

ACADEMIC POLICIES

Graduate and Certificate Policies

Academic Advising

Professional staff academic advisors will assist in course selection with attention to degree requirements, course prerequisites, and other academic matters. **Ultimately, it is the responsibility of the student to maintain normal progress, to select the proper courses, and to meet all graduation requirements.**

Academic Grievance

Students who believe they have been subject to clerical or procedural grading errors or to arbitrary or discriminatory academic evaluation shall follow the recommended procedure.

Clerical and Procedural Error

It is the student's responsibility to bring any error in grades to the attention of the instructor, in writing, within one (1) semester following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full semester. Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was assigned for the specific course.

Arbitrary or Discriminatory Academic Evaluation

The student may contact the Dean of the school where the course is housed to obtain the complete policy and procedure to resolve these matters.

Academic Honesty

The university expects all members of its community to act with responsibility and integrity. As an accredited institution of higher learning dedicated to the transmission of knowledge and the free inquiry after truth, Concordia University Irvine strives to maintain the highest standards of academic honesty and seeks to heed the commands for honesty found in the Scriptures.

The university's definition of academic honesty and disciplinary procedures can be found [here](#).

Academic Standing

The university is committed to providing assistance to students for academic success, while at the same time maintaining a standard of academic integrity. When a student's academic achievement falls below the standards set by the university, academic probation and disqualification are imposed.

Academic Probation: A student having a semester GPA below 3.00 will be placed on probation for the following semester. A student having a semester GPA above 3.00 but an institutional GPA below 3.00 will remain on academic probation until the institutional GPA is at least a 3.00.

Academic Disqualification: Any student whose GPA falls below 3.00 for two consecutive semesters and whose institutional GPA is below 3.00 will be academically disqualified as a degree student. Any student whose institutional GPA is less than 2.00 in a single semester will be academically disqualified as a degree student. Upon dismissal the student has the right to appeal in writing to the Dean. A student can only

appeal once during their participation in a graduate program at Concordia University Irvine.

Good Academic Standing (GAS)

- Undergraduate students are in GAS at Concordia University Irvine (CUI) when their overall cumulative GPA is 2.0 or above.
- Graduate students are in GAS at CUI when their overall cumulative GPA is 3.0 or above.

If a student leaves Concordia University Irvine on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Assessment Program

Student development is the focus of Concordia University Irvine's (CUI) mission. Therefore, achievement of the [undergraduate learning outcomes](#) and [graduate learning outcomes](#) is assessed throughout the student's time at CUI in ways that go far beyond the grades achieved in the classes taken. Knowledge, skills, and attitudes are assessed at various points in the areas of Written Communication, Oral Communication, Systematic Inquiry, Quantitative Reasoning, Christian Literacy and Faith, Service to Society and Church, Informed and Responsive Citizenship, and Specialized Knowledge for all undergraduate students. Students in graduate programs will be assessed in the areas of Scholarly Research, Integrated Learning, Ethical Leadership, Effective Communication, Reflective Practice, and Community Engagement. Some assessments occur within specified courses; others occur outside regular course activity.

Auditing

Students who wish to enroll in a course without receiving credit may choose to audit the course. Not all courses are eligible to be audited and not all programs allow students to audit courses. Enrollment must occur by the last day to add each semester. Exams and papers assigned to students taking the course for credit do not apply to audit students; all other expectations are the same. A notation of "Audit" will be assigned upon satisfactory completion of the course. Audited courses do not count toward graduation requirements. Additional information may be obtained in the Office of the Registrar.

Categories of Students

Degree and/or certificate-seeking students

These are students who are seeking a degree, certificate, or credential on either a full-time or part-time basis. These students must apply for and be accepted to CUI through the appropriate admissions office.

Non-degree students

These are students attending CUI on a part-time basis who are not working toward a degree, certificate, or credential. These students must complete a Guest Application for non-degree course work through the Office of the Registrar before registering for classes. Credit for these courses cannot be applied toward a degree, certificate, or credential until these students have completed the application process through the appropriate admissions office.

Certificates

1. A minimum cumulative CUI grade point average of 3.0 must be achieved on all coursework applied to the certificate.

2. All coursework must be earned at CUI.
3. Any units counted to earn a graduate certificate may count for no more than 50% of the units needed to earn a different graduate certificate or degree.

Class Attendance

You must formally withdraw from a course; non-attendance does not constitute a withdrawal.

Policies regarding class attendance can be found in the program [handbooks](#) (p. 4), course syllabi, or on the specific program pages in the catalog.

Completion Time Limit

All degree coursework must be completed within the following timeframes:

- **Coaching (MCAA & MSCE):** six (6) years
- **Counseling (COUN):** six (6) years
- **Doctor of Education (EDD):** seven (7) years; minimum of 33 months (start to dissertation defense)
- **Doctor of Philosophy (PHD):** seven (7) years
- **Education (MAED):** seven (7) years
- **Education (MAEL):** seven (7) years
- **Education (MED):** seven (7) years
- **Executive Coaching and Consulting (EXCC):** no time limit
- **Healthcare Administration (MHA):** six (6) years
- **Master of Business Administration (MBA):** six (6) years
- **Master of Business Administration in Sports Business (MBAS):** six (6) years
- **Nursing (MSN):** five (5) years
- **Organizational Leadership (ORGL):** no time limit
- **Public Health (MPH):** six (6) years
- **Theology:** no time limit

Course Repeats

A master's degree course may be repeated in order to improve the GPA necessary for continued enrollment in the program. Courses must be repeated at Concordia University Irvine. When a course is repeated, the higher grade takes precedence and is calculated in the GPA. The lower grade is still indicated on the transcript but is not calculated in the GPA.

The following repeat limits apply:

- **Coaching (MCAA & MSCE):** one (1) course may be repeated one (1) time
- **Counseling (COUN):** one (1) course may be repeated one (1) time
- **Doctor of Education (EDD):** one (1) course may be repeated one (1) time (petition to Dean required)
- **Doctor of Philosophy (PHD):** one (1) course may be repeated one (1) time
- **Education (MAED):** one (1) course may be repeated one (1) time
- **Education (MAEL):** one (1) course may be repeated one (1) time
- **Education (MED):** one (1) course may be repeated one (1) time (see handbook for specifics about field placement courses)
- **Executive Coaching and Consulting (EXCC):** one (1) course may be repeated one (1) time

- **Healthcare Administration (MHA):** one (1) course may be repeated one (1) time
- **Master of Business Administration (MBA):** two (2) courses may be repeated one (1) time each
- **Master of Business Administration in Sports Business (MBAS):** two (2) courses may be repeated one (1) time each
- **Nursing (MSN):** one (1) course may be repeated one (1) time
- **Organizational Leadership (ORGL):** one (1) course may be repeated one (1) time
- **Public Health (MPH):** one (1) course may be repeated one (1) time
- **Theology:** unlimited courses may be repeated one (1) time each; CMC students may appeal to repeat a third time

Full Time / Part Time

Full-time status is defined as:

Master students: 6 units or more per semester

Doctoral students: 3 units or more per semester

Part-time status is defined as:

Master students: 3 units or more per semester

Doctoral students: 1 unit or more per semester

Coaching (MCAA & MSCE): Students are limited to taking 8 units during the Fall, Winter, and Spring terms and 12 units during the Summer term.

Counseling (COUN): Students are considered on a three year track when taking one course per part of term and students taking two courses per part of term are considered on a two year track. Course tracks can be referenced in the Guide to Typical Program, which outlines courses and typical progression through the program.

Executive Coaching and Consulting (EXCC): Students are considered on a three-year track when taking one course per part of term and students taking two courses per part of term are considered on a two year track. Course tracks can be referenced in the Guide to Typical Program, which outlines courses and typical progression through the program.

Healthcare Administration (MHA): The Fall, Spring and Summer terms each have two 7-week sessions: Session 1 and Session 2. Students are limited to taking three units during each session in the Fall, Spring, and Summer, for a total of six units a semester. However, students may take six units in a session with prior approval from the Program Director.

Organizational Leadership (ORGL): Students are considered three year track (Part-Time) that are taking one course per term and students taking two courses per term are considered 2 year students (Full-Time). Course tracks can be referenced in the Guide to Typical Program, which outlines courses and typical progression through the program.

Public Health (MPH): The Fall, Spring and Summer terms each have two 7-week sessions: Session 1 and Session 2. Students are limited to taking three units during each session in the Fall, Spring, and Summer, for a total of six units a semester. However, students may take six units in a session with prior approval from the Program Director.

Grades

Minimum Grade Per Course

Students must earn the following minimum grades for coursework applied towards fulfillment of degree or certificate requirements:

- **Coaching (MCAA & MSCE):** B- or better
- **Counseling (COUN):** B or better

- **Doctor of Education (EDD):** B- or better
- **Doctor of Philosophy (PHD):** B or better
- **Education (MAED):** C or better
- **Education (MAEL):** C or better
- **Education (MED) EDUC/EDSP courses:** B- or better
- **Education (MED) EDU/EDUT courses:** C or better
- **Executive Coaching and Consulting (EXCC):** C or better
- **Healthcare Administration (MHA):** C or better
- **Master of Business Administration (MBA):** C or better
- **Master of Business Administration in Sports Business (MBAS):** C or better
- **Organizational Leadership (ORGL):** C or better
- **Nursing (MSN):** B or better
- **Public Health (MPH):** C or better
- **Theology:** C or better

Minimum GPA to Graduate

Students in all graduate programs must complete their degree with a minimum overall cumulative Grade Point Average (GPA) of 3.00.

Grading System

Concordia University Irvine computes the grade point average (GPA) on a 4.0-point scale (see below). Specific grading requirements for each course will vary greatly and the letter grades cannot be defined here other than in a general manner. For graduate programs/certificates, see the Minimum Grade Per Course section for applicable grades.

A	4.0 grade points	Excellent
A-	3.7 grade points	
B+	3.3 grade points	
B	3.0 grade points	Good
B-	2.7 grade points	
C+	2.3 grade points	
C	2.0 grade points	Satisfactory*
C-	1.7 grade points	
D+	1.3 grade points	
D	1.0 grade points	Barely Passing**
D-	0.7 grade points	
F	0.0 grade points	Failure

* Unsatisfactory for graduate and certificate students.

** Graduate and certificate students do not receive grades lower than a C.

Audit (AU)

Assigned for classes attended for no credit and for the purpose of gaining information without the requirement of tests or papers.

Grade Delay (GD)

Assigned when a grade is not submitted by the instructor by the grade deadline. Grade Delays will remain on the transcript until the instructor submits a grade change to the Office of the Registrar for processing.

Incomplete (I*)

Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incomplete grades must be resolved within four (4) weeks from the end of the course unless an extension is granted by the instructor with the

approval from the dean. Incompletes will be calculated for academic standing using the default grade. Students with incomplete grades are subject to academic probation and academic dismissal based on the default grade. Failure to resolve an incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete. Default grades are C, D, F, or NP.

In Progress (IP)

Assigned when an educational experience (e.g., student teaching, practicum, internship, thesis, or graduate capstone, etc.) is designed to extend beyond a single grading period. Students have four (4) continuous semesters, including the semester of enrollment and summer, to complete the requirements for the course. A grade of "IP" will be issued after the first semester of enrolment if the work is not completed.

For undergraduate programs, the "IP" grade will default to the grade of F or NP if the work is not completed in the allotted amount of time.

For graduate and doctoral programs, the "IP" grade will remain on the transcript and the student will receive a grade in a subsequent term.

Pass (P) / No Pass (NP)

Assigned in selected courses and educational experiences where a letter grade is not assigned (e.g. capstone projects, doctoral dissertations, master's theses, internships, practicums, and other courses as determined by individual programs and published in the program handbook). The Pass/ No Pass grade will appear on the transcript but is not calculated in the GPA.

Satisfactory (S) / Unsatisfactory (U)

Assigned when tracking progress of some practicum or fieldwork hours. The Satisfactory/Unsatisfactory grade will appear on the transcript but is not calculated in the GPA.

Withdrawal (W)

Full-semester courses may be dropped without record of enrollment during the first 2 weeks of the semester. From weeks 3 through week 11 of the full semester, courses may be withdrawn from with a "W" grade.

For shorter terms (7 to 11 weeks), courses may be dropped without record of enrollment for the first week of the term. During weeks 2-5 (for 7-week terms), weeks 2-6 (for 8-week terms) and weeks 2-9 (for 11-week terms), courses may be withdrawn from with a "W" grade. Instructor or dean/assistant dean consent is required to withdraw from undergraduate courses. Core courses require the director of general education approval to withdraw. The "W" grade will appear on the transcript but is not calculated in the GPA.

Graduation Requirements

Concordia University Irvine (CUI) conducts multiple ceremonies each year, providing you, your family and friends a chance to celebrate your accomplishments and achievements.

Graduation Requirements:

1. Complete all degree requirements.
2. File a graduation application with the Office of the Registrar whether participating in commencement or not.
3. Complete payment of all fees and tuition due CUI.
4. Normally, students will not be allowed to take part in graduation ceremonies until **all** requirements are completed.

Each student must register for graduation by the specified deadline and pay the requisite fee [see [Tuition and Fees](#)]. Please contact your academic advisor for an application. This application must be completed

even if the student does not plan to participate in the graduation ceremonies. Applications are processed after the end of each semester.

Handbooks

More information on these and other policies can be found in the program handbook:

[Coaching \(MCAA & MSCE\) Handbook](#)
[Counseling Handbook](#)
[EdD Handbook](#)
[Executive Coaching & Consulting Handbook](#)
[MAED Handbook](#)
[MBA Handbook](#)
[MED Handbook](#)
[Organizational Leadership Handbook](#)
[PhD Counselor Education Handbook](#)

Independent Study

An Independent Study course is one that is normally found in the Academic Catalog but is not offered in the current semester or cannot be taken at its scheduled time in the current semester. No more than six (6) units of independent study may count towards fulfilling degree requirements.

Multiple Degrees and/or Certificates

In order for students to receive more than one (1) degree or certificate from Concordia University Irvine, fifty percent (50%) of the units counted to earn a degree and/or certificate must be distinct from units counted to earn another degree and/or certificate.

Registration

The open registration window and withdrawal deadlines for most classes will be set by the university (typically the first two weeks of class for fifteen-week classes, and the first week of class for shorter classes). Please pay close attention to the add/drop dates; they will be strictly enforced. [Academic Calendars](#) are published with specific registration dates.

Adding Courses: A course may be added during the open registration window. Please contact your Academic Advisor or refer to the program handbook for specific instructions.

Dropping Courses: A course may be dropped during the open registration window without receiving a "W" on the academic record. Courses dropped after that will receive a grade of Withdrawal "W." For 7-8 week courses, students may withdraw ("W") until the end of week 5; for 14-16 week courses, students can withdraw ("W") until the end of week 11. MBA students may not drop after the thirteenth week of a full semester course, or after week six for a shorter class. **You must formally withdraw from a course; non-attendance does not constitute a withdrawal.** If a course is not officially dropped, the instructor will assign the grade earned. Contact the Office of the Bursar for the current refund policy for dropping or withdrawing from a course. Please contact your Academic Advisor or refer to the program handbook for specific instructions to drop a course.

Right to Petition

Students may petition for the review of certain university academic policies when unusual circumstances exist. After action has been taken on the petition, the student will be notified of the decision. A copy of the action will be placed in the student's permanent file. Petition forms and

additional information may be obtained in the Office of the Registrar. The missing of deadlines is not subject to petition.

Stop Out

Students who have not enrolled for two or more semesters who wish to return to their program must reapply for admission, which is not guaranteed. Inactive students returning from inactive status will return at the tuition rate in effect upon their return and will follow the catalog requirements in effect for the semester they return. Inactive students returning from inactive status may be required to complete additional coursework if the degree requirements have changed or they may have to repeat coursework if the stop-out period exceeds the program's time limit policy for degree completion. If a student leaves Concordia University Irvine (CUI) on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Student Conduct and Personal Development

The faculty and staff of Concordia University Irvine (CUI) expect that all students will exhibit personal evidence of development in all aspects of their lives. Assistance in promoting such growth is provided through academic programs, co-curricular activities, and individual consultation involving regular evaluation.

Students are expected to conduct themselves in a responsible manner in all aspects of their daily living. Students are present on campus by privilege accorded annually to those who contribute to the achievement of the objectives of the university and not by right. At the discretion of the administration, a student may be dismissed from school for serious misconduct. For further details on student conduct, student records, and disciplinary matters, consult the CUI [Student Code of Conduct](#), which can be obtained from the Office of the Dean of Students, the Office of Student Conduct, or online.

Student Records

Pursuant to federal law, all student records, including evaluations, transcripts, letters, and descriptions of individual students are open to review by the student to whom they pertain. Student records are the property of the university. Should any student believe records maintained in the university file to be inaccurate or unjust, that student is entitled to prepare a disclaimer or a reply to that student's record. One copy of such a disclaimer will be stapled to each copy of the student record.

Officers of the federal and state government and representatives of accreditation agencies may have legal access to these files, as well as Concordia University Irvine officials who are required to perform duties which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than what is required by that official's normal duties.

Student Rights and Privacy

Each student of Concordia University Irvine has a right to

1. review their official educational records, files, documents, and other materials which contain information directly related to them, and
2. challenge such records that are inaccurate, misleading or otherwise inappropriate.

It is the policy of the university that unless excluded by state or federal law, no record, files, documents, materials, or personally identifiable

information contained therein shall be released to any individual, agency, or organization without the express written consent of the student/alumnus.

Any student desiring to review or challenge their official educational records should contact the Office of the Registrar to determine procedures for such review. Any student desiring to challenge the content of their official educational records should contact the [Office of the Registrar](#).

While the university does not provide general directory services, it may, by law, under special circumstances, release the following information about a student: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous public or private school of attendance. Any student who does not wish such information to be released about their participation or status should notify the Office of the Registrar in writing, at the beginning of each semester. The university is required to comply with all federal regulations governed by the [Family Educational Right and Privacy Act](#) (FERPA).

Transcripts of Record

Students may obtain an official transcript of their academic record by filing a [request](#) with the Office of the Registrar. A fee, paid in advance, is charged for transcripts. The issuance of partial transcripts is strictly prohibited. Transcripts from other academic institutions are the property of Concordia University Irvine (CUI) and, as such, are under the control of the Office of the Registrar. Transcripts submitted to CUI for admission or credit transfer become the property of CUI and will not be returned to students or forwarded to other institutions. Under federal policy, students have the right to view the documents in their file; the university will not make copies of these documents.

Transfer Credit

The following guidelines apply to graduate transfer credit:

- No more than six (6) credit hours of graduate work may be transferred from another institution. Coaching (MCAA and MSCE) students are allowed to transfer up to nine (9) units.
- Only grades of "B-" or better will be accepted for transfer credit for all programs except Master of Business Administration (MBA). A grade of B or better is required for MBA and MA Counseling: Clinical Mental Health.
- Transfer courses are evaluated by the appropriate advisor in consultation with the program director. If approved, the advisor or program director will submit a substitution form to the Office of the Registrar.
- Credit must have been granted by a regionally accredited U.S. institution or foreign university. If the latter, evaluation from an approved foreign transcript evaluation service is required.
- Only graduate-level courses completed for graduate credit at the transfer institution before enrollment in the Concordia University Irvine graduate program will be accepted.
- The Coaching program (MCAA and MSCE) will accept graduate-level courses from the National Interscholastic Athletics Administrators Association (NIAAA) concurrently while the student is enrolled in the program.
- Each program determines how old the transfer course can be. They are as follows:

- **Coaching (MCAA & MSCE):** no time limit
- **Counseling (COUN):** six (6) years
- **Doctor of Education (EDD):** transfer credit not accepted
- **Doctor of Philosophy (PHD):** five (5) years, and must be CACREP accredited
- **Education (MAED):** five (5) years
- **Education (MAEL):** five (5) years
- **Education (MED):** transfer credit not accepted
- **Executive Coaching and Consulting (EXCC):** no time limit
- **Healthcare Administration (MHA):** six (6) years
- **Master of Business Administration (MBA):** six (6) years
- **Master of Business Administration in Sports Business (MBAS):** six (6) years
- **Nursing (MSN):** no time limit
- **Organizational Leadership (ORGL):** no time limit
- **Public Health (MPH):** six (6) years
- **Theology:** no time limit
- All prospective students must submit official transcripts of coursework completed at other colleges and universities to the Office of the Registrar at the time of admission.

Online Bachelor Degree Policies

Academic Advising

Professional staff academic advisors will assist in course selection with attention to degree requirements, course prerequisites, and other academic matters. **Ultimately, it is the responsibility of the student to maintain normal progress, to select the proper courses, and to meet all graduation requirements.**

Academic Grievance

Students who believe they have been subject to clerical or procedural grading errors or to arbitrary or discriminatory academic evaluation shall follow the recommended procedure.

Clerical and Procedural Error

It is the student's responsibility to bring any error in grades to the attention of the instructor, in writing, within one (1) semester following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full semester. Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was assigned for the specific course.

Arbitrary or Discriminatory Academic Evaluation

The student may contact the Dean of the school where the course is housed to obtain the complete policy and procedure to resolve these matters.

Academic Honesty

The university expects all members of its community to act with responsibility and integrity. As an accredited institution of higher learning dedicated to the transmission of knowledge and the free inquiry after truth, Concordia University Irvine strives to maintain the highest standards of academic honesty and seeks to heed the commands for honesty found in the Scriptures.

The university's definition of academic honesty and disciplinary procedures can be found [here](#).

Academic Standing

Academic Probation: A student having a semester grade point average (GPA) below 2.00 will be placed on probation for the following semester. Students on probation may register for no more than 13 academic units. A student having a semester GPA above 2.00 but an institutional GPA below 2.00 will remain on academic probation until the institutional GPA is at least a 2.00.

Academic Disqualification: Any student whose GPA has fallen below 2.00 for 2 consecutive semesters and whose institutional GPA is below 2.00 will be academically disqualified as a degree student. Any student whose institutional GPA is less than 1.00 in a single semester will be academically disqualified as a degree student. Upon dismissal the student has the right to appeal to the academic dismissal committee. A student can only appeal once during their participation in an undergraduate program at Concordia University Irvine.

Good Academic Standing (GAS)

- Undergraduate students are in GAS at Concordia University Irvine (CUI) when their overall cumulative GPA is 2.0 or above.
- Graduate students are in GAS at CUI when their overall cumulative GPA is 3.0 or above.

If a student leaves Concordia University Irvine on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Add-Drop-Withdrawal Changes

It is the student's responsibility to complete and to submit the proper form on time for an add, drop, or withdrawal to be officially processed and implemented. Students may not petition because of a missed deadline. A late registration fee of \$50 per class will be assessed to those students who do not complete course registration by the deadlines published in the university's Academic Calendar, available through the Office of the Registrar.

Failure to follow the official procedures outlined above will result in credit not being granted for courses not officially added or the assigning of the grade of "F" for courses not officially dropped. Non-attendance does not constitute withdrawal from a class.

Assessment Program

Student development is the focus of Concordia University Irvine's (CUI) mission. Therefore, achievement of the [undergraduate learning outcomes](#) and [graduate learning outcomes](#) is assessed throughout the student's time at CUI in ways that go far beyond the grades achieved in the classes taken. Knowledge, skills, and attitudes are assessed at various points in the areas of Written Communication, Oral Communication, Systematic Inquiry, Quantitative Reasoning, Christian Literacy and Faith, Service to Society and Church, Informed and Responsive Citizenship, and Specialized Knowledge for all undergraduate students. Students in graduate programs will be assessed in the areas of Scholarly Research, Integrated Learning, Ethical Leadership, Effective Communication, Reflective Practice, and Community Engagement. Some

assessments occur within specified courses; others occur outside regular course activity.

Auditing

Students who wish to enroll in a course without receiving credit may choose to audit the course. Not all courses are eligible to be audited and not all programs allow students to audit courses. Enrollment must occur by the last day to add each semester. Exams and papers assigned to students taking the course for credit do not apply to audit students; all other expectations are the same. A notation of "Audit" will be assigned upon satisfactory completion of the course. Audited courses do not count toward graduation requirements. Additional information may be obtained in the Office of the Registrar.

Categories of Students

Degree and/or certificate-seeking students

These are students who are seeking a degree, certificate, or credential on either a full-time or part-time basis. These students must apply for and be accepted to CUI through the appropriate admissions office.

Non-degree students

These are students attending CUI on a part-time basis who are not working toward a degree, certificate, or credential. These students must complete a Guest Application for non-degree course work through the Office of the Registrar before registering for classes. Credit for these courses cannot be applied toward a degree, certificate, or credential until these students have completed the application process through the appropriate admissions office.

Class Attendance

Registered students have freely accepted personal responsibility for enrollment and class attendance. Students are expected to attend all class and laboratory sessions for the courses in which they are enrolled. Students are expected to notify their instructor(s) of planned absences in advance and unplanned absences, due to sickness or emergency, within a reasonable period of time. Instructors are expected, per university policy and procedures, to record student attendance. Course syllabi will specify each instructor's procedures for handling absences consistent with university, school, and program requirements.

Class Postponement

Concordia University Irvine reserves the right to cancel the start date of a new group of students if enrollment is insufficient. No class may be cancelled within three (3) working days of the scheduled start.

Concurrent Registration

Students who wish to take coursework outside of Concordia University Irvine may register concurrently at other regionally accredited institutions. It is recommended that students consult with their academic advisor before taking courses to make sure the course(s) will fulfill degree requirements. If the course is being used for a major or minor requirement, approval will be required from the Department Chair, Program Director, or Dean for that major/minor. No student may receive credit for more than 21 units in a semester, including units from regular courses taken on campus, courses taken off campus, individualized study courses, and correspondence courses. No more than 6 units may be taken outside of Concordia during a student's last semester. Additionally, only grades of C- or better may be transferred and applied to major, minor, Q&I general education, or elective requirements.

Consortium Agreement

Students wishing to be considered full time (12 units) by being part time at Concordia University Irvine (CUI) and part time at another accredited institution may enter into a consortium agreement and receive Title IV federal financial aid. A minimum of 9 units must be taken at CUI and all units taken must apply towards the student's degree. Additional information about a consortium agreement can be supplied by the [Financial Aid Office](#).

Course Repeats

Selected courses—usually those dealing with the development of a skill rather than with the assimilation of information—may be repeated for credit. All other classes may not be repeated for credit but may be repeated for purposes of raising the grade. In such cases, both grades are entered on the transcript but only the higher grade is used in computation of the cumulative GPA.

Deans' List

A full-time undergraduate student whose semester GPA is 3.80 or higher is recognized as an outstanding student and is placed on the Deans' List. A full-time undergraduate student whose semester GPA is between 3.50 and 3.79 is recognized for Academic Commendation. Students must carry a minimum of 12 units to be considered for recognition. The university publishes the Deans' List and a notation for Deans' List or Academic Commendation is made on the student's transcript.

Grade Replacement

A current student who wishes to repeat a course outside of Concordia University Irvine (CUI) and replace the CUI grade may do so under the following guidelines:

1. The process is not automatic and the student must initiate a Petition for Grade Replacement by Transfer Course form through the Office of the Registrar prior to taking the course outside of CUI. The dean of the school for which the course is being replaced will approve/deny the petition.
2. Grade replacement by a transfer course is only available to undergraduate students and only coursework applied to an undergraduate degree may be considered for grade replacement.
3. All CUI grades will remain on a student's transcript. The CUI grade being replaced will be notated next to the grade by an "E" (excluded) on the transcript and the CUI grade will be excluded from the cumulative GPA.
4. A student may not take more than three (3) distinct courses for Grade Replacement.
5. The Petition for Grade Replacement shall be processed only if:
 - a. The grade earned in the enrollment at CUI was a C-, D+, D, D- or F.
 - b. The course has not been previously repeated with a C or higher for a major course, or a C- or higher for a Q&I or elective course.
 - c. A student has not been awarded an undergraduate degree from CUI.
6. Academic standing will not be adjusted for the term of the grade replacement.

Grading System

Concordia University Irvine computes the grade point average (GPA) on a 4.0-point scale (see below). Specific grading requirements for each course will vary greatly and the letter grades cannot be defined here other

than in a general manner. For graduate programs/certificates, see the Minimum Grade Per Course section for applicable grades.

A	4.0 grade points	Excellent
A-	3.7 grade points	
B+	3.3 grade points	
B	3.0 grade points	Good
B-	2.7 grade points	
C+	2.3 grade points	
C	2.0 grade points	Satisfactory*
C-	1.7 grade points	
D+	1.3 grade points	
D	1.0 grade points	Barely Passing**
D-	0.7 grade points	
F	0.0 grade points	Failure

* Unsatisfactory for graduate and certificate students.

** Graduate and certificate students do not receive grades lower than a C.

Audit (AU)

Assigned for classes attended for no credit and for the purpose of gaining information without the requirement of tests or papers.

Grade Delay (GD)

Assigned when a grade is not submitted by the instructor by the grade deadline. Grade Delays will remain on the transcript until the instructor submits a grade change to the Office of the Registrar for processing.

Incomplete (I*)

Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incomplete grades must be resolved within four (4) weeks from the end of the course unless an extension is granted by the instructor with the approval from the dean. Incompletes will be calculated for academic standing using the default grade. Students with incomplete grades are subject to academic probation and academic dismissal based on the default grade. Failure to resolve an incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete. Default grades are C, D, F, or NP.

In Progress (IP)

Assigned when an educational experience (e.g., student teaching, practicum, internship, thesis, or graduate capstone, etc.) is designed to extend beyond a single grading period. Students have four (4) continuous semesters, including the semester of enrollment and summer, to complete the requirements for the course. A grade of "IP" will be issued after the first semester of enrolment if the work is not completed.

For undergraduate programs, the "IP" grade will default to the grade of F or NP if the work is not completed in the allotted amount of time.

For graduate and doctoral programs, the "IP" grade will remain on the transcript and the student will receive a grade in a subsequent term.

Pass (P) / No Pass (NP)

Assigned in selected courses and educational experiences where a letter grade is not assigned (e.g. capstone projects, doctoral dissertations, master's theses, internships, practicums, and other courses as determined by individual programs and published in the program handbook). The Pass/ No Pass grade will appear on the transcript but is not calculated in the GPA.

Satisfactory (S) / Unsatisfactory (U)

Assigned when tracking progress of some practicum or fieldwork hours. The Satisfactory/Unsatisfactory grade will appear on the transcript but is not calculated in the GPA.

Withdrawal (W)

Full-semester courses may be dropped without record of enrollment during the first 2 weeks of the semester. From weeks 3 through week 11 of the full semester, courses may be withdrawn from with a "W" grade.

For shorter terms (7 to 11 weeks), courses may be dropped without record of enrollment for the first week of the term. During weeks 2-5 (for 7-week terms), weeks 2-6 (for 8-week terms) and weeks 2-9 (for 11-week terms), courses may be withdrawn from with a "W" grade. Instructor or dean/assistant dean consent is required to withdraw from undergraduate courses. Core courses require the director of general education approval to withdraw. The "W" grade will appear on the transcript but is not calculated in the GPA.

Graduation Requirements

Graduation is both the end of your immediate academic journey in the Online Bachelor's Degree (OBD), and the beginning of your journey of continued learning and professional career. Many graduates of the OBD have continued on into postgraduate professional and degree programs such as the [California Teacher Credential program](#), the [MA in Education program](#), the [MBA program](#), and others.

As you begin your last semester in the OBD major you will need to make sure you apply for graduation with the [Office of the Registrar](#). This process is required and the application for graduation can be obtained from your academic adviser. Typically the deadline for submitting graduation applications to have the degree posted is as follows: summer semester due in May, fall semester due in September, spring semester due in December.

Concordia University Irvine (CUI) conducts multiple commencement ceremonies, providing you, your family, and friends a chance to celebrate your accomplishments and achievements.

Bachelor's degree students must meet the following criteria:

1. Complete at least 120 units or the equivalent. The following maximum units apply:
 - 4 units of physical education activities
 - 4 units of practicum in any one subject field, unless the specific major and/or minor requires additional units
 - 4 units of THR 102 (Applied Stagecraft)
 - 8 units of internship
 - 12 units of music ensemble (MUE) and/or applied music (MU__) at the 101-201 level. Music majors will not be granted these additional ensemble/applied units.
2. Complete all general education curriculum courses or the equivalent.
3. Complete a major.
4. Complete 9 units of theology from the general education curriculum (6 units for students who enter with 24 or more semester units and have an approved AA degree or CSU/IGETC certification).
5. Maintain a cumulative GPA of 2.0 in all academic work (transferred or in residence).
6. Complete a minimum of 1-year residence (30 semester units) as a student at CUI.
7. Complete 18 units in the major and 9 units in the minor (if applicable) at CUI.

8. Complete 21 units in upper-division (300/400 numbered) at CUI.
9. File an [application for graduation](#) form with the Office of the Registrar by the dates published in the [Academic Calendar](#).
10. Complete payment of all [fees and tuition](#) due to CUI.

Normally, students will not be allowed to take part in graduation ceremonies until **all** requirements are completed.

Handbooks

[Organizational Psychology Handbook](#)

Internship and Practicum

Enrollment in an internship or practicum is governed by each department and are as follows:

- **School of Business and Economics** internships and **Healthcare Management** internships
 - All 490A, HCM 494, and HLMG 494 internships may be added by the student through MyRecords during the normal registration cycle. All add/drop deadlines apply and are posted on the Academic Calendar.
 - All other internships and practicums, including 490B, require the approval of the department's program director and may be added or dropped by submitting the proper form to the Office of the Registrar during the first 11 weeks of the semester.
- Internships and practicums in **all other departments**
 - Require the approval of the department's program director and may be added or dropped by submitting the proper form to the Office of the Registrar during the first 11 weeks of the semester.

Students must complete the requirements for the internship and/or practicum within four continuous semesters including the semester of enrollment and summer. As an example, if a student enrolls during a fall term, s/he has until the end of the following fall term to fulfill the course requirements.

A grade of IP (In Progress) will be issued after the first semester of enrollment until work is completed. A Grade Change Form will be submitted by the instructor of record to change an IP to the final grade. Should a student fail to complete the internship or practicum requirements within four semesters, the IP grade will be automatically changed to a fail grade (F or NP, depending on the program). If the internship or practicum is a degree requirement, students who fail must re-enroll in the internship or practicum and complete all requirements prior to awarding of the degree.

Program performance requirements will be provided by the Program Director for the specific subject. Refer to the Graduation Requirements section regarding unit limitations for internships and practicums. Some internships and practicums that are part of licensure or certification may be excluded from this policy.

Late Assignment Policy

Late work will be accepted only by prior arrangement with the instructor before the due date for the assignment. Full credit will not be given for late work. However, each faculty member has the prerogative to set their own policy for late work, and the policy for each course is clearly stated in the syllabus.

Latin Honors at Graduation

The following Latin honors are awarded to qualified recipients of the bachelor's degree at commencement ceremonies. These Latin honors are determined on the basis of the cumulative GPA of all coursework taken at Concordia University Irvine and at all other colleges and universities attended.

Latin honors recognition for graduation ceremonies is based on GPA and credits completed through the previous semester, but the student's permanent record will designate Latin honors including the final semester's GPA.

Cum laude (with distinction):

Awarded to students whose cumulative GPA is between 3.70 and 3.799.

Magna cum laude (with high distinction):

Awarded to students whose cumulative GPA is between 3.80 and 3.899.

Summa cum laude (with highest distinction):

Awarded to the students whose cumulative GPA is 3.90 or above.

Right to Petition

Students may petition for the review of certain university academic policies when unusual circumstances exist. After action has been taken on the petition, the student will be notified of the decision. A copy of the action will be placed in the student's permanent file. Petition forms and additional information may be obtained in the Office of the Registrar. The missing of deadlines is not subject to petition.

Second Degrees

Students who have graduated from other institutions may earn a bachelor's degree from Concordia University Irvine (CUI) if they fulfill the following requirements:

1. They complete a minimum of 30 units in residence at CUI.
2. They complete all CUI Q&I general education graduation requirements.
3. They complete all the courses for a major, including a minimum of 50% of the major units in residence.

Students who have received a bachelor's degree from CUI and return to complete the requirements for another major will not be given a second diploma, nor will their transcripts reflect a second degree. They will, however, be certified as having completed an additional major.

Special Requirements for Majors, Minors, and Emphases

Students may complete a major, minor, or emphasis by completing the required units. The following rules apply with regard to major/minor relationships and multiple majors and emphases.

1. Each major must contain a minimum of 28 units unique to that major.
2. Each minor may contain no more than 50% of its units that are included in the student's major or in another minor.
3. To obtain more than 1 emphasis in any given major, each emphasis must have a minimum of 9 units unique to that emphasis.

Stop Out

Students who previously attended CUI, but withdrew or transferred to another institution and now desire to re-enroll at CUI must be readmitted

to the university. All students who are applying for readmission must go through the admission process.

The requirements are:

1. Students being readmitted following disqualification must show evidence indicating that the deficiency that led to disqualification has been removed.
2. Students must submit official transcripts from all institutions attended during the absence from CUI. All readmission applications are reviewed by the Admission Committee. Just as new students must make an enrollment deposit, the same is required of readmitted students. Readmission to the university is not guaranteed.

Students returning to CUI after an absence of one (1) term or more will re-enter under the catalog that is current at the time of return. Students with junior or senior status may appeal this policy unless the student chooses to re-enter into a different program than previously enrolled. If a student leaves CUI on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Student Classification

For various purposes on campus (e.g., registration, financial aid) students are classified into levels based on completed semester units. The following levels are applicable to bachelor degree students:

Freshman	0–29.99 units
Sophomore	30–59.99 units
Junior	60–89.99 units
Senior	90 units and above

Student Conduct and Personal Development

The faculty and staff of Concordia University Irvine (CUI) expect that all students will exhibit personal evidence of development in all aspects of their lives. Assistance in promoting such growth is provided through academic programs, co-curricular activities, and individual consultation involving regular evaluation.

Students are expected to conduct themselves in a responsible manner in all aspects of their daily living. Students are present on campus by privilege accorded annually to those who contribute to the achievement of the objectives of the university and not by right. At the discretion of the administration, a student may be dismissed from school for serious misconduct. For further details on student conduct, student records, and disciplinary matters, consult the CUI [Student Code of Conduct](#), which can be obtained from the Office of the Dean of Students, the Office of Student Conduct, or online.

Student Records

Pursuant to federal law, all student records, including evaluations, transcripts, letters, and descriptions of individual students are open to review by the student to whom they pertain. Student records are the property of the university. Should any student believe records maintained in the university file to be inaccurate or unjust, that student is entitled to prepare a disclaimer or a reply to that student's record. One copy of such a disclaimer will be stapled to each copy of the student record.

Officers of the federal and state government and representatives of accreditation agencies may have legal access to these files, as well as

Concordia University Irvine officials who are required to perform duties which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than what is required by that official's normal duties.

Student Rights and Privacy

Each student of Concordia University Irvine has a right to

1. review their official educational records, files, documents, and other materials which contain information directly related to them, and
2. challenge such records that are inaccurate, misleading or otherwise inappropriate.

It is the policy of the university that unless excluded by state or federal law, no record, files, documents, materials, or personally identifiable information contained therein shall be released to any individual, agency, or organization without the express written consent of the student/ alumnus.

Any student desiring to review or challenge their official educational records should contact the Office of the Registrar to determine procedures for such review. Any student desiring to challenge the content of their official educational records should contact the [Office of the Registrar](#).

While the university does not provide general directory services, it may, by law, under special circumstances, release the following information about a student: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous public or private school of attendance. Any student who does not wish such information to be released about their participation or status should notify the Office of the Registrar in writing, at the beginning of each semester. The university is required to comply with all federal regulations governed by the [Family Educational Right and Privacy Act](#) (FERPA).

Transcripts of Record

Students may obtain an official transcript of their academic record by filing a [request](#) with the Office of the Registrar. A fee, paid in advance, is charged for transcripts. The issuance of partial transcripts is strictly prohibited. Transcripts from other academic institutions are the property of Concordia University Irvine (CUI) and, as such, are under the control of the Office of the Registrar. Transcripts submitted to CUI for admission or credit transfer become the property of CUI and will not be returned to students or forwarded to other institutions. Under federal policy, students have the right to view the documents in their file; the university will not make copies of these documents.

Transfer Credit

Concordia University Irvine (CUI) will accept transfer units completed at undergraduate, degree granting, US institutions fully accredited by one of the regional accrediting bodies. CUI will also accept units from international institutions that are formally recognized by their county's ministry of education. The transcript(s) must be evaluated by a [NACES](#)-approved evaluation agency.

CUI accepts the following General Education certifications to fulfill most of the university's general education requirements:

- Intersegmental General Education Transfer Curriculum (IGETC)
- California State University (CSU) General Education Breadth requirements
- Associate Degree for Transfer (ADT)
- Oregon and Washington's Direct Transfer Associate degree (DTA). Comparable transfer certifications from other states can be considered on a case-by-case basis.
- Associate of Arts (AA) and the Associate of Science (AS) degrees that meet the CSU General Education Breadth requirements

Course requirements for the IGETC, CSU General Education Breadth, ADT, DTA, comparable transfer certifications, and the AA and AS degrees must be completed prior to matriculating to CUI. Official certifications and degrees must be submitted upon completion of all required courses.

A total of ninety (90) semester units are allowed for transfer students, of which a maximum of seventy (70) semester units may be transferred from a regionally accredited community college. CUI will accept grades of C- or better.

- Within the 90 and 70 semester units, only 30 non-accredited, credit by exam ([AP](#), [CLEP](#), [DSST](#), [IB](#)), and/or military units may be transferred. Military credits are accepted for elective credit only unless approval is obtained by the appropriate department chair or dean.
 - To receive credit for AP, CLEP, DSST, and IB, official scores must be submitted to the Office of the Registrar prior to the beginning of the student's final semester.
- Within the 90 semester units, up to 15 units of P (Pass), S (Satisfactory), or CR (Credit) grades will be accepted and applied towards any degree requirement. The P, S, or CR grade must be equivalent to a C- or higher grade. Credit will not count in calculating a student's incoming, cumulative or institutional GPA at CUI.
 - An exception to this is that CUI will accept all courses that a transfer student took in Spring 2020 and Summer 2020 with a P, S, or CR grade. These courses will count for any degree requirement as currently articulated.

Non-Accredited Units

Non-Accredited credits are those that come from institutions that are not accredited by a regional accrediting agency. Under certain circumstances, CUI accepts credits earned by students who transfer from these institutions.

- Non-Accredited units are only accepted if taken before a student matriculates to CUI.
- Non-Accredited transfer courses may not be applied to major or minor requirements.
- Non-Accredited transfer courses may be applied to Q&I general education requirements and electives if approved by the appropriate program director, department chair, or dean.

Withdrawal from School

Undergraduate students who no longer wish to continue their enrollment at Concordia University Irvine (CUI) must formally withdraw from the university through the [Office of the Registrar](#) by completing a withdrawal form. Withdrawal from all courses may take place through the last day of the semester. **Non-attendance does not constitute withdrawal from classes** and will result in grades of "F." Contact the [Office of the Bursar](#) to learn about the refund policy and [financial aid](#) regarding eligibility after withdrawal. Students who return to the university after withdrawing, regardless of the reason, must be readmitted by the admissions

department before they will be allowed to register for classes. If a student leaves CUI on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Nursing Policies (ABSN)

Academic Advising

Professional staff academic advisors will assist in course selection with attention to degree requirements, course prerequisites, and other academic matters. **Ultimately, it is the responsibility of the student to maintain normal progress, to select the proper courses, and to meet all graduation requirements.**

Academic Grievance

Students who believe they have been subject to clerical or procedural grading errors or to arbitrary or discriminatory academic evaluation shall follow the recommended procedure.

Clerical and Procedural Error

It is the student's responsibility to bring any error in grades to the attention of the instructor, in writing, within one (1) semester following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full semester. Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was assigned for the specific course.

Arbitrary or Discriminatory Academic Evaluation

The student may contact the Dean of the school where the course is housed to obtain the complete policy and procedure to resolve these matters.

Academic Honesty

The university expects all members of its community to act with responsibility and integrity. As an accredited institution of higher learning dedicated to the transmission of knowledge and the free inquiry after truth, Concordia University Irvine strives to maintain the highest standards of academic honesty and seeks to heed the commands for honesty found in the Scriptures.

The university's definition of academic honesty and disciplinary procedures can be found [here](#).

Academic Standing

Academic Probation: A student having a semester grade point average (GPA) below 2.00 will be placed on probation for the following semester. Students on probation may register for no more than 13 academic units. A student having a semester GPA above 2.00 but an institutional GPA below 2.00 will remain on academic probation until the institutional GPA is at least a 2.00.

Academic Disqualification: Any student whose GPA has fallen below 2.00 for 2 consecutive semesters and whose institutional GPA is below 2.00 will be academically disqualified as a degree student. Any student whose institutional GPA is less than 1.00 in a single semester will be academically disqualified as a degree student. Upon dismissal the student has the right to appeal to the academic dismissal

committee. A student can only appeal once during their participation in an undergraduate program at Concordia University Irvine.

Good Academic Standing (GAS)

- Undergraduate students are in GAS at Concordia University Irvine (CUI) when their overall cumulative GPA is 2.0 or above.
- Graduate students are in GAS at CUI when their overall cumulative GPA is 3.0 or above.

If a student leaves Concordia University Irvine on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

Add-Drop-Withdrawal Changes

It is the student's responsibility to complete and to submit the proper form on time for an add, drop, or withdrawal to be officially processed and implemented. Students may not petition because of a missed deadline. A late registration fee of \$50 per class will be assessed to those students who do not complete course registration by the deadlines published in the university's Academic Calendar, available through the Office of the Registrar.

Failure to follow the official procedures outlined above will result in credit not being granted for courses not officially added or the assigning of the grade of "F" for courses not officially dropped. Non-attendance does not constitute withdrawal from a class.

Auditing

Students who wish to enroll in a course without receiving credit may choose to audit the course. Not all courses are eligible to be audited and not all programs allow students to audit courses. Enrollment must occur by the last day to add each semester. Exams and papers assigned to students taking the course for credit do not apply to audit students; all other expectations are the same. A notation of "Audit" will be assigned upon satisfactory completion of the course. Audited courses do not count toward graduation requirements. Additional information may be obtained in the Office of the Registrar.

Concurrent Registration

Students who wish to take coursework outside of Concordia University Irvine may register concurrently at other regionally accredited institutions. It is recommended that students consult with their academic advisor before taking courses to make sure the course(s) will fulfill degree requirements. If the course is being used for a major or minor requirement, approval will be required from the Department Chair, Program Director, or Dean for that major/minor. No student may receive credit for more than 21 units in a semester, including units from regular courses taken on campus, courses taken off campus, individualized study courses, and correspondence courses. No more than 6 units may be taken outside of Concordia during a student's last semester. Additionally, only grades of C- or better may be transferred and applied to major, minor, Q&I general education, or elective requirements.

Consortium Agreement

Students wishing to be considered full time (12 units) by being part time at Concordia University Irvine (CUI) and part time at another accredited institution may enter into a consortium agreement and receive Title IV federal financial aid. A minimum of 9 units must be

taken at CUI and all units taken must apply towards the student's degree. Additional information about a consortium agreement can be supplied by the [Financial Aid Office](#).

Class Attendance

Registered students have freely accepted personal responsibility for enrollment and class attendance. Students are expected to attend all class and laboratory sessions for the courses in which they are enrolled. Students are expected to notify their instructor(s) of planned absences in advance and unplanned absences, due to sickness or emergency, within a reasonable period of time. Instructors are expected, per university policy and procedures, to record student attendance. Course syllabi will specify each instructor's procedures for handling absences consistent with university, school, and program requirements.

Course Registration and Load

To be considered full-time, an undergraduate student must be registered for a minimum of 12 units each semester.

Students are required to register each year for the following academic year thereby reserving classes for the following academic year. Specific dates are published yearly through the Office of the Registrar, and each student will be sent information explaining the procedure.

A late registration fee of \$50 per class will be assessed to those students who do not complete course registration by the deadlines published in the university's [Academic Calendar](#), available through the Office of the Registrar.

Deans' List

A full-time undergraduate student whose semester GPA is 3.80 or higher is recognized as an outstanding student and is placed on the Deans' List. A full-time undergraduate student whose semester GPA is between 3.50 and 3.79 is recognized for Academic Commendation. Students must carry a minimum of 12 units to be considered for recognition. The university publishes the Deans' List and a notation for Deans' List or Academic Commendation is made on the student's transcript.

Grading System

Concordia University Irvine computes the grade point average (GPA) on a 4.0-point scale (see below). Specific grading requirements for each course will vary greatly and the letter grades cannot be defined here other than in a general manner. For graduate programs/certificates, see the Minimum Grade Per Course section for applicable grades.

A	4.0 grade points	Excellent
A-	3.7 grade points	
B+	3.3 grade points	
B	3.0 grade points	Good
B-	2.7 grade points	
C+	2.3 grade points	
C	2.0 grade points	Satisfactory*
C-	1.7 grade points	
D+	1.3 grade points	
D	1.0 grade points	Barely Passing**
D-	0.7 grade points	
F	0.0 grade points	Failure

* Unsatisfactory for graduate and certificate students.

** Graduate and certificate students do not receive grades lower than a C.

Audit (AU)

Assigned for classes attended for no credit and for the purpose of gaining information without the requirement of tests or papers.

Grade Delay (GD)

Assigned when a grade is not submitted by the instructor by the grade deadline. Grade Delays will remain on the transcript until the instructor submits a grade change to the Office of the Registrar for processing.

Incomplete (I*)

Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incomplete grades must be resolved within four (4) weeks from the end of the course unless an extension is granted by the instructor with the approval from the dean. Incompletes will be calculated for academic standing using the default grade. Students with incomplete grades are subject to academic probation and academic dismissal based on the default grade. Failure to resolve an incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete. Default grades are C, D, F, or NP.

In Progress (IP)

Assigned when an educational experience (e.g., student teaching, practicum, internship, thesis, or graduate capstone, etc.) is designed to extend beyond a single grading period. Students have four (4) continuous semesters, including the semester of enrollment and summer, to complete the requirements for the course. A grade of "IP" will be issued after the first semester of enrolment if the work is not completed.

For undergraduate programs, the "IP" grade will default to the grade of F or NP if the work is not completed in the allotted amount of time.

For graduate and doctoral programs, the "IP" grade will remain on the transcript and the student will receive a grade in a subsequent term.

Pass (P) / No Pass (NP)

Assigned in selected courses and educational experiences where a letter grade is not assigned (e.g. capstone projects, doctoral dissertations, master's theses, internships, practicums, and other courses as determined by individual programs and published in the program handbook). The Pass/ No Pass grade will appear on the transcript but is not calculated in the GPA.

Satisfactory (S) / Unsatisfactory (U)

Assigned when tracking progress of some practicum or fieldwork hours. The Satisfactory/Unsatisfactory grade will appear on the transcript but is not calculated in the GPA.

Withdrawal (W)

Full-semester courses may be dropped without record of enrollment during the first 2 weeks of the semester. From weeks 3 through week 11 of the full semester, courses may be withdrawn from with a "W" grade.

For shorter terms (7 to 11 weeks), courses may be dropped without record of enrollment for the first week of the term. During weeks 2-5 (for 7-week terms), weeks 2-6 (for 8-week terms) and weeks 2-9 (for 11-week terms), courses may be withdrawn from with a "W" grade. Instructor or dean/assistant dean consent is required to withdraw from undergraduate courses. Core courses require the director of general education approval to withdraw. The "W" grade will appear on the transcript but is not calculated in the GPA.

Graduation Requirements

As you begin your last semester you will need to make sure you apply for graduation with the [Office of the Registrar](#). This process is required and the application for graduation can be obtained from your academic adviser. Typically the deadline for submitting graduation applications to have the degree posted is as follows: fall semester due in September; summer semester due in May.

Concordia University conducts two Nursing pinning and commencement ceremonies, one in August and one in December, providing you, your family and friends a chance to celebrate your accomplishments and achievements.

Bachelor's degree students must meet the following criteria:

1. Complete at least 124 semester units or the equivalent.
2. Complete the required units in the major course of study.
3. Maintain a cumulative GPA of 2.0 in all academic work.
4. File an [application for graduation](#) form with the Office of the Registrar by the dates published in the [Academic Calendar](#).
5. Complete payment of all [fees and tuition](#) due Concordia.

Normally, students will not be allowed to take part in graduation ceremonies until **all** requirements are completed.

Handbook

More information on these and other policies can be found in the program handbook.

Independent Study

An Independent Study course is one that is normally found in the Academic Catalog but is not offered in the current semester or cannot be taken at its scheduled time in the current semester. No more than six (6) units of independent study may count towards fulfilling degree requirements.

Progression

Students must maintain a GPA of C (2.0) or better, and receive no grade lower than a C (75%) to remain in the program. Students who receive a grade of C- or lower in a theory course may repeat the course once. If the student receives a grade of C- or lower upon retaking, or subsequently fails any other nursing course, the student will be dropped from the program. If the student receives a grade of C- or lower in a theory course that has a clinical practicum associated with it, the student must repeat both the theory and clinical practicum that is linked to that course.

Students who receive a failing grade in a clinical practicum will be dropped from the program.

Right to Petition

Students may petition for the review of certain university academic policies when unusual circumstances exist. After action has been taken on the petition, the student will be notified of the decision. A copy of the action will be placed in the student's permanent file. Petition forms and additional information may be obtained in the Office of the Registrar. The missing of deadlines is not subject to petition.

Student Conduct and Personal Development

The faculty and staff of Concordia University Irvine (CUI) expect that all students will exhibit personal evidence of development in all aspects of their lives. Assistance in promoting such growth is provided through

academic programs, co-curricular activities, and individual consultation involving regular evaluation.

Students are expected to conduct themselves in a responsible manner in all aspects of their daily living. Students are present on campus by privilege accorded annually to those who contribute to the achievement of the objectives of the university and not by right. At the discretion of the administration, a student may be dismissed from school for serious misconduct. For further details on student conduct, student records, and disciplinary matters, consult the CUI [Student Code of Conduct](#), which can be obtained from the Office of the Dean of Students, the Office of Student Conduct, or online.

Student Records

Pursuant to federal law, all student records, including evaluations, transcripts, letters, and descriptions of individual students are open to review by the student to whom they pertain. Student records are the property of the university. Should any student believe records maintained in the university file to be inaccurate or unjust, that student is entitled to prepare a disclaimer or a reply to that student's record. One copy of such a disclaimer will be stapled to each copy of the student record.

Officers of the federal and state government and representatives of accreditation agencies may have legal access to these files, as well as Concordia University Irvine officials who are required to perform duties which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than what is required by that official's normal duties.

Student Rights and Privacy

Each student of Concordia University Irvine has a right to

1. review their official educational records, files, documents, and other materials which contain information directly related to them, and
2. challenge such records that are inaccurate, misleading or otherwise inappropriate.

It is the policy of the university that unless excluded by state or federal law, no record, files, documents, materials, or personally identifiable information contained therein shall be released to any individual, agency, or organization without the express written consent of the student/ alumnus.

Any student desiring to review or challenge their official educational records should contact the Office of the Registrar to determine procedures for such review. Any student desiring to challenge the content of their official educational records should contact the [Office of the Registrar](#).

While the university does not provide general directory services, it may, by law, under special circumstances, release the following information about a student: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous public or private school of attendance. Any student who does not wish such information to be released about their participation or status should notify the Office of the Registrar in writing, at the beginning of each semester. The university is required to comply with all federal regulations governed by the [Family Educational Right and Privacy Act](#) (FERPA).

Transcripts of Record

Students may obtain an official transcript of their academic record by filing a [request](#) with the Office of the Registrar. A fee, paid in advance, is charged for transcripts. The issuance of partial transcripts is strictly prohibited. Transcripts from other academic institutions are the property of Concordia University Irvine (CUI) and, as such, are under the control of the Office of the Registrar. Transcripts submitted to CUI for admission or credit transfer become the property of CUI and will not be returned to students or forwarded to other institutions. Under federal policy, students have the right to view the documents in their file; the university will not make copies of these documents.

Withdrawal from School

Undergraduate students who no longer wish to continue their enrollment at Concordia University Irvine (CUI) must formally withdraw from the university through the [Office of the Registrar](#) by completing a withdrawal form. Withdrawal from all courses may take place through the last day of the semester. **Non-attendance does not constitute withdrawal from classes** and will result in grades of "F." Contact the [Office of the Bursar](#) to learn about the refund policy and [financial aid](#) regarding eligibility after withdrawal. Students who return to the university after withdrawing, regardless of the reason, must be readmitted by the admissions department before they will be allowed to register for classes. If a student leaves CUI on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.