University-approved documented means

Minimum Scores				I	I	II
				I	I	I
TOEFL Paper-based	50 0	55 0	57 5			
TOEFL Computer-based	17 3	21 3	23 3			
TOEFL Internet-based	61	79	90			
TOEIC	62 5	75 0	81 5			
IELTS	6	6	7			

Category I

- General Undergraduate Programs

Category II

- Undergraduate Education Programs
- Undergraduate Nursing Programs
- General Graduate Programs

Category III

- Master of Education: Teaching English to Speakers of Other Languages (TESOL)
- Graduate Business Programs
- Graduate Nursing Programs

The language-proficiency requirement cannot be satisfied through experience in English programs at other schools.

ACT and SAT Scores

Grand Canyon University does not require scores from these tests for international students; however, international athletes may be

required to submit scores if planning to participate in athletic programs at Grand Canyon University.

General Academic Regulations

Overview

This section of the Grand Canyon University Academic 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 recognizes that individual circumstances may necessitate exceptions to these policies. The University will make every reasonable effort to accommodate exceptional circumstances, provided the purpose of the policy or regulation is not being defeated, by making available a grievance process by which the student may request an exception to policy or a decision based on University policies and regulations. The University has no right to change policies or procedures of another organization for which it is merely acting as an agent.

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

Communication of Policy

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, policy updates, notification of changes in University procedures, and general announcements. It is the student's responsibility to check this e-mail on a regular basis and be informed about published University policy.

Academic Counselors

The Academic Counselor is responsible for all student academic advising. All student concerns and inquiries on academic issues are routed through the AA team. The department acts as a customer service point of contact through phone calls, e-mails, and walk-ins. The AA team counsels on the policies and the procedures for the university and ensures that the student's journey through their degree program at GCU is successful and leads to a timely graduation. Academic Advisement is available for all students. Online advisors are available to all students via telephone.

Academic Calendar

Grand Canyon University offers courses in a sequential, non-term modality. Courses start on a regular basis, with Undergraduate courses starting on Monday, Graduate/Doctoral courses starting on Thursday.

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

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

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

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 and the Student Agreement. This document acknowledges that most programs follow a course sequence and the student will be continuously enrolled through the duration of their program unless they formally request to change their enrollment status. With the submission of this signed document, applicants are then registered into their chosen Program of Study.

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

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

Course Registration

The University offers courses that are typically 5 to 8 weeks in length. The course length is determined by the Program of Study.

Students may be registered into multiple courses concurrently. Undergraduate students cannot exceed 32 credits in an Academic Year without the approval of Academic Affairs. Graduate students cannot exceed 27 credits in an Academic Year without the approval of Academic Affairs.

Repeating Courses

A grade of C- or lower earned at Grand Canyon University may be replaced in an undergraduate student's GPA when the identical course is retaken. Undergraduate students must repeat any program-specific pre-requisite courses completed in which a grade of less than C was earned. A grade of B- or lower earned at Grand Canyon University may be removed from a graduate student's GPA under the same conditions and with the same results as stated above.

Students may attempt the same course up to three times. Attempts include any course with an issued grade, including withdrawn courses. Any attempts thereafter will need approval. All attempts will be documented on the official transcript.

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

Code of Conduct and Academic Standards

Student Code of Conduct

Grand Canyon University works to create an atmosphere of value-based liberal arts education. All students who enroll in the University are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the civic and academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to

a positive learning experience. These expectations include, but are not limited to the expectation that the student:

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

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

- 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 statement, behavior or acts of violence against students, faculty, and staff.
- The University prohibits and will take immediate action against: Acting or communicating in any form, whether oral or written, that threatens or violates the personal safety of any fellow student, faculty member, or member of the University staff
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function
- Harassment in any form that creates a hostile or offensive educational environment for a student, faculty member, or staff member
- Acts which can be interpreted as physical assault or abuse
- Threats to harm or endanger the safety of others
- Behaviors or actions interpreted by a reasonable person as carrying the potential for violence or acts of aggression

- Failing to comply promptly with any reasonable directive from a faculty member or University official
- Failing to cooperate with officials in a University investigation
- Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while on University property or as part of any University activity
- With the exception of authorized persons, permitting anyone access to one's classroom, attend class in one's stead, or attending class for another Sharing one's password or using someone else's password for any University system or network

Reporting Code of Conduct Violations

The University may take disciplinary action against a student who violates the University's Code of Conduct. Such action may take the form of a reprimand, restriction of certain privileges, suspension, or final dismissal. Acts in violation of the Student Code of Conduct will be reported to the University and to the offending student(s) immediately upon discovery. Depending on where the incident occurs, the Code of Conduct violation will be reported on the Classroom Incident Report (classroom-related incidents), the Student Life Incident Report form (for campus housing issues), or the Security Incident Report (for general campus incidents). See the Student Handbook for more details about reporting non-classroom-related Code of Conduct violations, or visit <http://my.gcu.edu>

Academic Dishonesty

As indicated in the Code of Conduct, all students and instructors are expected to possess a high standard of conduct and personal integrity in the classroom. Academic dishonesty is defined as any act of deception in an academic setting. Academic dishonesty has many forms and includes but is not limited to the following:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise
- Fabricating or inventing any information that applies to an academic exercise or University investigation
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others and representing them as one's own in any academic exercise.

Examples of plagiarism include, but are not limited to:

- The exact copy of information from a source without proper citation or acknowledgement.

- Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement.
- Presenting work that has been prepared by someone other than the student. This includes the purchase and sharing of work.
- Self-plagiarism- Submission of work that has been used, wholly or in part, and prepared for a different course without appropriate citation of the original work and prior approval of faculty.
- Unauthorized assistance- Use of materials not authorized by the faculty member to complete an assignment, or completion of an assignment by someone other than the student. This includes but is not limited to providing/receiving exam answers, use of faculty materials, answer keys or solution manuals.
- Unsanctioned collaboration- Students must work individually on homework, assignments, other assigned coursework, unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration.
- Knowingly violating copyright laws and regulations
- Violating the University's policies and regulations pertaining to the use and propriety of the Grand Canyon University network, networking facilities, computer use, or platform access
- Falsely representing one's identity, or the identity of another, as one's own, including, but not limited to:
- Incorporating ideas or verbatim use of published materials without proper citations and acknowledgement;
- Paraphrasing or summarizing another person's work without proper citation and acknowledgement;
- Using electronically stored or transmitted work without proper citation and acknowledgement; or
- Submitting works stored or transmitted electronically as one's own. Selling or providing papers, essays, or other assignments to online term paper clearinghouses, or other commercial websites.

All reports of academic dishonesty are filed with the Office of Academic Compliance and to the offending student(s) within 3 calendar days of discovery. The Office of Academic Compliance reviews the report as well as any history of prior reports of academic dishonesty. 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. For more information, visit <http://my.gcu.edu>

The instructor determines the in-class penalty for academic dishonesty. An in-class penalty may include, but is not limited to, requiring a rewrite of the assignment or paper with or without point deductions or awarding no or limited credits for a specific assignment or paper. The faculty may request a University-level penalty, which includes the offending student receiving an F in the course. A University-level penalty may include, but is not limited to, awarding a failing grade for the course, removing a student from class, academic suspension, or academic expulsion from the University for a period of at least two years. An instructor may not prevent a student from attending or completing a course, as this would be a University-level decision.

Code of Conduct – specifically an academic offense – entitles the University to engage in a thorough investigation of all assignments that the student has completed at GCU. If multiple occurrences are found the student faces academic expulsion, which is noted on the student's transcript. After investigation, for any course in which the University finds additional plagiarism has occurred but had previously not been found, an F may become the grade of record for each course.

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

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

Academic Probation

Academic Probation is calculated using the GCU cumulative GPA at the conclusion of every 12 attempted institutional credits. Undergraduate students are placed on Academic Probation if their cumulative-institutional GPA drops below 2.00. Graduate students are placed on Academic Probation if their cumulative-institutional GPA drops below 3.0.

Even if the GPA requirements are met as stated above, students will also be placed on Academic Probation if they have not completed and earned at least 67% of the cumulative credit hours attempted over the past 12 credits. Failed grades (F), incompletes, and withdrawals will be

counted as attempted credits but will not count as earned credits. Credits earned for repeated coursework, in addition to the original credits, will be counted as both attempted and earned credits.

Probationary status is removed when the minimum GCU cumulative GPA specified above is regained, and/or students earn 67% of the credits attempted. The probation period provides for an additional 12 attempted credits, at which time if the student fails to meet the minimum GPA or 67% earned versus attempted credit, the student will be placed on Academic Suspension.

Students who are on Academic Probation may not graduate during the 12 credits in which the academic probation is imposed.

Academic Suspension

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

After fulfilling the terms of the suspension, students who have been suspended may apply for reinstatement by submitting a Request for Reinstatement available on <http://my.gcu.edu> for student completion. Students may or may not be granted re-admittance based on their academic record which includes participation in previous courses. Students granted re-admittance must raise their GCU cumulative GPA to the required 2.0 for undergraduates, or the required 3.0 for graduates, or raise the credit completion percentage to 67% within the next 12 attempted credits. Those students who do not meet this requirement face Academic Expulsion. Those students whose GPAs fall below minimum allowances at any time after the suspension period will not be granted additional probationary time and will be expelled.

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

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

Academic Expulsion

Academic Expulsion is reserved for students who have continually failed to meet the University's expected performance requirements, measured by GPA. Students cannot register for any additional courses for two academic years. Student must reapply after that time period. Upon readmission, students will be required to first repeat any course (or their equivalencies) for which they did not earn a C or better (undergraduate) or a B or better (graduate).

Grievance Procedures

The process described herein relates only to grievances, including Academic and Financial issues.

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

The appeal process is designed to offer the student multiple opportunities to be heard, as illustrated in the table below. Students should be aware that appeals in which policy or process was not followed, in which extenuating circumstances are not existent, are unlikely to be approved.

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

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

The following include the different grievance definitions:

- End-of-course grades: Student cannot appeal final grades earned unless the student has ample evidence that the grade earned was erroneous (miscalculated) or based on discriminatory factors. Student must provide ample documentation up front or the appeal will not be heard. Students cannot appeal individual assignments and mid-term grades.
- A published policy: Students who have issues with a particular policy may in some cases appeal the policy. However, the following is a list of examples, albeit a non-exhaustive list, for which a dispute of a published policy is not acceptable, and for which relief (tuition and fees) will not be granted:
 - Disputes arising out of a student's lack of knowledge or understanding of a stated policy
 - A student's reliance upon verbal statements which conflict with the University's written policies, regardless of the source of the verbal communication
 - A student's actions when the student failed to investigate, understand, or consider the financial ramifications of that action / decision
 - A student's failure to regularly review University communications, whether via telephone, mail, or e-mail
 - Illness or death of a person who is not a member of the student's immediate family
 - Disputes arising because of technological issues that are not in direct control of the University
 - Code of Conduct: Depending on the severity and origination of a code of conduct violation, a student may be subject to consequences of violating the Student Code of Conduct up to, and including, expulsion. A code of conduct violation that is also a violation of state or federal law will be turned over to the appropriate authorities for action and is not under the jurisdiction of the University.

Grievance	1 st Appeal Level	2 nd Appeal Level
End-of-course grades	Program chair or equivalent in the appropriate college	Dean of the appropriate college
A published policy	Division Management	Vice President of Academic Affairs
A Code of Conduct violation that may result in sanctions up to and including suspension from GCU	Conduct Committee, including Dean of the appropriate college	Vice President of Academic Affairs

Grievance	1 st Appeal Level	2 nd Appeal Level
A Code of Conduct violation that results in expulsion from GCU	Conduct Committee, including Dean of the appropriate college	Provost and Chief Academic Officer
A doctoral academic grievance	Doctoral Program Chair of Appropriate College	Vice President of Academic Affairs
Denial of doctoral admission	NA	Provost and Chief Academic Officer

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

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

Grievance Timelines

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

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

Course Grade Disputes

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 grievance with the University for a grade/score on an individual assignment during the course. Students are expected to employ and demonstrate open and respectful communication with the instructor to resolve a grade dispute prior to submitting a grade grievance to the University.

Grievance Communication

Grievance decisions are communicated to the student by the Academic Counselor via phone or their GCU e-mail address. Any questions regarding the grievance must be communicated to the assigned Academic Counselor.

Classification of Students and Courses

Student Classification Based on Credits

- Freshmen are students who have not yet completed 24 credit hours.
- Sophomores are students who have completed 24 to 47 credit hours.
- Juniors and Seniors are students who have completed a minimum of 48 credit hours. (Note: Undergraduate students must have a cumulative 2.00 grade point average at the beginning of their final semester in order to graduate.)
- Fifth Year Students are students who have completed a bachelor's degree from an accredited, GCU-approved college, university, or program and are accepted for a program of specified upper division courses to secure standard teacher certification.
- Second Degree Students are students who have completed a bachelor's degree from a regionally or nationally accredited institution and are completing the requirements for a second bachelor's degree.
- Graduate Students are students who have completed a bachelor's degree from an accredited, GCU-approved institution and have been admitted into the graduate program.
- Non-degree Seeking Students are students who are not working toward a degree and/or are not placed in a classification.

Course Classification Based on Course Number

Courses are numbered from 000 to 699. 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.

Program of Study and Course Availability and Cancellation Policy

A Program of Study (POS) defines the courses required for a particular degree. If the University cancels a POS and/or courses, the University will make every reasonable effort in allowing the student to complete the POS as published in his or her Catalog of Record. The Catalog of Record is defined as the Academic Catalog published in the academic year and edition (Fall, Spring, or Summer) under which the student enrolled, unless state or federal law and/or accrediting bodies mandate POS and/or course changes.

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

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

Course Enrollment for Full-Time Status

Undergraduate students who are enrolled in 24 or more credits during an Academic Year are considered full-time students. Graduate students who are enrolled in 18 or more credits during an Academic Year are considered full-time students.

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

Academic status may affect financial aid eligibility. Please see the [Financial Aid](#) section of the Academic Policy Handbook for details.

Special Study Courses

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

Independent Study

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

Practicum

Practicum courses are numbered 399 in each department/college except the College of Nursing and the College of Education and may be taken for up to four credit hours. A practicum is a supervised practical experience in the student's major area of interest. Between 45 and 60 hours of practical experience equates to one University credit. Arrangements must be made between the agency, organization, or individual and the College Dean/designee to design and evaluate the student's experience. Practicum is reserved for junior and senior students with at least a cumulative 2.00 GPA and approval is required from the College Dean and/or Department Chair. Practicum courses are restricted to the lock-step programs of study in the Online modality.

Internship

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

Student Teaching

Student teaching provides students with the opportunity to demonstrate mastery of knowledge and skills in a live classroom setting. College of Education requires full-time placement of student teachers for 16 weeks in classrooms associated with their major area(s) of interest under the direct supervision of a certified educator. For 16 weeks,

student teachers will assume all teaching duties and responsibilities necessary for effective teaching of students, including assessing students, planning and teaching lessons, and evaluating students' progress. Students must complete all associated student teaching paperwork and approvals, prior to commencing student teaching activities. Students with missing approvals on forms needed may be removed from student teaching.

Student teaching may only be repeated once.

Auditing Courses

Students are not permitted to audit Grand Canyon University courses.

Repeating Courses

A grade of C- or lower earned at Grand Canyon University may be replaced in an undergraduate student's GPA when the identical course is retaken. Undergraduate students must repeat any program-specific pre-requisite courses completed in which a grade of less than C was earned. A grade of B- or lower earned at Grand Canyon University may be removed from a graduate student's GPA under the same conditions and with the same results as stated above.

Students may attempt the same course up to three times. Attempts include any course with an issued grade, including withdrawn courses. Any attempts thereafter will need approval. All attempts will be documented on the official transcript.

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

Textbooks

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

University Technology Requirements

Students participating in online and Web-enhanced courses must have access to the following minimum hardware and software:

	Microsoft Windows PC	
	Minimum	Recommended
Operating System	Windows XP	Windows XP
Processor Speed	500 MHz Pentium II, or equivalent	800 MHz Pentium III, or equivalent/better
CPU Memory	64 MB of RAM	256 MB of RAM or more
Internet Connection	56 kbps dial-up	Cable Broadband or DSL

	Microsoft Windows PC	
	Minimum	Recommended
Internet Browser	Internet Explorer 6.0 ; Mozilla Firefox 2.0	Internet Explorer 6.0; Mozilla Firefox 2.0
Internet Browser Configuration	<ul style="list-style-type: none"> • Pop-Up Blocking disabled • JavaScript Enabled • AJAX Enabled 	<ul style="list-style-type: none"> • Pop-Up Blocking disabled • JavaScript Enabled • AJAX Enabled
Java Runtime Environment	1.4 or higher	1.4 or higher
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit or better
Software	Microsoft Office Suite 2003 or higher (Word, Excel, PowerPoint) Windows Media Player Adobe Acrobat Reader An updated anti-virus software	Microsoft Office Suite 2003 or higher (Word, Excel, PowerPoint) Windows Media Player Adobe Acrobat Reader An updated anti-virus software

	Macintosh	
	Minimum	Recommended
Operating System	OS 10.2	OS 10.3
Processor Speed	350 MHz G3	800 MHz G4, or better
CPU Memory	64 MB of RAM	256 MB of RAM or more
Internet Connection	56 kbps dial-up	Cable Broadband or DSL
Internet Browser	Mozilla Firefox 2.0	Mozilla Firefox 2.0
Internet Browser Configuration	<ul style="list-style-type: none"> • Pop-Up Blocking disabled • JavaScript Enabled • AJAX Enabled 	<ul style="list-style-type: none"> • Pop-Up Blocking disabled • JavaScript Enabled • AJAX Enabled
Java Runtime Environment	1.4 or higher	1.4 or higher
Hard Disk Space	100 MB Free	500 MB Free
Audio Card	16-bit	24-bit or better

	Macintosh	
	Minimum	Recommended
Software	Microsoft Office 2001 Suite (Word, Excel, PowerPoint)	Microsoft Office 2004 Suite (Word, Excel, PowerPoint)
	Adobe Acrobat Reader	Adobe Acrobat Reader
	An updated anti-virus software	An updated anti-virus software

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 hours 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 hours in which a letter grade (A through F) is earned. The GPA that appears on the GCU transcript is based only upon coursework completed at Grand Canyon University. Certain courses earn credit toward fulfilling academic requirements but are not included in the computation of the GPA. These courses are denoted by a grade of CR or S. A grade of U earns no credit.

Undergraduate GPA

Undergraduate students must earn a minimum grade point average of 2.0 for a minimum of 120 semester credits, of which 36 hours must be upper division credit. Undergraduate students must have at least a cumulative GPA of 2.0 in upper division requirements and only those courses with grades of C or higher may be applied toward degree program requirement. Candidates for secondary teaching certification must have a minimum grade point average of 2.5 in their teaching major. Undergraduate students must earn a grade of C in courses in their majors and minors.

Undergraduate Grading Scale

The 100-point grading scale is the standard for all GCU undergraduate courses (except specific College of Nursing and Health Sciences undergraduate courses). The grade or symbol, point equivalent (scale), the GPA value of the course letter grade, and the interpretation of the level of performance are as follows:

Letter Grade	Point Scale	GPA Value	Interpretation of Level of Performance
A	93-100	4.0	Superior; extraordinary scholarship; outstanding performance
A-	90-92	3.7	

Letter Grade	Point Scale	GPA Value	Interpretation of Level of Performance
B+	87-89	3.3	Above average; good work
B	83-86	3.0	
B-	80-82	2.7	
C+	77-79	2.3	
C	70-76	2.0	Average; standard performance; acceptable college work
D	60-66	1.0	Passing but below standard
F	< 60	0.0	Failure
NF	< 60	0.0	Non-withdrawal Failure
I	NA	NA	Course work is incomplete
W	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	Campus Only: Satisfactory completion of audit or non-credit course
U	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course
NR	NA	NA	Grade status not reported by instructor
IP	NA	NA	Course currently in progress

Graduate GPA

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

Graduate Grading Scale

The 100-point grading scale is the standard for all GCU graduate courses (and College of Nursing undergraduate courses). In graduate courses, students will be evaluated by the grading scale shown below. If a graduate student earns a grade below C, he or she will be required to repeat the course and bring up the grade in order to continue in the program. The grade or symbol, point equivalent (scale), the GPA value of the course letter grade, and the interpretation of the level of performance are as follows:

Letter Grade	Point Scale	GPA Value	Interpretation of Level of Performance
A	95-100	4.0	Superior; extraordinary scholarship; outstanding performance
A-	92-94	3.7	
B+	90-91	3.3	
B	87-89	3.0	Above average; good work
B-	84-86	2.7	
C+	80-83	2.3	
C	76-79	2.0	Average; standard performance; acceptable college work
D	72-75	1.0	Below standard
F	<72	0.0	Failure
NF	<72	0.0	Non-withdrawal Failure
I	NA	NA	Course work is incomplete
W	NA	NA	Authorized withdrawal; no credit
CR	NA	NA	Campus Only: Credit given, but no grade or GPA value
S	NA	NA	Campus Only: Satisfactory completion of audit or non-credit course
U	NA	NA	Campus Only: Additional work needed to meet requirements in non-credit or non-grade course

Letter Grade	Point Scale	GPA Value	Interpretation of Level of Performance
NR	NA	NA	Grade status not reported by instructor
IP	NA	NA	Course currently in progress

Class Attendance and Participation

Grand Canyon University believes that students are primarily responsible for class attendance. Online students mark attendance by posting to the online classroom each week of class. All other students demonstrate attendance by their physical presence within the classroom. Class attendance is distinctly different from class participation in that class participation may be graded. The course syllabus contains written statements of expectations for participation and attendance. Failure to meet attendance expectations may result in an administrative withdrawal.

Incomplete Grades

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

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

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

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

- Within four weeks of the last day of the course, the instructor must submit a final grade for the student, or the grade of I will be changed to a failing grade.
- Neither the incomplete nor the failing grade may be changed to a W. A student with more than one outstanding Incomplete may not register for any additional courses until the requirements for all outstanding Incompletes have been fulfilled.

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 grievance 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.

Enrollment Status Change

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

Change of Start Date

Graduate and undergraduate students who have not begun their initial date at GCU may opt to change their start semester by completing the [Change of Information form](#), found on the GCU Web site. Students may select a new start date and submit the form to the Office of Academic Records for processing.

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, in both the current and subsequent semesters.
- Students who are brought up with Code of Conduct issues or per College-specific policy.
- Students who have not returned to the University in 24 months and have not provided any notification of their absence.

Course Drop

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

Students who choose to drop a course must contact their Academic Counselor to begin the process. Students who drop a course prior to two weeks before the end of the course will earn a grade of W for the course.

Students are not permitted to drop a course during the last two weeks of the course. If students stop attending a course within the last two weeks of the course, they will earn the grade based on their academic performance. Faculty will assign a letter grade of A through F.

Before dropping a course, students are strongly advised to speak with their Academic and Finance Counselors to understand the academic and financial ramifications associated with dropping a course. The refund schedule for dropped courses is outlined by the General Refund Policy in the Financial Services section of the Academic Policy Handbook. Students who delay exercising the course-drop option until after the deadline retain financial responsibility. Students are responsible for all non-refundable charges. A drop fee will be charged to the student for each course dropped. (See rate table in [Financial Services](#) section.)

Add/Drop

If students drop and add courses of equivalent credits simultaneously, there will be no tuition or fee penalty if the change is made in the time frame listed in the Late Add policy above.

Registration Discontinuance

Students who wish to discontinue their enrollment for a period of time are required to complete a request to have their registration status discontinued. All students who choose to drop from courses after they have already begun participation in the courses must submit a written request to their Academic Counselor. This request will be submitted to the Registrar's Office for processing. When students submit this request, they will be dropped from all current and future scheduled courses and will be considered inactive for the period included in the request.

Although the discontinuation of registration places students in an inactive status for the requested period of time, students retain their admitted status within the University and should remain in contact with an Academic Counselor. Per the GCU Enrollment Agreement, the student will be automatically registered for the course start specified on the form. Students who do not register for classes for two consecutive years will be automatically withdrawn from the University and must reapply for admission.

Students are still subject to the Refund policy and the grading policy listed above in Course Drop. Before submitting this request students are strongly advised to speak with an Academic Counselor and a Finance Counselor to understand the academic and financial ramifications associated with dropping a course.

Official University Withdrawal

In the event that students choose to discontinue their enrollment at GCU permanently, they must officially withdraw from the University. Students in this situation lose all of the rights and privileges associated with being GCU students. Officially withdrawn students must reapply for admission to the University if they decide to return.

To officially withdraw from the University, students must submit a [Complete Withdrawal form](#) to the Office of Academic Records via the GCU Web site. When submitting the Complete Withdrawal Form, students will be asked to identify the reason for withdrawing from the University.

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

All Financial Aid students are required to complete Exit Counseling for any federal loans borrowed while in attendance at Grand Canyon University. This is in accordance with the Department of Education requirements and students should contact the Office of Financial Aid for further information on how to complete the Exit Counseling. A Withdrawal fee will be charged to the student for each course withdrawn. (See rate table in [Financial Services](#) section.)

Military Deployment

In support of those students who are in any branch of the U.S. military service, the University permits students who are deployed for active duty while enrolled in courses to withdraw from all Grand Canyon University classes without financial penalty. Students seeking this option must submit a completed [Deployment Notification Form](#) and a copy of their official military deployment orders to the Office of Academic Records.

Active Duty, Reservists, and National Guard students that are currently enrolled in a degree program will be placed on a “deployment leave of absences” for the date of deployment. Temporary Duty assignments for training are not considered under this policy nor is relocation of housing.

Students will receive a tuition credit to their GCU account for the course(s) from which they withdraw. If the deployment occurs within the first week of the semester, students will receive a full refund in accordance with the standard University Refund Policies. A grade of W will appear on the student transcript for each class with the expectation that students will re-take the affected courses at their next opportunity..

Grand Canyon University will defer collections of tuition and fees while in a deployed status.

Academic Honors

Junior Marshals

Special recognition is given to the two juniors with the highest GPA at the end of the Fall semester of their junior year. This honor is restricted to those who have transferred in no more than 12 semester hours.

Ray-Maben Scholars

This recognition represents the highest scholarship honor awarded by Grand Canyon University each year at graduation. Established by the faculty, the criteria consist of a cumulative and Grand Canyon University GPA of at least 3.90, with no more than 12 transferable semester hours.

Graduation with Honors

Undergraduate students who have earned at least 60 hours at Grand Canyon University may qualify for honors at graduation by maintaining one of the following GPAs:

- 3.40 to 3.59 may qualify for graduation cum laude;
- 3.60 to 3.79 may qualify for graduation magna cum laude;
- 3.80 to 4.00 may qualify for graduation summa cum laude.

Students must meet or exceed the GPA requirement for that honor both on work done at GCU and on all college work attempted. Transfer students may not graduate with an honor higher than that for which their GPA at Grand Canyon University would qualify them. Second degree and graduate students are not eligible for honors.

For walking purposes for graduation, honor candidates will be decided by using the GPA from the Fall semester (either Track I or Track II) before the May graduation ceremony. Students will be informed regarding whether or not they are a walking honors candidate during the Spring graduation ceremony. Walking honors does not guarantee actual honors will be granted and displayed on your transcript or diploma. True honors will be determined at the time of the posting of the degree.

University Honors

Undergraduate students who have completed less than 60 semester hours of credit 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.

Other Honors

Who's Who Among Students in American Colleges and Universities

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

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, Dean, Vice President of Academic Affairs, or Provost. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, 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 disclosures 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 grievance 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 form in the Office of Academic Records to control release of such information with respect to student records. Notification must be given prior to the 12th class day of the Fall and Spring semesters and the 4th class day of each Summer semester. This request remains permanently with the student's record unless the student later requests in writing that the control be lifted.

The following information will be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of Academic Records.

- Student name
- Local address and telephone number
- Permanent address and telephone number
- E-mail address
- Date and place of birth
- Hometown
- Degrees and awards received and dates
- Dates of attendance (current and past)
- Full or part-time enrollment status
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Most recently attended educational institution
- Major field of study
- Academic levels
- Photographs

Student Access

Title IX

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

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

Student Disability Services

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

Accommodation Process:

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

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

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

Documentation is required for all students requesting accommodations through the University. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation must state the specific disability and show cause for why a student's disability significantly limits their ability to complete their educational goals at GCU. The documentation is kept on file in Student Disability Services for verification purposes.

Students must complete and submit the Accommodation Request form along with documentation to Student Disability Services either by email or by fax to 602-589-2652. If a student would like to hand deliver their

paperwork, they can drop it off in a sealed envelope to the Traditional Campus Advising Team located in the Kaibab building on the Phoenix, Arizona Campus.

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

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

ADA Executive Decision Committee

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

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

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

Intellectual Property Rights

Introduction

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

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

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

Procedures

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

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

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

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

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

- Attempt to establish who truly owns the copyright (or other intellectual property) through consultation with the author of the University content and the party claiming ownership.
- Attempt to determine if any legal defense (e.g., "fair use") exists to allow the material to be used by the University.
- Attempt to negotiate a permission or settlement if it appears that the content is infringing or if it appears that settlement is preferable to litigating an unclear claim. If permission or settlement is not feasible and it appears that the material is infringing, the University will promptly remove the material and the designated agent will notify the computer user and the person who complained of infringement.

- When copyright ownership is clear and sharing of the copyrighted material on the University's network appears to violate the law, the University will take appropriate, interim actions to discontinue sharing of the copyrighted materials on the University's network.
- Determine if any disciplinary action is appropriate against the person who posted infringing content. In the case of repeated infringement or bad faith infringement, disciplinary action may include suspension or termination of computing privileges, disciplinary review, termination of employment, and/or legal action.

Residence Network Use

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

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

Network Goals and Priorities

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

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

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

Software Licensing and Compliance with Copyright Protection Legislation

It is strictly forbidden for any employee or agent of Grand Canyon University to engage in any illegal activity while on Grand Canyon University property or during performance of any duties related to their employment with the University. Because unauthorized copying of software is a form of theft, and theft is illegal, the illegal copying or “pirating” of software is forbidden by Grand Canyon University policy.

Software Purchase and Installation

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

Discipline and Consequences of Policy Violation

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

Standards for Network Etiquette and Security

Installation and Detachment of Network Devices

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

Computer Virus Protection

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

User-Caused Network Service Interruptions

Any user who repeatedly causes service interruptions in any network segment, either through knowingly or unknowingly performing disruptive procedures, introducing viruses, or by attempting procedures for which the user is unqualified, can lose the privilege of access to the network. It is incumbent upon the individual user to use reasonable care to make sure that his/her computer is free of computer viruses that may infect other network

computers before each attachment to the network. In cases of malicious vandalism of the network and/or tampering with other user files, the perpetrator may be financially liable for all damages, and can be subject to criminal prosecution.

Hacking

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

Desktop Support

Definition

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.

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

Software Support

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

Network Access and Support

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

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

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

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

Warranties

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

Financial Services

Preface

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 University's Office of Finance Counseling before making financial decisions or commitments.

Payment Policy

Method of Payment

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

Cash Payment Options

Direct Bill

Financial Aid

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

Cash Payment Options

Cash

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

Check

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

A service fee of \$25.00 is charged for each check returned by a bank for any reason. The University may refuse future payments by check for individuals whose payment is returned by a bank.

Charge

The University accepts Visa, MasterCard, Discover and American Express. All credit card payments are subject to authorization by the issuing bank. If authorization is denied, payments cannot be processed.

Credit card payments can be made online via Web Advisor, available at <http://my.gcu.edu>. Student Portal displays student balances by payment period. Enter payment information and submit. An e-mail will be sent to the GCU e-mail address with confirmation of payment received.

Monthly Installment Plan

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

Deferred Payment/Tuition Reimbursement Plan

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

Direct Bill Payment Options

Corporate

Students may have employers that pay school tuition directly (this is different from Deferred Payment). In this situation, the Employer will create an account with GCU, and the GCU Accounting Office will send a billing statement directly to the Employer. This payment relationship bypasses the students; however, students must have their employer complete a Direct Bill Voucher, and submit with their application. Please contact the Finance Counseling department at 602-639-6600 with questions.

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

Military

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

Copy of Military I.D. Card;

Copy of DD-214;

Letter from Commanding Officer; and

Military Memorandum of Understanding (MOU).

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

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

Financial Payment Options

Students may use financial aid to fund their education. Refer to Financial Aid section of the catalog for information on applying for aid and the types of aid available.

Payment Deadlines

Tuition and fees are assessed when the student registers for a course.

All cash payment options must be paid in full by the start of the course, where day one is the official start date. Balances will be generated upon registration and students will be notified the week before the start via email to the student’s GCU account.

All direct-bill payment options must be paid in full by Day 30 of the start of the payment period. Balance notices will be generated and e-mailed to the liable employer on Day 10 of the course after all rosters have been confirmed.

Payments must be received by the due date, whether the student receives a Billing Statement or not. Balance statements will be mailed on day 15.

On day 120 of a delinquent account, students are notified through e-mail and a paper statement that their accounts will be turned over to an outside collection team if they do not secure a method of satisfying their account by day 180. It is the sole responsibility of the students to adhere to payment deadlines of their tuition and fees, regardless of the method of payment or contract with their employer.

Failure to Pay

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

All cash and direct-bill payment options must be received in full by their due date or a Finance hold will be placed on the Student Account on day 30 of the payment period.

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

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

Failure to comply with the stated policies of the University may result in an administrative withdrawal from classes and/or submission to an outside collection agency, with the student assuming all additional costs. At the discretion of the University, students will not receive transcripts or a diploma until all accounts are satisfied.

Course Refund Policies

General Course Refund Policy

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

Institutional Course Refund Policy

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

Fees for All Other Courses

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

State Refund Policies

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

Georgia

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

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

Refunds will be calculated as follows:

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

Indiana

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

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

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

1. If a student cancels an enrollment agreement within six days of the signing of the agreement, the student has no obligation and is entitled to a full refund of all monies paid.

2. If a student cancels an enrollment agreement after six days, but before the start of a course, the student is entitled to a full refund, less a registration fee of 20% of the total tuition not to exceed \$100.
3. A student cancelling enrollment in a course after starting the course and completing 10% or less of the assignments is entitled to a 90% refund of total tuition, less the registration fee.
4. A student cancelling enrollment in a course after completing 10% of the assignments but prior to completing 25% of the assignments is entitled to a 75% refund of total tuition, less the registration fee.
5. A student cancelling enrollment in a course after completing 25% of assignments but prior to completing 50% of the assignments is entitled to a 50% refund of total tuition, less the registration fee.
6. A student cancelling enrollment in a course after completing 50% of assignments but prior to completing 75% of the assignments is entitled to a 25% refund of total tuition, less the registration fee.
7. A student cancelling enrollment in a course after completing 75% or more of assignments is not entitled to a refund.

Kentucky

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

Refunds will be calculated as follows:

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

Missouri

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

Nevada

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

Oregon

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

South Carolina

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

Tennessee

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

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00);
2. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws,

drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00);

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

Virginia

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

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

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

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

Wisconsin

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

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

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student’s first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.

Continuing Education Courses

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

Refund Grievances

See the [Grievance Procedures](#) section of the Academic Policy Handbook.

Book Loan Account

Per student request, Finance Counselors will apply funds to students’ Book Loan accounts. Students can also request book funds through the book request form located at <http://my.gcu.edu>. The book advance is only for students receiving Financial Aid. Students wishing to have book funds applied to their account must make this request directly to their GCU Finance Counselor or through the book money form, and they must be financially “cleared” through the Finance Counseling department. Specifically, students must have completed all their Financial Aid paperwork and be ready for certification by the Finance Counseling Department. After students have been cleared, a maximum amount of \$400.00 per semester will be applied to their Book Loan Account. This charge will then be covered with excess Financial Aid funds received for that semester. Please note this is not an automatic

application each semester. The University may not utilize Financial Aid monies without the permission of the student; this permission must be obtained each semester the student attends. Also, the student must be financially “cleared” each semester through the Finance Counseling Department. Once the student has made the request for Book Funds and is financially “clear,” the funds should be available within 48 hours, excluding weekends. Students will receive an e-mail notification to their GCU e-mail account. Any unused credit will be refunded on the tenth day of the semester.

Tuition and Fees

The following tuition charges and fees apply for the current academic year and will change on **June 1, 2010**. Please see the [Student Life](#) section for more information on room and board.

Undergraduate Tuition	
Campus and Traditional Programs	
Credits 1-11	\$687.50/credit
Block Tuition (12-18 credits)	\$8,250.00
Credits 19+	Block + \$687.50/credit
Online and Professional Studies	\$415/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$250/credit
Graduate Tuition	
Online and Professional Studies	\$440/credit

Nursing Programs	\$535/credit
Business Programs	\$485/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$350/credit
Ken Blanchard Executive MBA Program	\$45,000/program
Post-Graduate (Doctoral) Tuition	
Online Courses	\$550/credit
Residencies	\$1,200/residency
High School Scholars Program Tuition	
In State	\$65/credit
Out of State	\$140/credit
Continuing Education (CTE) Tuition	
Online	\$157/credit
Fees	
Course Materials Fee	\$75 Graduate level \$65 Undergraduate level
Complete Withdrawal Fee	\$75
Drop Fee	\$30
Graduation Fee	\$200
Returned Check Fee	\$25

Tuition Rates for Enrollment beginning on June 1, 2010 or later

Undergraduate Tuition	
Campus and Traditional Programs	
Credits 1-11	\$687.50/credit
Block Tuition (12-18 credits)	\$8,250.00
Credits 19+	Block + \$687.50/credit
Online and Professional Studies	\$435/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$250/credit

Graduate Tuition	
Online and Professional Studies	\$465/credit
Nursing Programs	\$560/credit
Business Programs	\$510/credit
Online and Professional Studies (Active Duty and Active Reserve)	\$370/credit
Ken Blanchard Executive MBA Program	\$1155/credit
Post-Graduate (Doctoral) Tuition	
Online Courses	\$575/credit
Residencies	\$1,200/residency
High School Scholars Program Tuition	
In State	\$70/credit
Out of State	\$150/credit
Continuing Education (CTE) Tuition	
Online	\$157/credit
Fees	
Course Materials Fee	\$75 Graduate level \$65 Undergraduate level
Graduation Fee	\$225
Returned Check Fee	\$25

Special Class Fees

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

All College of Education students must purchase the e-Portfolio through TaskStream at an additional cost. This is not a fee that is billed by GCU. The fee covers two years of service and contains specific GCU curriculum. Upon registration, GCU will contact the student through their GCU student email account as notification of the process and contact information of TaskStream.

All students will need to purchase textbooks and other materials for courses and these expenses are in addition to the tuition and fees listed above. This includes lab fees, course material fees, or testing fees within specific programs. Some courses will include electronic textbooks for which students will be charged a course materials fee.

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 student and his or her family.

Eligibility

To receive federal Title IV financial assistance, undergraduate and graduate students must be admitted to the University, be enrolled in a degree Program of Study, be in good academic standing, and be making satisfactory academic progress. Students who are admitted to a degree program on a provisional/ conditional basis are eligible for financial assistance according to the University's admission policy.

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

Application Process

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

Preference/Deadline Dates

Students, new and returning, are strongly encouraged to submit initial or renewal FAFSA applications as soon as possible after January 1 of each year.

Some types of financial aid have limited funding. Students whose FAFSA applications are delayed run an increased risk of receiving reduced awards. Only students who have applied for admission to Grand Canyon University will be issued a financial aid award notice.

Financial Need and Expected Family Contribution (EFC)

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

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

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

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

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

Any changes made to original FAFSA answers may result in a change in financial aid award amounts. If your financial aid record is selected for verification, any changes made during the verification process may also change financial aid award amounts.

Financial Aid Academic Year and Payment Period Definitions

GCU processes financial aid using the Borrower-Based, Non-term method. The academic year for undergraduate programs is defined as a minimum of 24 earned credits and 30 instructional weeks. The academic year for graduate and doctoral programs is defined as a minimum of 12 earned credits and 32 instructional weeks. The academic year is divided into payment periods. The first payment period consists of half of the credits and instructional weeks as defined in the academic year. The second payment period begins when a student has successfully completed the first payment period requirements and has continued on into the next scheduled course.

Aid for students is packaged and disbursed using these definitions. Payment of financial aid awards are made in two equal disbursements. The first disbursement is made upon the start of the first payment period; the second disbursement will be made after start of the second payment period as defined above.

Inform the Office of Financial Aid

Students who receive additional outside assistance must report this fact to the Office of Financial Aid through their assigned Finance Counselor.

Students who have received any Title IV aid from a prior school or are currently receiving Title IV aid at another institution while attending Grand Canyon University must also notify the Office of Financial Aid through their assigned Finance Counselor as this other source of funding may affect students' eligibility to receive maximum Title IV aid with GCU.

Student Responsibilities

All students should do the following:

- Accurately complete and return all applications, additional documentation, verification forms, corrections, and/or new information that are requested by any GCU department or any other agency providing financial assistance. Errors or omissions may delay the disbursement of eligible funds.
- Read and understand all documentation and/or agreements that are signed and submitted to any department and/or agency.
- Review award letter and all other notices issued regarding the responsibilities and conditions that must be adhered to by students receiving financial aid.
- Understand what portion of the financial aid package is grant and scholarships (gift-aid that does not have to be returned) and what portion is student loans (self-help aid that must be repaid or earned). If any portion of the self-help aid is in the form of a student loan, understand the total amount of the loan, the interest rate assessed to the amount borrowed, the repayment schedule, the time-frame of the repayment schedule, and the start date for the repayment schedule.
- Notify the lender(s) of any changes to personal name, address, and enrollment status.
- Review and understand the amounts pertaining to the cost of attendance and the Refund Policy for Grand Canyon University as stated in the [Financial Services](#) section of the University Academic Policy Handbook.
- Review and comply with all rules and regulations pertaining to academic, financial aid, and University conduct policies.

- Understand that any intentional misrepresentation of information on applications and/or documentations submitted for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Be aware of the appeal process and procedures.

Satisfactory Academic Progress

Students are required to maintain satisfactory academic progress toward the completion of their degree to maintain eligibility for federal financial aid. Satisfactory Academic Progress is comprised of two components: a qualitative measurement and quantitative measurement.

SAP is evaluated at the end of every 12 attempted credits for all students enrolled in an eligible degree program.

Qualitative Progress Measurement

Undergraduate students with 48 or more earned credits must maintain a minimum cumulative GPA of 2.00 for all Grand Canyon University coursework. Undergraduate students with fewer than 48 earned credits must maintain a minimum cumulative GPA of 1.75.

Graduate students must maintain a minimum cumulative GPA of 2.75 for the first 20 earned credits of Grand Canyon University coursework. Graduate students must maintain a GPA of 3.0 once they have earned more than 20 credits toward their degree. Only those courses in which a letter grade (A through F) is earned are included in the calculation of the GPA.

Quantitative Progress Measurement

Federal regulations require students to complete their Program of Study within a measured maximum time frame that cannot exceed 150% of the published length of the program. To determine the quantitative component, the number of required credits to earn a degree is multiplied by 150%. For example a student would be able to attempt 180 credits in a program that requires 120 credits for graduation (120 x150%).

Quantitative SAP is evaluated at the end of every 12 attempted credits. At the time students must have earned at least 67% of the cumulative credit hours attempted. Failed grades (F, WF), and Incomplete and Withdrawn grades (I, W) will be counted as attempted but not earned credits. Credits earned for repeated coursework (in addition to the original credits), will be counted as attempted and earned credits.

Transfer and readmitted students must follow the Satisfactory Academic Progress Policy. Accepted prior credits and transfer credits will be calculated as part of the measured time frame component.

Probation/Suspension

Students who fail to maintain the minimum requirements of SAP will be placed on Probation but will still be eligible to receive financial aid during the probationary period. The probationary period covers the next 12 attempted credits. If those students fail to meet the minimum satisfactory academic progress standards at the end of the probationary time period they will be placed on Suspension and will not be eligible to receive any federal financial aid.

Students on suspension will regain financial aid eligibility once SAP standards are met.

Appeal Process

Please see Grievance Procedures.

Leave of Absence

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance. Students who require a temporary break of enrollment in their program of study that will last for more than 29 days have the option of requesting a Leave of Absence. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education rather than being counted as a withdrawal. There must also be a reasonable expectation that the student will return from the LOA in order for the leave to be approved.

Leave of Absence Criteria

- An LOA request must be signed, dated and submitted on or before the last day of class attendance in a course and must include the reason for the student's request. The request must be completed on the *GCU Leave of Absence* form. Any request submitted after the last day of class in a course will be denied unless unforeseen circumstances prevented the student from doing so.
- GCU policy allows only one LOA of up to 60 calendar days in any 12 month period.
- Students who do not return from an approved LOA will be withdrawn from the University as of their last date of documented attendance.

A student wishing to request an LOA will need to initiate the process with his Finance Counselor.

If the LOA request is not approved or the student does not return as scheduled from the approved LOA, this time of non-attendance will be counted against any grace period for Title IV student loan repayment purposes.

Federal Refund Policy: Official and Unofficial Withdrawal

Any federal financial aid recipient who withdraws from all classes is subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal aid that the student and the school are eligible to retain along with the amount that must be returned to the student's lender and/or the federal government. Federal Aid is defined under the Financial Aid Section of the catalog.

An Official withdrawal occurs when a student has formally requested to be withdrawn from the University. The student must submit a Complete Withdrawal Form to the Registrar's office. An unofficial withdrawal occurs when a student has stopped attending courses for a period of 29 consecutive days or more but has not communicated a desire to officially withdraw from the University.

The federal refund calculation is as follows:

- Withdrawal from the University before the first day of classes, 100% of Title aid must be returned.
- Withdrawal from the University through the 60% of the payment period will result in a prorated percentage of aid being earned. Any unearned aid due from the school will be returned to the appropriate funding source. In some instances a portion of unearned aid will be the student's responsibility.
- Withdrawal from the University after the 60% point in the payment period will result in 100% of the student's Title IV aid being earned. The institution will retain 100% of institutional costs; students may retain the remainder of funding.

FEDERAL FUNDING SOURCES

Federal Grants

Federal Pell Grant Awarding

A Federal Pell Grant is a free grant and is available to eligible undergraduate students that have not earned a bachelor's degree. Student and family income information that is provided when completing the FAFSA determines Pell eligibility.

Supplemental Education Opportunity Grant

To receive a Federal Supplemental Educational Opportunity Grant also known as FSEOG, a student must meet the general eligibility requirements. An eligible recipient must also be an undergraduate student and have financial need, and students with the lowest EFCs who will also receive Pell grants for the award year have primary consideration for FSEOG money. FSEOG is an award that does not need to be paid back to the government after a student has completed the program of study. Same Pell Grant requirements apply to the Supplemental Educational Opportunity Grant (FSEOG). The award is dependent on financial need and availability of limited funds.

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. The program became available for the first time for the 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005.

To be eligible for an ACG each academic year, a student must:

- Be a U.S. citizen;
- Be Federal Pell Grant eligible;
- Be enrolled at least half-time in a degree program;
- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

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

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

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

- To be eligible to receive a National SMART Grant, the student must:
- Be a US citizen;

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

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

Teacher Education Assistance for College and Higher Education Grant (TEACH)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program was established under the College Cost Reduction and Access Act (CCRAA), to benefit current and prospective teachers. This program provides up to \$4000 a year in grant assistance to students who plan on becoming a teacher and meet certain specified requirements. If a student who receives a TEACH Grant does not complete the required teaching, the grant must be repaid as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program (<http://ifap.ed.gov>).

To be eligible to receive a TEACH Grant, students must:

- Enrolled student in an eligible institution
- File an application and agreement
- Have a 3.25 GPA

Agreement to serve

- Full time teacher for 4 years within eight years of completing degree
- Teach in high need subject areas
- Math
- Science
- Foreign Language
- Bilingual Ed
- Special Ed
- Reading specialist
- Another field as defined by the federal government as high need

Comply with the requirements for being a highly qualified teacher

Failure to complete service

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

More information will be made available once the final approval for the TEACH grant is determined.

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

Loan Programs

Loans are often part of a financial award package and are considered self-help aid. They provide students with an opportunity to defer part of their educational costs by borrowing now and paying later.

Please note that the FAFSA must be submitted each award year and is required to establish the student's eligibility for federal student loans. Likewise, eligibility for certain loans and loan amounts may change according to the information reported on all required documentation.

Federal Carl D. Perkins/National Direct Student Loan Programs

The Federal Perkins Loan provides low interest, long-term loans for graduate and undergraduate students who are United States citizens or permanent residents. The amounts awarded vary, depending on financial need and the availability of limited funds. No interest is charged nor is repayment required while the borrower is enrolled at least halftime. Nine months after the borrower ceases to be enrolled at least half time, payments begin at an interest rate of 5%. Loan repayment must be completed within a ten-year period at a minimum repayment rate of \$40 per month. Under certain circumstances, a portion of the loan may be canceled for designated public service. To be considered for this loan, a student must file the application for Federal Student Aid. The application procedure is described in the [Financial Aid Application Process](#) section.

All financial records pertaining to Federal Perkins Loans awarded to Grand Canyon University students are maintained by the Office of Financial Aid.

Federal Perkins Loan Requirements

Recipients of the Federal Perkins Loan must complete the Perkins Entrance Interview and sign the Perkins Promissory Note. The [Federal Perkins Promissory Note](#) must be signed before the Perkins Loan can be credited to students' accounts. Funds cannot be credited before July 1.

William D. Ford Federal Direct Stafford Loan (DL)

These loans are secured from the Department of Education. To be considered for this loan, students must file [Application for Federal Student Aid](#). See Application Process

Both subsidized and unsubsidized loans have the same terms and conditions, except unsubsidized loan borrowers are responsible for interest that accrues during all in school, grace, and deferment periods.

Borrowers must meet the general eligibility requirements to be eligible for a Stafford loan.

Annual and Aggregate Loan Limits

Academic Year Loan Limits			
	Base Loan Dependent/ Independent	Additional Loan Independent	Total Loan
	Sub/Unsub	Unsub	
Freshman	\$3,500/\$2,000	\$ 4,000	\$ 9,500
Sophomore	\$4,500/\$2,000	\$ 4,000	\$10,500
Junior	\$5,500/\$2,000	\$ 5,000	\$12,500
Senior	\$5,500/\$2,000	\$ 5,000	\$12,500
Graduate	\$8,500	\$12,000	\$20,500
Aggregate Stafford Loan Limits			
Undergraduate Subsidized Limit		\$ 23,000	
Undergraduate Combined Limit		\$ 57,500	
Graduate Subsidized Limit (including all undergraduate loans)		\$ 65,500	
Graduate Combined Limit (including all undergraduate loans)		\$138,500	

Aggregate Loan Limits (Effective July 1, 2008)

- Undergraduate Dependent Students: \$31,500 (no more than \$23,000 of which can be subsidized)
- Undergraduate Independent Students: \$57,500 (no more than \$23,000 of which can be subsidized)

Graduate and Professional Students: currently \$138,500
(no more than \$65,500 of which can be subsidized)

The interest rate for all borrowers is determined each year and is announced during the month of July.

Contact your Finance Counselor for the most current interest rate that applies to Federal Student Loans.

Repayment on the principle loan balance and the interest begins six (6) months after the borrower drops below half-time enrollment status or graduates. Monthly loan payments will not be less than fifty dollars (\$50) and must be repaid within the time-period specified by the terms of your repayment contract.

PLUS Loans

PLUS Loans are for parent borrowers. This loan provides additional funds for educational expenses and, like the Stafford, is funded by the Department of Education. The PLUS Loan enables parents to borrow up to the full cost of attendance less any other financial aid for each eligible dependent. This rate may vary from year to year. Call your lender to obtain the current interest rate. PLUS Loan borrowers must begin repayment within 60 days after the loan is disbursed. Before the PLUS Loan can be awarded, a determination must be made to see if the student is eligible for the Stafford loan. To be considered for the PLUS loan, a student must file an application for Federal Student Aid.

Graduate PLUS Loan

The Federal Graduate PLUS loan is a low-interest federal student loan, guaranteed by the US government. Like its undergraduate counterpart, the Graduate PLUS loan can be used to pay for the total cost of education, less any aid that the student have already been awarded. Also like the undergraduate version of the loan, eligibility for the Graduate PLUS loan is largely dependent on the credit rating and history of the borrower, as opposed to the purely financial-need based Graduate Stafford Loan.

Stipend Checks

Many times students are awarded aid in excess of the total amount of the account charges. Once funds post to the student account, the excess funds create a credit on the

account. When the University determines that there is no existing balance from a previous payment period, in compliance with Federal Regulations, the University will mail a refund check within 14 days from the date the credit was created on the account. Refund checks being issued from Grand Canyon University will not expedited; all checks will be sent within the 14 day refund check issue policy.

It is University policy to mail all refund checks to the current address on file. Students that wish to change their address must go through the Office of Academic Records to make this change. Students will be subjected to a \$25.00 charge for stop payments after seven business days of mailed date.

Student refund checks are processed according to federal regulations and University policies. For further details, please contact the Finance Counseling Department at 800-800-9776.

State Grants – Arizona Residents

Leveraging Educational Assistance Partnership Program

To be eligible for assistance under the Leveraging Educational Assistance Partnership (LEAP) Program, all students must meet the general eligibility requirements for the FSA programs and the additional eligibility criteria that the state higher education agencies establish. The student must also demonstrate substantial financial need, as defined by the state agency and approved by the Department.

Arizona LEAP Requirements

- Arizona resident
- Undergraduate student
- Must meet GCU SAP requirements
- Must not enroll in undergraduate and graduate courses at the same time
- Must complete the current FAFSA application
- Must demonstrate substantial financial need
- Must be a registered Arizona voter
- Must have an Arizona Driver's License
- Must show proof of Arizona taxes

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

Arizona Private Postsecondary Education-Student Financial Assistance Program (PFAP)

A graduate from an Arizonan Community College with an Associate's Degree can apply for this voucher. The student must enroll full-time at Grand Canyon University. To apply, the student can pick-up an application at the Financial Aid Office. The student will need to complete the Promissory Note and submit it with copies of his or her Associate Degree Certificate or official transcript showing the AA degree posted. The Financial Aid Scholarship Specialist will certify that the student has met the criteria and fax the Promissory Note and the certification form to the Arizona Commission for Postsecondary Education. A check is mailed to GCU Office of Financial Aid with the student listing. If the student drops or does not complete the program within 3 years, they will owe the money back to the state and the state will collect. The Voucher is money for the students that have 2 years left to complete their bachelor's degree; it becomes a loan if the student fails to graduate in 3 years.

Student Eligibility Requirements:

- Must be an Arizona State resident
- Must have received an AA degree from an Arizona Public Community college or from a community college under the jurisdiction of an Indian tribe in Arizona
- Must be accepted for or enrolled full-time in a baccalaureate program of a participating PFAP college or university
- Degree program can be completed within 3 years or repayment or repayment of the Award is required
- Award amounts: Full-time \$1,500, Three-quarter time \$750, & Half-time \$500

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

Postsecondary Education Grant (PEG)

The Postsecondary Education Grant was established to provide financial assistance to students seeking a baccalaureate degree from an accredited private postsecondary institution in Arizona (http://azhighered.gov/acpe_default.aspx?pageid=62).

The PEG grant award is \$2,000 annually for a maximum of 4 calendar years to be used for tuition, books, and fees. If the student fails to receive a baccalaureate degree within five years from the recipient of the first award, the student shall reimburse the state the total amount awarded. Monies are distributed on a first-come, first-serve basis and are contingent upon registered enrollment at a qualified private postsecondary institution.

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

Early Graduation Scholarship Grant (EGSG)

Arizona's Early Graduation Scholarship Grant or forgivable loan program is designed to encourage high school students who graduate early to promptly attend a regionally or nationally accredited Arizona postsecondary institution. A student who graduates at least one year early and enrolls full-time at an eligible postsecondary institution may receive up to \$2000. Part-time will be pro-rated (\$1250 for the first academic year and \$750 for the second). A student who graduates at least one semester early and enrolls full-time at an eligible institution may receive up to \$1500. Part-time will be pro-rated (\$1000 for the first academic year and \$500 for the second).

Student Eligibility Requirements

- Graduate at least one semester early from an Arizona charter school or public high school
- Achieve passing scores on all components of the Arizona Instrument to Measure Standards (AIMS) test
- Currently a resident of Arizona and has been a resident for at least the past twelve months

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

On campus Federal Work Study and Non-Federal Work Study employees will not be able to work without completed hiring documents. Federal and Non-Federal Work Study positions are paid bi-monthly. Paychecks are available from the Accounting Office. A student employed by GCU must be registered for at least six credit hours in order to maintain his/her exemption from Social Security taxes. Students are unable to receive state unemployment upon termination of their position.

Student Responsibilities

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.

Approvals

Grand Canyon University is approved for training eligible students in the following government programs: the Department of Education Title IV programs, Veterans Education, Indian Health Service, Vocational Rehabilitation, Tribal Agencies, and the Bureau of Indian Affairs.

International Student Employment

International students who wish to work while in the U.S. must be aware of and comply with federal employment regulations. Working illegally while in the U.S. is a serious offense that can result in loss of immigration benefits or deportation. All international students must confer with the staff of the Center for International Education before accepting or beginning any employment.

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.

1. **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)**.

- a. 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.

- b. 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.

2. **Employment with an International Organization**

This type of employment is very limited and must fit within the guidelines of the International Organization Immunities Act. It may require a change of status that could be detrimental to the student's status.

International Student Tax-Reporting Responsibilities

International students have some responsibilities for reporting to the Internal Revenue Service each year. Students may be subject to U.S. taxation based on the source and type of income and the number of years they have been present in the U.S.

Each tax year, all international students must file Form 8843. Those who earned income from a U.S. source must file Form 1040NR or 1040NR-EZ. Grants and scholarships may be subject to taxation. Generally, tax forms must be filed by April 15 for the previous tax year (January 1 – December 31).

It is students' responsibility to determine tax liabilities and file the appropriate forms in a timely manner.

The Center for International Education will provide tax information and resources for international students. However, the staff is not trained as professional tax consultants and cannot complete and/or file the forms

Social Security Number

A Social Security Number (SSN) is required in order to be employed in the U.S. For F-1 students to obtain an SSN, they must have employment on-campus or have other work authorization like Curricular Practical Training or Optional Practical Training. To apply for a SSN on the basis of an on-campus job, students must provide a letter from the campus department and the Center for International Education, verifying the job and eligibility.

The following documentation will be necessary to present when applying:

- Unexpired passport containing F-1 visa
- Form I-94 Arrival/Departure record
- I-20 form
- One other piece of identification – a student ID card, driver's license, etc.
- Letter of eligibility from the Center of International Education
- Letter from campus department where the student will be working

To apply on the basis of Curricular Practical Training (CPT), after approval for the internship and registration for an internship course, the staff in Center for International Education will generate a new I-20 that lists the student's work permission for that specific employment. In the case of Optional Practical Training (OPT), the student will apply for it in the last semester of study. Upon approval from U.S. Citizenship and Immigration Service (USCIS), the student will receive a card showing work authorization. Please see staff in the Center for International Education for these types of employment.

After obtaining one of the above types of authorization and hold the documentation, apply for a Social Security Number. Go in person to the Social Security Administration office, located at:

5907 W. Kings Avenue
Glendale, AZ 85306

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

Evaluation of Transfer Credit

General Policies

If the Office of Academic Records is unable to determine specific applicability for an acceptable course, general elective credit will be granted. It is then the student's responsibility to provide additional documentation through the Course Substitution process if he or she wishes to receive specific credit for the course. If a student disagrees with the way credit has been awarded, he or she may appeal to the faculty of the department or college in which credit is desired, through the appeals process as outlined in this Academic Policy Handbook. The evaluation may be adjusted upon receipt of written instructions signed by the department chairperson (and dean, if applicable)

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. The following policies apply to credits students have earned at other institutions and wish to transfer to GCU.

The following guidelines are used in determining acceptability of courses:

- 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. No course with a grade below C will count toward the required number of hours 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.
- 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.

- Except where specifically limited by certain programs, the University will recognize the following number of credits from accredited, GCU-approved colleges, universities, or programs:
- A maximum of 90 hours of transfer credit, no more than 84 hours of which can be lower-division in 120-hour programs; or
- A maximum of 98 hours of transfer credit, no more than 83 hours of which can be lower-division in 128-hour programs.

Please note that the differences in the allowable-transfer hours help students to fulfill the 30-credit residency requirement. Credit earned from courses that are not affiliated with the degree accepted in the [Direct Transfer Plan](#) must be independently evaluated to determine equivalency and applicability of content. Among the acceptable lower-division credits may be community-college credit, technical credit, military service credit, professional/life learning credit, and/or credit by examination.

- A Guide to the Evaluation of Educational Experiences in the Armed Services is used as a resource in evaluating credit earned while serving in the armed forces. Four hours of physical education credit will be awarded upon submission of the DD-214. Other credit will be granted only for work in liberal arts areas. No technical credit will be accepted. All work will be considered lower division. Credit will not be awarded if a student has earned 83 or more college credits prior to completion of the military training program. When coursework is equivalent, transfer credit from a quarter system institution is evaluated and converted to semester hours on a 1:0.66 ratio (See equivalency table below).

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

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

- Example A:
If a student completed 4 quarter hours of ENG 101, the hours would be converted to 2.66 semester hours of ENG 101 at GCU. For purposes of fulfilling the course content requirement, this would be rounded up to 3 credit hours and the student would then fulfill GCU's 3 semester hour ENG 101 content requirement. However, the student would earn only 2.66 semester hours toward the overall requirement of 128.
- Example B:
If a student completed 3 quarter credit hours of ENG 101, the hours would be converted to 2.00 semester hours of ENG 101 at GCU. The 2 credit hours would count toward the overall requirement of 128 hours, but would not fulfill GCU's 3 semester hour ENG 101 content requirement. The student would have to take ENG 101 at GCU because there is no 1-hour course equivalent to ENG 101.

Undergraduate Students

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. Students who wish to substitute credit for a course taken either externally or internally toward the completion of a degree program must complete and submit a [Special Study Request Form](#).

Graduate Students

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

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).

College of Education Graduate Transfer Restrictions

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

Post-Graduate Students

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

The University generally accepts courses from regionally accredited colleges and universities provided the work is equivalent to a Grand Canyon University doctoral-level course, and a grade of B or better was earned. The University will accept up to nine credits into the program. Coursework transferred into GCU's doctoral program must have been completed within the last seven years.

Transfer Credit

Record of previous experience or work transferred from another institution must be filed with the Office of Academic Records prior to enrollment in the final semester before graduation.

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

Students who can document work experience and/or formal training may submit that documentation for evaluation to determine if they are eligible for academic credit.

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. Credit given for experience or testing does

Block Transfer

While Grand Canyon University's foundation as a liberal arts university denotes an inclination to study across a breadth of disciplines, GCU acknowledges that students of professional studies (degree completion) programs may have acquired this breadth through experience and studies, both traditional and non-traditional. Consequently, students entering designated degree programs may transfer up to 84 lower-division credits and 6 upper-division credits into their programs through block transfer. Students will need to complete their programs of study, as well as any credits needed to reach the requisite 120 credits for graduation. Students may need to demonstrate proficiency in math and writing through examination; however, the other components of the general-education requirements will be considered met.

Course-by-Course Transfer Evaluation

With the exception of the Christian Studies courses, the Grand Experience credits required in a GCU degree program may be waived in lieu of credits earned in a transfer-oriented associate's degree. Course-by-course transcript evaluations are conducted to determine if courses taken in the major of the associate's degree equal courses in the GCU bachelor degree programs. If courses match, the requirement fulfilled by that equivalency will be waived. Students are required to complete the 120-credit graduation requirement, including the balance of the courses that are specified in the program of study and any elective credits.

Students who transfer into a baccalaureate degree program without a previously earned associate's degree must fulfill the requirements of the Grand Experience and have a course-by-course evaluation completed.

Additional Transfer Credit Options

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:

- Advanced Placement (AP);
- College Level Examination Program (CLEP) of the College Entrance Examination Board;
- Berlitz Language Evaluation
- American Council on Education (ACE);
- Professional Schools and Training (PST); and
- Life Learning Papers (LLP).
- Military Credit

Upon receipt of official score reports for these assessments, up to 30 semester credits may be awarded as indicated by the tables that follow.

Certain restrictions apply to these programs. Credit will only be given when it does not duplicate credit previously earned and is not for a course more elementary than one for which the student has earned college credit. CLEP credit will be given only for examinations completed after July 1965.

Advanced Placement Requirements(AP)

Exam	Score	Hours	Equivalency
Art History	5/4	3	ARH 234
Art Studio – Drawing	5	6	Humanities Electives
	4	3	Humanities Elective
Art Studio – General	5	6	Humanities Electives
	4	3	Humanities Elective
Biology	5	8	BIO 181/182
	4	4	BIO 181
	3	4	BIO 100
Chemistry	5	8	CHM 113/115
	4	4	CHM 113
	3	4	CHM 101
Computer Science AB	5/4	6	CSC Electives
	3	3	CSC Elective
Economics – Intro Micro	5/4	3	ECN 211
Economics – Intro Macro	5/4	3	ECN 212
English – Language/Comp	5/4	6	ENG 101/102
English – Literature/Comp	5/4	6	ENG 101/102
Environmental	5/4	3	Science Elective

Exam	Score	Hours	Equivalency
Science			
History – American or European	5/4	6	HIS 107/108
	3	3	HIS Elective
Mathematics – Calculus AB	5/4	8	MAT 270/271
Mathematics – Calculus BC	5/4	12	MAT 270/271/272
	3	4-8	Possible Lower Division MAT Credit + Dept. Conference
Music	5/4	3	Humanities
Physics B	5	8	PHY 111/112
	4	4	PHY 111
	3	4	PHY 101
Physics C – Electricity/Magnetism	5/4	4	PHY 112
Physics C – Mechanics	5/4	4	PHY 111
Political Science – Am Govt and Pol	5/4	3	POS 252
Political Science – Co Govt and Pol	5/4	3	POS 380 Lower Division Credit
Psychology	5/4	3	PSY 101
Spanish Language	5/4	12-16	SPA 101/102/201/202 + Dept. Conference
	3		Possible Lower Division SPA Credit + Dept. Conference

Exam	Score	Hours	Equivalency
Spanish Literature	5/4	12-16	SPA 101/102/201/202 + Dept. Conference
	3		Possible Lower Division SPA Credit + Dept. Conference
Statistics	5/4	3	MAT 213

College Level Examination Program Requirements (CLEP)

General Examination:	Score	Hours	Equivalency
English Composition w/Essay:			
1978 Scale	610+	6	ENG 101/102
1986 Scale	500+	6	ENG 101/102
CBT Scale	50+	6	ENG 101/102
Humanities	50+	6	Humanities Electives
Mathematics	50+	3	MAT 120
Natural Sciences	50+	8	Elective Credit
Social Sciences and History	50+	6	Elective Credit
Subject Examination:	Score	Hours	Equivalency
American Government	50+	3	POS 252
American History – Early Col. To 1877	50+	3	HIS 103
American History – 1865 to Present	50+	3	HIS 104
American Literature	50+	3	ENG Elective
Analysis and Interp. of Literature	50+	3	ENG Elective Credit

Calculus with Elementary Functions	60+	4	MAT 270
College Algebra (1993) (Replaces College Algebra {1979})	50+	3	MAT 121
College Algebra and Trigonometry	50+	3	MAT 121
College Spanish	42-51	8	SPA 101/102
College Spanish	52-80	16	SPA 101/102/201/202
English Literature	50+	3	ENG Elective
Freshman College Composition with Essay (Replaces College Composition and Freshman English)	50+	6	ENG 101/102
General Biology	50+	8	BIO 181/182
General Chemistry	50+	8	CHM 113/115
Human Growth and Development	50+	3	PSY 341 Lower Division Credit
Information Systems and Computer Applications	50+	3	CIS 180 A, B, C
Introduction to Educational Psychology	—	0	No Credit
Introductory Accounting	50+	6	ACC 211
Introductory Business Law	50+	3	Bus Elective
Introductory Psychology	50+	3	PSY 101
Introductory Sociology	50+	3	SOC 101
Principles of Macroeconomics (Replaces	60+	3	ECN 212

Introductory Macroeconomics)			
Principles of Management	—	0	No Credit
Principles of Marketing	—	0	No Credit
Principles of Microeconomics (Replaces Introductory Microeconomics)	60+	3	ECN 211
Trigonometry	50+	3	MAT Elective
Western Civilization – Ancient Near East to 1648	50+	3	HIS 105
Western Civilization – 1648 – Present	50+	3	HIS 106

International Baccalaureate Credit (IB)

Many students wish to attend Grand Canyon University after completing the International Baccalaureate program at their high school. Official transcripts will need to be sent to the Office of Admission. Upon receipt of transcripts, credit will be awarded as designated below.

Subject (Higher level exams only)	Score	Hours	Equivalency
Biology	4	4	BIO 181/181L
	5,6,7	4	BIO 181/181L AND BIO 182/182L
Chemistry	4	4	CHM 113/113L
	5,6,7	4	CHM 113/113L AND CHM 115/115L
		4	CHM 115/115L
Economics	4	3	ECN 211
	5,6,7	3	ECN 211 AND

		3	ECN 212
English A	4	3	ENG 101
	5,6,7	3	ENG 101 AND
		3	ENG 102
English B			No Credit
Geography	5,6,7	3	GEO 121
History – American	4	3	HIS 103
	5,6,7	3	HIS 103 AND
		3	HIS 104
History – European	4	3	HIS 105
	5,6,7	3	HIS 105 AND
		3	HIS 106
Math Methods	4,5,6,7	3	MAT 270
Advanced Math	4	3	MAT 270
	5,6,7	3	MAT 270 AND
		3	MAT 271
Music	4	3	MUS 252
Philosophy	4,5,6,7	3	PHI 101
Psychology	5,6,7	3	PSY 101
Spanish A OR	4	4	SPA 101
Spanish B	5,6,7	4	SPA 101 AND
		3	SPA 102

American Council on Education (ACE)

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

Certificates of Training:

Students may submit Certificates of Training received from the Federal Emergency Management Administration (FEMA) and the National Emergency Training Center (NETC) as approved by the American Council on Education (ACE). Credit earned through Certificates of Training can only be used to fulfill undergraduate general education or an elective requirement. Upon receipt of official copies of certificates/transcripts for these assessments, up to 30 semester credits may be awarded. Grand Canyon University will award, when equivalent, one semester hour of credit for every 15 contact hours of training. When Continuing Education Units/Credits (CEU) are used, 1.5 CEU credits is equivalent to 1 semester credit (See equivalencies below).

- 10 contact hours = 1 CEU credit
- 15 contact hours = 1 semester credit
- 1.5 CEU credits = 1 semester credit

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

Professional Schools and Training (PST)

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

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

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

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

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

Berlitz Language Evaluation

Institution-Based Assessment

For assessment of languages, an evaluation of language proficiency from the Berlitz Institute may be accepted for credit. Credit will satisfy the foreign language requirements. A maximum of 16 lower-division credits will be awarded using the following scale:

- A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Speaking and Listening portion of the evaluation:
 - Listening Comprehension
 - Pronunciation
 - Speaking Ability
 - Vocabulary
 - Use of Grammar
- A rating of 7 (out of 10) must be attained on each of the following to receive 8 credits of lower division for the Reading and Writing portion of the evaluation:
 - Reading Comprehension
 - Writing Ability
 - Vocabulary
 - Grammar
 - Spelling

Lifelong Learning Papers

Students create and submit an LLP by documenting adult life experience in the form of an essay following the Kolb model of experiential learning. The Kolb model essay is explained in detail on the GCU Web site at

http://my.gcu.edu/academic_records/pst_llp/pst_llp.htm

Students should read the information carefully and adhere to it in order to submit a successful essay. Papers submitted for consideration of credit should follow the following guidelines to earn:

- 1 credit, complete 4 – 6 pages of text and a minimum of one academic reference;
- 2 credits, complete 7 – 9 pages and a minimum of two academic references;
- 3 credits, complete 10 – 15 pages and a minimum of three academic references; and
- 4 credits, complete 16 – 20 pages and a minimum of four academic references.

Papers will not be evaluated for more than 4 credits per class. 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 are equivalent to the course description of an accredited course proposed by the student. Credit earned through the LLP process can only be used to fulfill undergraduate general-education or elective requirements. Students may acquire a maximum of 30 credits through all the forms of prior learning credit. Students must include the LLP cover pages located on the GCU Web site as the cover sheets of the essay. The completed LLP cover pages must be included when the paper is submitted for review.

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

Students should note that incomplete LLPs or LLPs with incomplete coversheets will be not be reviewed and will be returned to the student. Students will be notified of the outcome of the review within 3-4 weeks of receipt of the LLP. Students are notified through their GCU e-mail account. LLP Submission Fees: \$75 per credit submitted for review

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

Credit for Military Training and Experience

Grand Canyon University will award credit for military training and experience as included on the ARMY/ACE REGISTRY TRANSCRIPT SYSTEM (AARTS) AND SAILOR/MARINE/ACE REGISTRY TRANSCRIPT (SMART). AARTS and SMART transcripts track all of a servicemember's or veteran's military training and coursework. Created by the Army, Navy, and Marine Corps in partnership with ACE and similar in format to college transfer transcripts, the documents list personal student data, courses, and occupations evaluated by ACE, including descriptions, learning outcomes, and equivalent college credit recommendations, as well as national college-level exam results. In lieu of the AARTS and SMART documentation, GCU also will accept the DD Form 295, *Application for the Evaluation of Learning Experiences During Military Service* and DD Form 214, *Certificate of Release or Discharge from Active Duty*. More information is available regarding these transcripts at http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/MilitaryPrograms/Transcript_FAQs.htm#cc-airforce.

Graduation Requirements

Overview

The completion of the required minimum of 120 semester hours for a baccalaureate degree usually requires four years of 30 semester hours each. The freshman and sophomore years are usually spent in general or introductory courses in diversified liberal arts areas. During the remaining two years, the student may concentrate in the field of major interest. The work for the entire program consists of [The Grand Experience](#) requirements (general education requirements), major and minor subjects, and elective courses. Students completing a graduate program must meet the curricular requirements per the Program of Study.

An academic advisor will help each student select a combination of major, minor, and elective studies appropriate for that individual. However, it is the ultimate responsibility of the student to plan their course of study appropriately.

Choice of Academic Catalog

University, college, and department requirements may change from Academic Catalog to Academic Catalog. A candidate for a degree from Grand Canyon University may elect to meet the requirements for graduation as outlined in the Academic Catalog in effect at the time of his/her original matriculation or those of any subsequent Academic Catalog, provided the student has remained in continuous enrollment at Grand Canyon University. Continuous enrollment is defined as consecutive semesters; enrollment in the Summer session is not relevant for the traditional campus student. 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.

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.)

Grade Requirements for Graduation

Undergraduate Students

- To graduate at the end of a given semester, an undergraduate student must have a cumulative 2.00 GPA (C) at the beginning of the final semester.
- Major Grade Point Average: Undergraduate students must also have at least a cumulative 2.00 GPA in their majors and are not permitted to count any course with a grade below C toward their majors. Higher GPAs are required by specific departments and colleges.
- Minor Grade Point Average: Undergraduate students must have at least a cumulative 2.00 GPA in their minors and are not permitted to count any course with a grade below C toward their minors.

Graduate Students

- To graduate at the end of a given semester, a graduate student must have a cumulative 3.00 GPA (B) at the beginning of the final semester. Graduate students must maintain a cumulative 3.00 GPA.

Residency Requirements

Undergraduate students must complete at least 30 semester credits of course work in a Grand Canyon University program to satisfy residency requirements.

Graduation Credit

The minimum number of semester hours required for a baccalaureate degree is 120. The minimum number of semester hours required for a masters degree is specified by the Program of Study. See the College sections for further details.

Upper Division Credit

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

Writing Intensive Course Credit

As a graduation requirement, all students must complete successfully three courses that have been designated as Writing-Intensive. The purpose of the Writing-Intensive courses is two-fold: to introduce students to genres and styles of writing appropriate to their own disciplines; and to give students continued practice in writing standard academic English in structuring, drafting, and revising compositions effectively. One of these courses must be ENG 105. At least one of the Writing-Intensive courses must be upper division and from the student's major. Only those courses designated as Writing-Intensive in the Academic Catalog descriptions will count toward meeting this requirement. While each college designates which courses are Writing-Intensive, the student in one of these classes can expect to produce significant amounts of writing, complete multiple drafts which may be reviewed by peers and receive a grade for the effectiveness of the written assignments.

The University has always accepted comparable courses from other accredited, GCU-approved institutions that, in the judgment of the faculty, meet the intent of the requirements as specified. The faculty teaching a specific discipline will be consulted when the Office of Academic Records cannot establish whether or not a particular transferred course is substantially similar to the GE requirement.

Standards for Admission with Specification

Students who do not meet the standards for admission may be admitted to Grand Canyon University programs with specification. Admission with specification will require students to limit their first semester coursework to no more than 12 credits (undergraduate level) or 6 credits (graduate level).

Students must remain continuously enrolled and complete their coursework with a minimum unweighted institutional GPA of 2.00 for undergraduate students or a minimum unweighted institutional GPA 3.00 for graduate students. After students with admission specifications have completed 12 credits (undergraduate) or 6 credits (graduate), the equivalent of one full-time semester at Grand Canyon University, their academic records will be reviewed. The University will remove the specification for those students who have achieved the minimum standard.

First-Year Students who are admitted with specification will be enrolled into GCU's Foundational General Education Sequence (4 courses/12 credits).

Transfer Students who are admitted with specification will be enrolled into UNV 101 in their first semester as well as their choice of up to 9 additional credits.

After completing 12 credits, students who fail to achieve the minimum-standard GPA will be administratively withdrawn from the institution and may reapply in 12 months for reconsideration. 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.

Second Degree

A student who has earned a baccalaureate degree from an accredited, GCU-approved college, university, or program may be granted an additional baccalaureate degree from Grand Canyon University upon completion of the following:

- Meet the admission criteria for that degree.
- File an Intent to Graduate Form with the Office of Academic Records for the degree sought.
- Select a major field not used as a major for the previous degree (see specific major for number of hours required).
- Complete a minimum of 30 additional credit hours in the major area at Grand Canyon University after the conferral of the previous baccalaureate degree(s).
- (Note: Second Degree students do not qualify for honors at graduation.)

Double Major

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

- Must meet the admission criteria for that degree.
- Must inform their counselor of the primary major and the desire to seek a secondary major.
- Must fulfill the General Education requirements (for undergraduate programs) and all degree requirements for each major sought.
- Will have a single GPA for the purpose of determining honors.

- Will use the catalog year of the primary major to determine the secondary major requirements.
- Must file an [Intent to Graduate Form](#) with the Office of Academic Records that notes each major sought.
- Will receive a single diploma with the degree and primary major. The secondary major will be indicated upon the transcript.

Additional Emphases, Content Areas, Minors and Concentrations

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

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

Dual-Degree Programs

Dual-degree programs are specifically designed sets of University curriculum that will convey two separate degrees (e.g., M.B.A. and M.S.) upon completion of a set of unified curriculum. Dual-degree programs are clearly outlined in the Academic Catalog.

A student wishing to pursue a dual degree:

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

Double Degree

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

- Obtain permission from the Office of Academic Records and the dean(s) of the college(s) under which the degrees are offered.
- File an [Intent to Graduate Form](#) with the Office of Academic Records that notes each degree sought.
- Fulfill the GE requirements, all degree prerequisites and requirements, and all other University requirements for each degree sought.
- The two degrees must be different (e.g., B.A. and B.S. or B.S. and B.S.N.). A minor only needs to be completed in one of the two degrees.
- Complete a minimum of 30 credit hours at Grand Canyon University beyond the requirements for the first degree (e.g., a minimum of 150 credit hours if the requirements for the first degree were completed after 120 hours).
- Complete the requirements for both degrees before being granted either degree.

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

Graduation Application

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

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

- GCU receipt of all official transcripts from colleges/universities where additional courses have been completed to satisfy GCU degree requirements.
- All necessary Course Substitution Forms received and approved by the Office of Academic Records.

At the end of the semester, all degrees will be posted (formally placed on your transcript) approximately 4 weeks after degree requirements are fulfilled and grades are posted. A degree may not be posted prior to the end of the semester in which your program of study is completed.

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

Commencement

Academic Regalia for Commencement

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

Attendance at Commencement

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

Eligibility to Participate in Commencement

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

Academic Services and Resources

Career Services Department

Career exploration and career planning are available to any Grand Canyon University student or Alumni at the Career Services Center. Students can access the services and resources of Career Services during regular university hours.

Career Service Areas

Career services offer the following:

- College Major Exploration
 - Free College Major Testing Tools
 - Take On-line or at our Career Services Center
- Career Services
 - Career Fairs
 - Career Resource Center
 - Career Services Advising
 - Employer Networking
 - Employment Opportunities (on and off Campus)
 - Informational interviews
 - Internships
 - Job Postings
 - Job Search Assistance
 - Mock Interviews
 - Resource Boards
 - Resume Review
 - Small Discussions and Workshops
 - Virtual Career Fair
 - Walk-in Appointments

Career Advisement Appointments

Career advisement is available to assist students in self assessment, college major exploration, career exploration, resume and cover letter writing, portfolio building, job searching, and interview preparation. Career advisement is available by walk-in, phone, or appointment. Call 602-639-6606; 877-610-5506, or careerservices@gcu.edu.

The Center for Learning & Advancement

The Center for Learning & Advancement (CLA) provides tutoring support services to all students at GCU. It offers several tutoring formats like face-to-face (one-on-one and small group), live online sessions, and content area clubs. Students are also

welcome to use the CLA facilities for studying with their peers or alone. Additionally, the CLA supports student success through tutorials and workshops related to reading strategies, time management techniques, study skills, note-taking strategies, test-taking techniques, and APA. As an added resource, Smarthinking is an online tutoring service that Grand Canyon University makes available to all its students. Smarthinking provides tutoring in mathematics (basic math through Calculus, including Bilingual Math), Biology, Introduction to Human Anatomy and Physiology, Chemistry, Organic Chemistry, Physics, Economics, Statistics, Spanish, and Writing. Students are encouraged to contact the Center for Learning & Advancement for ways to help them become more academically successful or to connect with a tutor on-ground or online. The Center is open Monday-Friday, 8am-5pm (Arizona time), although there are several nights of extended hours which vary by semester. Please contact the Center for Learning & Advancement by calling 602-639-8901, emailing them at centerforlearning@gcu.edu, or going to their website at <http://my.gcu.edu/centerforlearning>.

Grand Canyon University Library

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

Library Services include:

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

Collections include:

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

Campus Computer Center

There are 2 computer labs on campus, both outfitted with new Dell OptiPlex computers and 17" monitors. The computer labs offer Internet access and a host of applications for use outside of the classroom. Each student has an individual login which includes secured space on a server to store personal files. In addition to the lab computers, wireless access is available for students with laptops.

Office of Graduate Studies

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

Institutional Review Board

The purpose of an Institutional Review Board (IRB) is to protect human subjects involved in research from unnecessary or excessive physical or mental harm and prevent risk to reputation or financial status as a result of participating in research. Research protocols must be reviewed and approved by the IRB if human subjects participate in the study and the data are intended for publication or public presentation outside of a closed University setting. Of particular focus is research that involves vulnerable populations or imposes risk to the subjects. IRB approval to conduct human subject research follows the Belmont Report guiding principles, and it is the responsibility of the researcher to ensure that all research is compliant with the Federal Policy established by the Department of Health and Human Services (DHHS) and the Office of Human Research Protections (OHRP).

All research conducted at or affiliated with Grand Canyon University (GCU) that involves human subjects must be on file with the GCU IRB. Those studies in which novel data are collected from human subjects and are part of the curriculum for a course must be on file with the IRB prior to the start of a course and is exempt from IRB review. However, any research that involves risk in any form to subjects or involves vulnerable populations must be reviewed for approval by the IRB, regardless of whether the research is curriculum-based. Assessments in which the purpose of the research is to improve teaching strategies do not require IRB review nor must the protocol be on file with the IRB, providing there is no risk to the subjects in the assessment (e.g., identification that would lead to physical, personal, reputation, or financial harm).

The GCU IRB is registered with the OHRP and has Federal-wide Assurance for the Protection of Human Subjects. Therefore, research at GCU is eligible for federal funding from the DHHS and the Federal Drug Administration to conduct research using human subjects. Contact the GCU IRB at IRB@gcu.edu

GCU Book Store

Grand Canyon University has a bookstore that supports both campus, remote, and online students. The bookstore also offers, for sale, an assortment of GCU branded apparel, gift, and various school supplies.

The bookstore is located in building 26 near the Academic Advising building. The hours of operation are 8:00 am to 6:00 p.m., Monday through Friday with extended hours prior to class starts. The online component of the bookstore can be accessed by logging into GCU student web portal, click on the 'Resources' tab across the top. You can contact the bookstore via phone or 877-866-8917 or e-mail bookstore@gcu.edu

Center for International Education Immigration Documents

Students must keep immigration documents valid at all times.

Passport

Students must know passport expiration date. Do not allow the passport to expire. Students are required to have a valid passport with an expiration date that is no less than six months hence, except in those cases where the student's home country has an agreement with the U.S. To find out how to extend the validity of your passport, contact your country's consulate in the U.S. The Center for International Education has a list of foreign consular offices in California. A list of foreign consular offices in the U.S. may be found at www.state.gov

F-1 Visa

The visa is a permit which allows individuals to apply for entry to the U.S. at the port of entry. It shows immigration status (should be F-1), the number of times an individual may enter the U.S. (shown as single, double, or multiple entry), and the last day on which he or she can enter the country. It does not show how long the student may stay in the U.S.

While it is not illegal to be in the U.S. with an expired visa, a new visa will be required to leave and re-enter the US. (Exception: If a student travels to Canada, Mexico, or any of the islands in the Caribbean except Cuba and return within 30 days, and he or she has a valid passport, an unexpired I-20 and an I-94 card, the student may enter with an expired visa.) It is not possible to obtain a visa in the U.S. If a student will be traveling outside the US and wishes to re-enter after the visa has expired, he or she should plan to visit a U.S. consulate to apply for a new visa.

Form I-20

The I-20 authorizes individuals to attend Grand Canyon University (GCU). International students are required to read the I-20 and indicate acceptance of its terms by endorsing the document.

Form I-94 Arrival and Departure Record

The I-94 demonstrates that the student's have been lawfully admitted to the US. The I-94 is distributed on the airplane prior to landing. When the student passes through the immigration check station at the port of entry, the border agent will make a notation of the date of entry and visa status, and will usually staple the form into your passport. In most cases a notation of "D/S" (duration of status) will be marked on the card, indicating that the student may stay in the U.S. until the student has finished the academic program, as long as the student maintains an acceptable status. If a specific date is noted on this form instead of D/S, notify the staff of the Center for International Education because the student must either exit the country by that time or file an extension.

Do not lose the I-94. Only one will be issued and replacements are expensive and take a long time to receive. When the student travels overseas, the student must surrender the card at the airport. Few exceptions exist to this requirement, including travel to Mexico, Canada, or the Caribbean Islands (verify this information with the Center for International Education). When the student re-enters the U.S., the student will be issued a new I-94.

Safeguarding Immigration Documents

Do not lose or destroy any documents received from the U.S. government or school officials. Keep all issued documents in a safe and accessible place in the event it is necessary to show them to the authorities.

Change of Address

Students are required to report a change of residence within 10 days of your move. Contact the staff of the Center for International Education, so the University can officially update the SEVIS record.

Authorization to Work

See the International Student Employment section of the University Policy Handbook.

Travel in F-1 Status

Always consult with the Principal Designated School Official (PDSO) in the Center of International Education before planning travel abroad. Since the circumstances of each student will differ, the information in this section is meant to provide general guidelines for students. It may not be all inclusive of the things that the student needs to determine whether or not it is appropriate to travel or whether or not the student will be readmitted to the United States. Please remember that the U.S. Customs and Border Protection (CBP) officer at the Port of Entry (POE) decides whether or not a person is admissible to the United States. This decision is based upon the facts and circumstances presented at the time that the student applies to enter, therefore it 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, the student does not need to have the passport and I-20 with them. Keep the documents safely stored, however, and know where to get them quickly, if necessary.

Away from the campus in the Phoenix area

Students should carry their passport, I-94 card and I-20 with them in case authorities ask for proof of identity.

Outside the U.S.

Students who travel abroad must show proper documentation to re-enter the U.S. They must not have been gone from the U.S. more than 5 months for the following guidelines. At the port of entry, present:

- Valid passport with expiration date at least six months from the date of entry. For exceptions, see the Passport agreement list below for countries with agreements with the US for shorter expiration dates.
- Valid F-1 visa stamp in passport
- I-20 that has been endorsed by the PDSO in the Center for International Education within the last 6 months. (Technically, the signature is valid for one year, but many agents at the port of entry prefer to see the endorsement from the school more frequently.)
- Other recommended documents: Financial guarantee documents showing the student 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.

Securing a Validating Signature

Students who need a validating signature for an I-20, should take it to the Center for International Education for processing several days before the planned departure.

Study Abroad and International Programs

Study Abroad programs may involve relationships with other colleges, universities, organizations, or countries. Students should contact the College of Liberal Arts for more information. Study abroad students typically enroll at Grand Canyon University in a holding course such as UNV 300 to retain their enrollment and eligibility for financial aid. Upon successful completion of the semester, the specific credit for the experience replaces the holding course. Students are required to affirm with their major advisor how study abroad courses will apply to Grand Canyon University's requirements.

Drug-Free Campus and Workplace Policy

Grand Canyon University is committed to providing a drug-free campus and workplace environment. As an institution of higher education, the University recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Description of Health Risks

Drugs and/or alcohol use contribute to:

- 65% of all suicides
- 70% of all drowning deaths
- 83% of all fire deaths
- 50% of all motor vehicle accidents
- 70% of all homicides

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. 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.

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.

Marijuana (cannabis) (nicotina glauca) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.

LSD (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heart beat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.

PCP (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and muscular incoordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

Psilocybin is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heart beat, a rise in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.

Cocaine is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.

Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the “cutting” agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.

Amphetamines are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

Drug and Alcohol Counseling

More information about alcohol and drugs and the risks they pose to health is available in the GCU Cooke Health Center. Outside counseling services and support groups are available. The following is a partial list of these sources:

- Alcoholics Anonymous: 602-264-1341
- Al-Anon and Ala-teen Information: 602-249-1251
- Alcohol and Drug Abuse Hotline: 800-444-9999
- Alcohol and Drug Abuse: 602-258-7714
- Alcohol and Drug Recovery Center: 800-247-2322
- Drug and Alcohol Treatment Institute: 602-275-3233
- Crossroads (Drug and Alcohol Recovery): 602-279-2585
- Teen Challenge: 602-271-4081
- Terros, Inc.: 602-249-1749

Institutional Sanctions

The University will impose sanctions (consistent with local, State, and Federal law) upon all faculty, staff and students who violate the standards of conduct set forth in this policy. Such sanctions may include required completion (at the faculty, staff members, or students own expense) of an appropriate rehabilitation program chosen by the University, referral for prosecution, probation, suspension or expulsion of students and suspension or termination of faculty and staff members.

Student Life

Statement of Principle

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

Hail to thee, Grand Canyon College,

Alma Mater true.

Set amidst the desert's glory,

Highest praise to you.

So to God our hopes aspiring,

This our pledge divine:

Striving, seeking, finding, serving

God and all mankind.

Student Life Mission Statement

As an integral part of the educational mission of Grand Canyon University, the Office of Student Life seeks to create living and learning opportunities that guide all students to:

Pursue Authenticity

Engage in Community

Impact the World

Student Handbook

The [Student Handbook](http://my.gcu.edu) is published annually on <http://my.gcu.edu>. It provides information and procedures. It is the student's responsibility to become familiar with and adhere to the procedures contained within the Student Handbook.

Student Code of Conduct

Please refer to the [Student Code of Conduct](#) policy under General Academic Regulations/Student Responsibility Guidelines and Code of Conduct in the Academic Policy Handbook.

Spiritual Life

The Office of Spiritual Life exists to help students understand that God has a purpose and desire for their lives through a relationship with Jesus Christ. We do this through encouraging students to pursue authenticity, engage in community and impact the world.

Spiritual Life Growth Opportunities

- Chapel – Wednesdays at 11:00 AM in Ethington Theatre. Chapel exists so students, faculty and staff can come together in a time of worship and critically examine their faith.
- The GATHERING – Tuesdays at 9:00 PM in Ethington Theatre. The GATHERING exists to serve young adults in the west valley of Phoenix. Our desire is to impact lives through innovative worship, relational speakers and the fellowship of believers who desire to impact the community in which they live.
- Worship Nights – Student led worship time to share common topics and fellowship in prayer and worship
- Life Groups – Get plugged into a weekly bible study. Group times and topics vary according to the groups' demographic. Check with the Office of Spiritual Life on times and meeting places.
- Prayer Chapel – Located in the middle of campus in building 11, the Prayer Chapel exist as a prayer center for all students, staff and faculty. The Prayer Chapel is open 24 hours a day as a resource for the campus.
- Christian Concerts – The Office of Spiritual Life brings in local and national acts to perform for various events and concert nights.
- Conferences and Retreats – We regularly schedule conferences and retreats to meet the needs of students.
- Discipleship – Weekly one-on-one personal spiritual mentoring and accountability.
- Personal Growth – The GCU University Pastor, Campus Pastor and Spiritual Life staff are eager to support and help direct students in their spiritual journey. The Office of Spiritual Life staff often conducts community service ministries in the surrounding neighborhoods in which students are encouraged to participate

Areas of Ministry

- Spiritual Life Leader – Be a member of the leadership team on campus that enhances spiritual life and brings unity on campus by building relationships among students.
- Canyon Kids – Minister to children in the park north of the campus each Saturday morning at 9:30 AM.
- Adopt-A-Block – Minister to the surrounding community by bringing them food, cleaning their yard, and offering prayer to meet their needs. Adopt-A-Block also invests into the lives of the local homeless community.

- Praise Team – Join the GCU Praise team and minister in Chapels and other venues.
- Canyon Singers – Elite musical ensemble, Canyon Singers is an audition only music group that ministers and acts as ambassadors for the University. Contact the Office of Spiritual Life for an audition for Canyon Singers. Auditions are held in the spring for the following school year.
- Gospel Choir – The Gospel Choir is an open vocal group that combines contemporary Christian music with traditional gospel music.
- Mission Trips – GCU provides mission trips to various countries overseas as well as local missions in the States

Student Organizations

Many of the student organizations on campus incorporate a time of worship and devotional teachings within their organizations on campus. Student organizations frequently take on a service ministry to assist the area's needy through food distribution, children's ministries, and adopt-a-block programs.

Campus ID Card

Campus ID cards are issued for accessing GCU services as well as for security on campus. Campus ID cards can be used for meal plan access, to check out resources and books from the GCU library, to print from computers, and for admission to, or discounts on, certain GCU-sponsored events (sporting events, etc). Students may obtain a campus ID card by visiting the Public Safety Office during normal business hours.

Students are issued one card for use during the entire time at GCU at no charge. There is a \$20 fee to replace a lost or stolen card. If a card is lost or stolen, please notify the Public Safety Office to put a hold on it for protection. If students do not have their ID card at the point of entry in the café area – they will be expected to pay cash for that meal.

Do not give your card to another student or person to use for building access, event admission or for a meal in the café. If a student allows another to use his or her card to access food services, both students will receive disciplinary sanctions.