



CORNERSTONE COLLEGE & SEMINARY

Equipping Students for God's Kingdom Service Since 1969

7501 Graham Street, Suite 120, Spotsylvania Courthouse, Virginia 22553

540-898-5077

Student Handbook

Version 1.2

CCS Main Campus is open Tuesdays, Wednesdays, and Thursdays 8 AM – 4 PM
CCS Administration is available virtually (email and phone) Monday - Friday 8 AM – 4 PM

www.cornerstonecollegeva.org

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Cornerstone College & Seminary (CCS) welcomes campus visits from prospective students and other individuals. Arrangements can be made by contacting the main number listed above.

CCS complies with the Federal Americans with Disabilities Act and Virginia's Disability Act. The CCS provides equal access to all its educational programs to every qualified student without regard to educationally unrelated disabilities. Students requiring special individual services or equipment will be responsible for the expenses thereof, including the expense of providing tutors, personal attendants, medical technicians, aides, certified signers and so-forth. The faculty and administration of the school will do all within reason to assist the students in communicating with proper community or government agencies to secure available assistance to meet the student's needs.

HISTORY

Cornerstone College & Seminary, founded as Fredericksburg Bible Institute in 1969, was the vision of the late Dr. G. Albert Brown, who more than forty years ago, sought to educate those who desired to know about the Bible.

CHARTER

Fredericksburg Bible Institute was chartered on September 2, 1969, by the State Corporation Commission. On June 5, 2018, Fredericksburg Bible Institute and Seminary changed its name to Cornerstone College & Seminary.

CONFERRAL OF DEGREES

Cornerstone College & Seminary is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia. CCS confers degrees under a religious exemption through the State Council of Higher Education according to the code of Virginia, Section 23-266 A-2. Although credits may be applied to various degree programs of other institutions, curriculum is theological only.

ACCREDITATION

Cornerstone College & Seminary is in communication with Transnational Association of Christian Colleges and Schools (TRACS) and is working toward applying to TRACS in pursuit of accreditation.

MISSION, VISION, INSTITUTIONAL GOALS

Mission: Cornerstone College & Seminary (CCS) provides a Christ-centered pathway to a theological and professional education that fully equips our students for kingdom work in the church and in the world.

Vision: Cornerstone College & Seminary seeks to be a premier educational institution that prepares our students for meaningful lifework.

Institutional Goals: Within the context of the CCS mission, we are committed to equipping students for kingdom work through the following goals:

Understand the Bible and theology to interpret the world around us through a biblical worldview.

Develop a community and a student body who grow in their personal relationship with Christ.

Prepare students to be lifelong learners who can positively impact diverse workplaces.

Equip students to acquire ministry skills for local and worldwide Christian service.

STATEMENT OF FAITH

1. The one true God is revealed in the Scriptures as three distinct persons: God the Father, God the Son, and God the Holy Spirit. Believers call them the Trinity
2. The Lord Jesus Christ is fully God. He was born of a virgin; He lived a sinless life; He performed miracles; He was crucified under Pontius Pilate; He shed His blood to save sinners; He rose bodily and was seen by eyewitnesses; He ascended to the right hand of the Father, and all the earth will see Him when He returns in power and glory.
3. The Holy Spirit is the third person of the Godhead and equal with the Father and the Son in every divine perfection. He convicts of sin, regenerates, enlightens, endues for service, comforts, and guides believers.
4. The Bible is the divinely inspired, infallible, inerrant and revealed Word of God as given in the original writings (the autographs).
5. All men in their natural state are sinners, lost, alienated from God, and spiritually dead: "All have sinned and fallen short of the glory of God," (Roman 3:23) and, therefore, need salvation.
6. Salvation is by grace alone, a gift of God, through repentance and faith in the Lord Jesus Christ, who died for our sins according to the Scriptures (1 Cor 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph 1:7) and their hearts cleansed (Acts 15:9), become born of the Spirit, become children of God (John 1:12), are made new creatures in Christ (2 Cor 5:17), and are eternally secure (John10:28).
7. There are only two Scriptural Ordinances: Baptism and the Lord's Supper. Baptism is a command from our Lord Jesus Christ. (Matthew 28:18-20). The Lord's Supper is for remembering Christ's death, burial and resurrection with the anticipation of His return (1 Cor 11:26).
8. Christ personally instituted the Church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things He had commanded.
9. There are only two classes of mankind in God's sight: saved and lost. The saved, those "Born Again" through faith in Jesus Christ, go to be with Him in conscious blessedness after death and shall be raised bodily to live with Him eternally; the unsaved shall be separated from God at death and shall be raised bodily to be placed in eternal torment.
10. "Born again" believers live a life dictated by the Holy Spirit (Gal 5: 16-25; Col 2:6) and yielded to God (Rom 6:13). All Christians are called to share their faith with others by word and deed.

CURRENT ACADEMIC CALENDAR

Cornerstone College of Virginia Academic Calendar 2024-2025								
	Summer 8 Week B Term	Fall 16 Week On-campus	Fall 8 Week A Term	Fall 8 Week B Term	Spring 16 Week On-campus	Spring 8 Week A Term	Spring 8 Week B Term	Summer 8 Week A Term
Course Registration Begins	4/1/2024	5/1/2024	5/1/2024	5/1/2023	11/1/2024	11/1/2024	11/1/2024	4/1/2025
Academic advising week	4/1-4/5	5/1 – 5/8	5/1 – 5/8	5/1 – 5/8	11/1-11/8	11/1-11/8	11/1-11/8	4/1-4/5
Buy textbooks	6/15-6/25	8/19-8/23	8/19-8/23	10/6-10/12	1/6-1/11	1/6-1/11	3/1-3/8	4/25-5/2
Student Orientation	6/24/2024	8/12/2024	8/12/2024	10/14/2024	1/6/2025	1/6/2025	3/3/2025	4/28/2025
Financial Check-in Due Date – Pay in Full or Set up Payment Plan	7/1/2024	8/26/2024	8/26/2024	10/22/2024	1/13/2025	1/13/2025	3/10/2025	5/5/2025
Classes Begin	7/1/2024	8/26/2024	8/26/2024	10/20/2024	1/13/2025	1/13/2025	3/10/2025	5/5/2025
Last day to drop class with 100% refund	7/8/2024	9/3/2024	9/3/2024	10/28/2024	1/20/2025	1/20/2025	3/17/2025	5/5/2025
Last day to add a class	7/8/2024	9/3/2024	9/3/2024	10/28/2024	1/20/2025	1/20/2025	3/17/2025	5/5/2025
Last day to change to audit class	7/8/2024	9/3/2024	9/3/2024	10/28/2024	1/20/2025	1/20/2025	3/17/2025	5/5/2025
Last day to drop class with 75% refund	7/15/2024	9/10/2024	9/10/2024	11/5/2024	1/27/2025	1/27/2025	3/24/2025	5/12/2025
Last day to drop class with 50% refund	7/22/2024	9/17/2024	9/17/2024	11/12/2024	2/3/2025	2/3/2025	3/31/2025	5/19/2025
Last day to drop class with 25% refund	7/29/2024	9/24/2024	9/24/2024	11/19/2024	2/10/2025	2/10/2025	4/7/2025	5/26/2025
Graduation application deadline					3/1/2025			
Final exams		12/9-12/13			4/28-5/2			
Classes End	8/25/2024	12/15/2024	10/20/2024	12/15/2024	5/4/2025	3/9/2025	5/4/2024	6/29/2025
Graduation					5/10/2025			
College Administrative Office Holiday Schedule – Offices Closed								
New Year's Day					1/1/2025			
MLK Day					1/20/2025			
President's Day					2/17/2025			
Easter Holiday (On Campus Only)					4/18-4/25/25			
Memorial Day								5/26/2025
Juneteenth								6/19/2025
Independence	7/4/2024							

TUITION AND FEES

Tuition at Cornerstone College & Seminary is kept as low as possible. Student tuition and fees are due in full one week prior to the beginning of each semester.

Students may not attend class unless their account is paid in full by the first day of class or payment arrangements have been made with the Dean of Students. Students whose tuition account is unpaid after 14 days from the start of each session will be blocked from online access of their classes and may not attend face to face classes until their account is deemed current by the Dean of Students.

If a student has not paid tuition in full by the end of the semester, they will not receive a grade for the classes taken, and they will not be able to register for classes the next semester.

TUITION:

Diploma Program	\$160.00/credit hour
Undergraduate Programs	\$160.00/credit hour
Graduate and Doctoral Programs	\$180.00/credit hour

FEES:

New Student App. Fee (non-refundable)	\$25.00
Student Services Fee	\$75.00 per semester
Life Experience Transcription Fee	\$150 evaluation fee + \$50.00 per credit
Non-Sufficient Funds	\$35.00
Fee Payment Plan Fee	\$25.00
Late Registration Fee	\$50.00
Graduation Fee	\$150.00
Adv. Biblical Studies/Associate Bachelor & Masters Grad Fee	\$200.00
Doctoral Students Graduation Fee	\$300.00 (Robe, Hood, and Tam)
Unofficial transcript	FREE
Official Transcript/Seal	\$10.00
Late Payment Fee/installment (pg. 2)	\$10.00
Overdraft Check Fee	\$25.00
Master's Thesis Extension Fee	\$540.00/Semester
Doctoral Project Extension Fee	\$600.00/Semester

REFUND POLICY

Students may receive a tuition (not fees) refund according to the following schedule:

100% if the student withdraws before the first day of the term

100% if the student withdraws during week one of the term

50% if the student withdraws during week two of the term

25% if the student withdraws during week three of the term

There is no refund after week three of the term.

The above refund schedules are in force whether the student actually attends the classes or not. Notifying the school of intention to withdraw is the student's responsibility. The Dean of Students reserves the right to override the above refund policy to accommodate special circumstances of an extreme nature.

ADD/DROP POLICY

Prior to the start of the term through day seven of class, students may add and drop classes without penalty or cost. Starting on day eight of the class, students may drop classes and receive a refund in accordance with the above refund policy. Students may not add a class after day eight of the term.

TRANSFER OF CREDITS

Cornerstone College & Seminary accepts and reviews official and unofficial transcripts from accredited and other reputable Bible Institutes, seminaries, colleges, universities, technical institutes and military training classes. The Registrar evaluates all transcripts and determines all transferable courses and credits. All transfer credits are at the discretion of CCS, and each course transferred in must have a grade of "C" or better for undergraduate students and a "B" or better for all graduate students. In order to be eligible to graduate from CCS, a student must complete at least 25% of degree coursework at CCS. Some graduate- and doctoral-level degree programs require a greater percentage of coursework completed at CCS.

LIFE EXPERIENCE CREDITS

Life Experience Credits (LEC) are credits awarded for prior learning in a professional or ministerial context. Students must fill out the appropriate paperwork and pay an evaluation fee in order for the credits to apply to their degree program. No more than thirty (30) credits may be applied to any degree program. The Bachelor of Religious Studies has the most room to accept LEC transfer.

APPROVED COURSE WORK

The academic year is divided in two semesters, fifteen weeks each, and one summer session of eight weeks. An undergraduate student must carry at least twelve (12) credit hours to be classified as a full-time student. The maximum number a student can carry per semester is fifteen hours, unless otherwise approved by the Academic Dean. A graduate student must carry at least nine (9) credit hours to be classified as a full-time student.

CREDIT HOURS

One credit hour constitutes 750 minutes of instruction per term. Instruction comprises lecture or equivalent instructor-led activity. Most courses are three credit hours and meet for sixteen weeks. Three-credit summer and mini terms meet for eight weeks, and class time is supplemented by increased instructor-led activity and homework. A student may not miss more than two classes per sixteen-week semester.

FULL TIME/PART TIME STUDENT STATUS

Undergraduate Full Time Status = 12 credits or more per semester

Undergraduate Part Time Status = 11 credits or less per semester

Graduate Full Time Status = 9 credits or more per semester

Graduate $\frac{3}{4}$ Time Status = 6 - 8 credits per semester

Graduate $\frac{1}{2}$ Time Status = 4-5 credits per semester

Graduate less than $\frac{1}{2}$ Time Status = 3 credits or less per semester

AUDITING A COURSE

A student may audit any course without taking an examination or receiving credit. Those desiring to audit a course must register for the course and pay tuition and fees. Tuition is half the cost of a course taken for credit. If a student desires to change from audit status to credit status, he/she must do so before the first examination. (Audit courses cannot be certified for Veteran's benefits).

CLASS ATTENDANCE

Class attendance and participation are important. Any student who misses more than two classes out of a fifteen-week period will receive an "F" unless an emergency or special arrangement approved by the professor and the Academic Dean has been made. Tardiness of fifteen minutes or more for three class periods will be counted as one absence. (Students receiving Veteran's Benefits are monitored for attendance by the Veteran's Administration).

PROBATION AND DISMISSAL

Any student who fails to achieve a 2.0 grade point average or better will be placed on academic probation for the following semester. If the student fails to achieve a 2.0 grade point average at the end of the next semester, he or she will be academically withdrawn from classes. If the student is a veteran, the VA will be notified immediately of the change in academic status.

When a student fails to make satisfactory progress because of conduct or a disciplinary problem, the student will be placed on probation or dismissed. If the student is a veteran, the VA will be notified immediately of the change in academic status. If the cause of the unsatisfactory conduct or progress has been corrected, and it is believed through counseling that the program the veteran or eligible person now plans to pursue is suitable to the student's ability and interest, the student may be re-certified for entrance to an approved educational program.

INACTIVE STUDENT STATUS

CCS classifies current students as students who are enrolled on the first day of any class, course, or program for which the student registered plus 1 semesters subsequent to the last day of the last course the student was enrolled in. If the student has not registered and attended a class in the last 2 semesters (any two semesters in spring, summer, or fall), the student will be placed in "inactive" status. Students interested in returning to the college will have to reapply to the college (and pay the new

student fee) and will be placed in the current year’s academic catalog programing. Students who register and withdrawal from all classes two semesters in a row (spring, summer, or fall) will be considered “inactive”.

COLLEGE WIDE GRADING SYSTEM

Letter Grade	Number Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D	61-69	1.0
F	60/below	0.0
W	Withdrew	0.0
WP	61-100	0.0
WF	0-60	0.0
I **	Incomplete	

INCOMPLETE COURSE POLICY

** CCS strives to create an environment for student academic success. While it is recognized that extenuating circumstances can occur, CCS requires that students complete all course work within the time allotted per semester or term. If a student has documented extenuating circumstances that prohibit him or her from completing the coursework, the professor has the option to extend an extension to the student for an additional two weeks after the official course end date for the student to complete assignments. The professor will post the current course grade for the student within 7 days of the end of the course. If the student completes additional assignments that increase the points earned in the course resulting in a course letter grade change, the professor will submit a grade change to the Dean of Students. If the student does not earn additional points that result in a letter grade change for the course, the original course grade remains on the student’s record. No exceptions may be made except by the permission of the professor and the Academic Dean. Students are encouraged to reach out for assistance from their professor promptly at any time they are struggling in a course.

VETERAN'S TUITION POLICY

In accordance with section 3679 (e), students who are eligible for veteran's benefits but whose disbursements are delayed are NOT charged late fees. They will neither be prohibited from attending classes or using school resources, nor will they be required to borrow funds as their benefits are pending. Students are, however, required to produce the VA Certificate of eligibility on or before the first day of class.

Veterans have a different refund policy: Cornerstone College & Seminary has and maintains a policy for the refund of the amount charged for tuition, fees, and other charges for a portion of the course that does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. CCS may charge a sum which does not vary more than 10% from the exact pro rata portion of such tuition, fees, and other charges. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

VETERANS' TUITION REFUND SCHEDULE

Percent of Program Hours Completed	Percentage of Refund Owed
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
70%	30%
80%	20%
90%	10%
100%	0%

VETERAN GRIEVANCE POLICY

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. The SAA investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email saa@dvs.virginia.gov.

VETERANS BENEFITS

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Courses by correspondence or distance learning are not approved for VA benefits.

Servicemen, veterans and their dependents will be assisted in every way possible in their academic pursuits. Interested students must submit a VA Certificate of Eligibility on or before the first day of class in order to be enrolled. Additional information is available from the Registrar. The VA will be notified of any change in the status of your enrollment, to include placed on probation, dismissal, failure, or academic withdrawal.

RELIEF, REFUND, AND REINSTATEMENT TUITION GUIDELINES FOR VETERANS

Tuition and Required Fees. Catalog p.16ff

Room and Board. N/A

1. Deposits. The new student application, registration, and student services fees will be refunded if a student withdraws for military service with no plans to return. If the student plans to return, CCS may hold the fees as a credit toward the term in which the student will enroll.
2. Academic Credit. Students who are forced to withdraw for military service will receive the designation “incomplete” or “IP” on their transcripts. Incompletes must be addressed before the start of the next major term (fall or spring) or at a time agreed upon by student and professor considering the student’s circumstances.
3. Reinstatement.
 - a. General Provision: A student is entitled to reinstatement without having to re-qualify for admission if:
 - i. the student returns to the same institution after a cumulative absence of not more than five years, and
 - ii. the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.
 - b. Institutional policies will defer to the provisions of the Higher Education Opportunity Act for application of relevant exceptions to these time periods.
 - c. Reinstatement into Specific Program of Study: Students will be counseled on a case-by-case basis regarding the effect of their absence on the completion of their program. Students will be able to re-enroll in the same course of study if the coursework related to the degree is available. If the courses are not available, the Registrar and Provost shall make provisions to accept equivalent coursework toward the old program or to enroll the student in an equivalent new program.
4. Deferral of Enrollment: All students may defer their enrollment for up to one year. Veteran students may defer their enrollment for up to one year after they are
5. Documentation. To preserve their prerogatives under these policies, students must submit written notice of their military service before they depart. Students must also have submitted a VA Certificate of Eligibility to the Registrar.

CCS EXTENSIONS

Cornerstone College & Seminary has several classroom extension sites to accommodate students living in different areas within the Commonwealth of Virginia*:

Louisa Extension	King George Extension
Mount Gilliam Baptist Church	Little Ark Baptist Church
4641 SR-625	15681 Owens Drive
Louisa, VA 23093	King George, VA 22485

*Note - Eligible veterans will be certified only at the main campus at this time.

INCLEMENT WEATHER

Cornerstone College & Seminary has its own weather closing policy. Students will be notified via text and email in the event of a cancellation through our Populi student management system. Students are asked to provide the most recent contact information to the office.

STUDENT INTERNSHIPS

CCS offers current students internships to those who are interested in real world experience. Students must maintain a “B” average in their studies. Internships are subject to changing college needs. The positions are part-time and are temporary as needed position. See Julie Wallace for more information and if any vacancies exist.

SPIRITUAL FORMATION DEVELOPMENT REQUIREMENTS

The life of a growing, vibrant Christ follower includes diverse experiences. Beginning in the fall 2021 semester, all CCS students enrolled in two or more on campus courses for the term will be required to attend regular spiritual formation development events.

- Students on campus are required to earn 10 spiritual formation points each 15-week spring and fall term.
- Students earn spiritual formation points by participating in ministry formation events. Each chapel service, small group session, mentoring session, or local church ministry service (pre-approved by the spiritual formation advisor) is worth 1 spiritual formation point.
- Students must earn a minimum of half of their spiritual formation points each term by attending CCS weekly chapel.
- Participate in at least one missions activity during Impact Week in the spring semester.
- Students who are significantly involved in formative ministry in a local church setting or a missions activity are invited to work with the spiritual formation advisor in co-creating a project that may satisfy a portion of the requirement to earn spiritual formation points during the semester. Such project proposals must be developed in conjunction with the spiritual formation advisor and approved within the first 30 days of a given semester.
 - Students are required to check-in with their spiritual advisor to record their attendance to receive a point for Chapel, Lion of Judah Groups, CCS Student Mission Fellowship, and CCS faculty mentoring sessions.
 - Students are not encouraged but are permitted to watch an online worship experiences (current semester) or watch the CCS chapel live stream or recording
 - Students may choose to earn spiritual formation points by developing a relationship with an approved mentor for Christian formation.
 - Students are responsible for obtaining, completing, and submitting a mentor proposal form from/to the spiritual formation advisor.
 - Students are required to choose an approved mentor as determined by the spiritual formation mentor.
 - Students receive 1 spiritual formation point for participating in a mentoring session (typically 1 hour).

- Students, at the conclusion of the semester, are required to submit a one-page, single-spaced, reflection report on the mentoring experience with an eye toward meeting the objectives of the original formation plan. This report requires the signature of the student and mentor.
- Students are welcome to contact the spiritual formation advisor at jwallace@cornerstonecollegeva.org with any request, question, or concern.
- Students are welcome to visit the spiritual formation advisor on campus and pursue any request, question, or concern in person.

CHAPEL SERVICES

Chapels are held once per week for each class meeting time. Students, staff, and professors are required to attend at least one service per month. Professors have been asked to use some portion of their class time to account for chapels because community worship is part of spiritual formation learning objectives for this institution. Students, professors, and staff are encouraged to contribute suggestions as to the flow, content, and music of the service.

CODE OF ETHICS

We, the members of the Cornerstone College & Seminary (“CCS”) community, abide by a Code of Ethics (“Code”). Under this Code, we accept responsibility for maintaining the highest standard of conduct in the academic as well as personal areas of our life together. We will strive for relationships that exhibit honesty, integrity, and decency which are characterized by honor, respect, and love. Thus, we expect that our students, staff, and faculty will adhere to the moral conduct set forth by the Bible itself. We will seek to provide an atmosphere conducive to developing Christ-like character of modesty and humility within the entire community; and any lack of moral or academic integrity will be deemed as inappropriate conduct as set forth by this Code.

Examples of conduct that will constitute a breach of this Code include, but are not limited to, plagiarism, cheating, violence, lawlessness, illegal drug use, excessive drinking, and drunkenness. Romantic intimacy and/or sexual acts outside of biblically defined marriage for Christians (i.e., one man and one woman) are not acceptable for any member of the CCS community. Drugs and alcohol are strictly prohibited on CCS grounds. Falsely accusing any other member of the CCS community of violating the Code and providing false testimony against any person accused of such a violation are breaches of the Code as well. A person who personally knows a violation of the Code has occurred, but fails to report such information, breaches the Code themselves; the sole exclusion to this requirement is information obtained in confidential faculty and staff counseling relationships with students. This exclusion is

intended to provide redemptive mechanism to assist students in integrating theology and practice and in no way is designed to excuse behavior that breaches the Code.

CCS reserves the right to discipline or dismiss any student, faculty, or staff member that is found guilty of violating the Code or whose attitude and behavior are not in harmony with the moral ideals of the school, this Code of Ethics, or the moral standards of the Bible.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

SEXUAL HARASSMENT POLICY

Sexual Harassment is defined as conduct based on sex that occurs within a CCS education program or activity that is unwelcome when the individual did not request or invite the conduct, and regarded it as undesirable or offensive. The fact that an individual may have tolerated the conduct does not mean that they welcomed it. Sexual harassment is a violation of the college ethics policy and will not be tolerated among any individual on campus including but not limited to staff, administration, faculty, students, volunteers, and visitors. The process for reporting harassment is detailed below in “Ethics Violation Adjudication Process”. Victims of sexual harassment are encouraged to report the event immediately to an administrative staff member.

Students who receive counseling, tutoring, or mentoring in a mixed gender format from other students, administration, or faculty are encouraged to do so in an observable, public forum to avoid one-on-one, private conversations. This helps keep the campus community above reproach in interpersonal interactions.

PLAGIARISM AND ACADEMIC HONESTY

Student Writing Policies

1. All assignments college wide will be prepared in accordance with the current MLA style of formatting.
2. Assignments will be submitted through electronic upload into Populi online or through hard copy submission in class. Students should refer to the course syllabus or course professor for specific instructions.
3. Submittal of late assignments is up to the discretion of each course professor.
4. Submittal of “extra credit” assignments is up to the discretion of each course professor.
5. The course requirements as listed in each course syllabus are subject to change by the professor or the college.
6. CCS courses are writing intensive, and the college adheres to a strict plagiarism policy.
7. Students are expected in all written assignments to ensure none of the content is plagiarized. When a student submits an assignment under his or her name, it is understood that the writing is the student’s own personal work contemporaneously written originally for the course in which it is submitted (reusing previously written work even if it is written by the student constitutes “self plagiarism”). Plagiarism is defined as using the work of another as one’s own without giving credit to the source. It is the failure to give attribution to the words, ideas or information of others on papers, projects or any assignment prepared for a course. It includes, but is not limited to:
 1. Omitting quotation marks or other conventional markings around material quoted from any source;
 2. Paraphrasing, summarizing, or quoting a passage from a source without referencing the source;

3. Purchasing or acquiring material of any kind and representing it as one's own work; and replicating another person's work and submitting it as one's own work.
4. Plagiarism can be intentional and unintentional. Intentional plagiarism occurs when the student types word for word or copies and pastes direct words from a source. Unintentional plagiarism occurs when a student does not master the material to the degree he/she can write in his/her own words resulting in using phrases, ideas, words, and factual information directly from the source. The best way to avoid plagiarism is to read, study, and master the source information while making brief notes. The student then sets the source information aside and while using his/her own brief notes crafts polished grammatically correct sentences.

Student use of AI (Artificial Intelligence) to write papers for assignment submissions is not in adherence to the student code of ethics at CCS.

ETHICS VIOLATION ADJUDICATION PROCESS

1. Students may report ethics violations to any member of faculty or staff.
2. The faculty or staff member who has discovered or has been informed of the violation must report it to the President or Provost.
3. The President or Provost will task the Ethics Committee to investigate the matter, gathering information from as many eyewitnesses as possible and from the person accused of wrongdoing.
4. If the Committee has probable cause that the accused has violated the Code of Ethics, it may require that the accused attend a formal hearing.
 - a. The accused may choose to have representation and/or witnesses present.
 - b. The Ethics Committee is strongly encouraged to allow the accused person to record formal hearings.
 - i. However, mass distribution without the expressed written consent of the chosen representative of the Ethics Committee and the accused person is prohibited.
5. If the Committee is not convinced that wrongdoing has occurred, then it will notify the President or Provost in writing.
6. If the accused person confesses to an ethics violation, the Committee can use the confession to submit its judgment to the President or Provost.
 - a. If the Committee is not satisfied with the confession, it may require that the accused person attend a formal hearing to establish further wrongdoing.
7. If wrongdoing has been established, the Committee shall recommend discipline to the President or Provost, who shall have the discretion to act in accordance with the recommendation.
 - a. The Ethics Committee may recommend dismissal as a form of discipline.
 - i. The offending party must appeal the decision to the CCS Board within 7 days.

- ii. Any decision of the Board based on the appeal shall be final.
 - iii. A dismissed student may reapply for admission no sooner than two regular terms after the offense (e.g., a student dismissed in fall may reapply for the next fall term). The Ethics Committee may make an admissions recommendation.
- b. Any recommendation short of dismissal must come with a pathway to restoration.

STUDENT GRIEVANCE POLICY

Purpose statement: Provide a fair, equitable, orderly, and efficient pathway for students to find a solution for grievances in academic and student services matters.

Recipients of services: Current CCS students

Provider of services: Student Grievance Counsel (Dean of Students, chair; Dean of Academics, Administrative Dean, and one faculty member)

Examples of academic grievances: Arbitrary and /or capricious action by a faculty member, application of academic policy, final course grade dispute, unjust dismissal from a program.

Examples of Student services grievance: Arbitrary and/or capricious action by staff, interpretation of college policy, unfair application of college policy.

The purpose of this grievance policy is to provide a fair, equitable, orderly, and efficient process of additional formal support for students who cannot find resolution through the information steps in problem solving at the college. Students who initially have a problem will take the following steps prior to filing a formal grievance report with the Student Grievance Counsel.

Level 1 Academic grievance:

1. The student will meet with the professor for a resolution. If that is not sufficient, the student takes step two below.
2. The student will meet with the academic dean to find resolution.

Level 1 Student services grievance:

1. The student will meet with the staff or faculty member in charge of the service for a resolution. If that is not sufficient, the student takes step two below.
2. The student will meet with the administrative dean to find resolution.

Students are expected to follow the above informal grievance steps prior to filing a formal grievance complaint with the Student Grievance Counsel. If the student is not satisfied with the outcome from the level 1 process, the student will then proceed to a level 2 complaint.

Level 2 Academic or Student Services Grievance

Upon receiving a student formal grievance form, the student grievance counsel will fact find, meet with the student, meet with the involved staff or faculty members, and formulate an action plan, and render a written decision within 15 business days unless additional time is needed due to extenuating circumstances. Students must file a formal grievance form within 30 business days or six weeks from the date of the situation. The grievance form may be submitted to the Dean of Students through the grievance form link: <https://forms.gle/oUtC2y5cT4NB5P1T9>

The grievance form may also be found on the college website under student services.

Level 3 Academic or Student Services Grievance

Should a student continue to be unsatisfied with the formal grievance decision by the Student Grievance Counsel, the student may make an appeal to the college president. The student must email the Dean of

Students to make this request within 20 business days of the counsel's grievance decision. The appeal decision from the college president is final and the president's decision will be delivered to the student via email.

The Student Grievance Counsel will investigate and take appropriate disciplinary action with any study who retaliates against staff, students, faculty, or the college based on the final grievance decision.

The college maintains written and/or electronic records of all grievances. Counsel meetings with students will be recorded.

Unless there is a risk to the safety of students, staff, or others, the student may continue in the class and/or program while the counsel investigates and a final decision is made.

Once the counsel makes a Level 2 decision, the student may be removed from the class, program, and/or college.

The Student Grievance Counsel can neither formulate nor change college policies.

SIMULTANEOUS ENROLLMENT OPTION (SEO)

The Simultaneous Enrollment Option gives CCS Associate and Bachelor level students the opportunity to earn two degrees:

1. An associate or bachelor's degree from CCS in Theology.
2. An **accredited** bachelor's degree from Lancaster Bible College in Biblical Studies, Accounting, Business Administration, Marketing, Criminal Justice, Communication, Healthcare Management, Sport Management, or General Studies (for a full list, please visit <https://www.lbc.edu/online>).

Master's level SEOs are available in ministry and theology degrees with Lancaster Bible College | Capital Bible Seminary.

Students interested in the Simultaneous Enrollment Option may obtain a course plan from the registrar or provost.

*Veterans must discuss eligibility with the Registrar.

ONLINE COURSES

Cornerstone College & Seminary offers several undergraduate courses and graduate programs online. A student can register via our website: cornerstonecollegeva.org or come into the main office.

Undergraduate courses are updated every semester. Please consult the CCS website for updated information. Fully online graduate programs are listed on the CCS website and in the Online Catalog.

Veterans may not be certified for online, hybrid, or faculty-directed courses.

FACULTY DIRECTED STUDIES

Faculty Directed Study (FDS) requests may be made to the Registrar and are approved by the provost. CCS offers several core courses in the FDS format for those who may find it difficult to attend classes in

person. An FDS form must be completed and approved before the student can begin the class. Veterans may not be certified for FDS.

HYFLEX COURSES

Hyflex courses are 8-week hybrid courses. A portion of the course will be delivered online. Hyflex delivery means that for the face-to-face portion of the class, students may access remotely or in class at their choice.

1. Synchronous learning. Each classroom will be equipped for remote instruction.
2. Professor’s lesson planning must make allowances for equitable delivery of educational resources for remote learners.
3. Just as in class, students are required to attend and actively participate in class activities for attendance credit.

Tuition Payment Options		
Plan Option	Due Date	Details
Pay in Full	The first day of class	All students default to pay in full unless they inform the registrar by the first day of class to enroll in a payment plan. Students who are not on a scholarship or payment plan who do not pay their tuition in full by the first day of class will be administratively withdrawn from their classes.
Monthly Payments	The first day of class and the first day of each month for the subsequent three months	Students may choose to pay their tuition in four payments. Students who pay after the grace period on the 6 th of the month will be administratively withdrawn from their classes unless prior arrangements have been made.
Scholarship Plan	The first day of class and the first day of each month for the next three subsequent months	Scholarship students who have partial tuition scholarships must make their monthly payments in a timely manner. Students who miss a payment or pay after the grace period on the 6 th day of the month will be administratively withdrawn from their classes.

LEARNING AND EDUCATIONAL RESOURCES FOR STUDENTS

Digital Research Library

Current CCS students have access to the online CCS Digital Research Library. Perform research and find study helps online.

Students are encouraged to use Logos Bible Software or Blue Letter Bible to perform Bible research. Current CCS students may receive support and login credentials and information on how to use the CCS Digital Research Library by emailing info@CornerstoneCollegeVA.org or stopping by the Administrative Dean's office to make an appointment.

Student Writing Lab

The CCS Student Writing Lab is available free to all current students. Online and on campus assistance is available. Students may access the online self-guided student resource. The online CCS Student Writing Lab offers help with online book access, links to college writing centers, plagiarism, Turabian style formatting, doctoral dissertation assistance, and videos on writing improvement. Students who make an on-campus appointment may receive help with research paper writing, master's thesis papers, and doctoral research. Email info@CornerstoneCollegeVA.org to ask for access to the online student writing lab or stop by the Administrative Dean's office to make an appointment for an on campus writing lab appointment.

Career Success Center

The CCS Career Success Center offers free on campus and online services to students and alumni. Work with a CCS advisor for personalized services in personality and career interest assessments, career skills building, job interview preparation, resume writing, and job openings locally, nationally, and internationally. Browse the curated content for career success topic in the student online portal or make an appointment if you would like in-person assistance. Email info@CornerstoneCollegeVA.org to ask for access to the online career success center or stop by the Administrative Dean's office to make an appointment for an on campus career services.

- Explore jobs and careers in ministry locally and internationally
- Explore majors offered at CCS
- Explore careers that relate to CCS majors
- Participate in job shadowing
- Update your resume and cover letter
- Explore internship opportunities
- Learn about graduate school programs
- Discover personal skills and interests

Tutoring Center

The CCS Tutoring Center is a free on campus service for current students in a course he or she is enrolled in for the current semester. Tutoring is customized for the student's needs and course demands. Research indicates students who receive tutoring increase the likelihood of academic success. Email

info@CornerstoneCollegeVA.org or stop by the Administrative Dean’s office to make an appointment for tutoring.

Populi Courses

Students will have access to their courses online in Populi one week prior to the start of the semester. Students should purchase their own textbooks prior to the start of class.

Where to Get Help – Cornerstone College & Seminary Student Services			
Dean of Students & Registrar	Audrey Richardson	540-898-5077 arichardson@CornerstoneCollegeVa.org	Payment Plans Class Registration Academic Advising Transcript Requests Add/Drop Classes Tuition Payments Degree Audits Populi online portal
President	Julie Wallace	540-898-5077 jwallace@CornerstoneCollegeVA.org	Library Services Tutoring Center Writing Lab Career Coaching Academic Advising Student Support Populi online portal
Spiritual Formation Director	Corey Banks	540-898-5077 cbanks@CornerstoneCollegeVA.org	Student Mentoring Student Advocacy
Event Coordinator & Alumni Relations	Sharon Todd	540-898-5077 stodd@CornerstoneCollegeVA.org	Student events Student activities Alumni relations

CORNERSTONE COLLEGE & SEMINARY SCHOLARSHIP OPPORTUNITIES

Carson Riley Scholarship

In October of 2014 Cornerstone College & Seminary established a Scholarship Fund for new and returning students in need, in memory of Professor Carson F. Riley. If you are interested in applying for this Scholarship, you may fill out the aid form in Populi or see the Registrar to assist you.

Gary Foss Memorial Scholarship

The Gary Foss Memorial Scholarship is available only to new students who plan to enroll with CCS and LBC. The Gary Foss Memorial Scholarship is good for two years, and students must maintain full-time enrollment and take a course curriculum appropriate for graduation with an Associate Degree from both CCS and LBC. In addition to taking a full-time academic curriculum, the successful GFMS applicant must agree to attend and participate in CCS Chapel as scheduled and be available for marketing and promotions including, but not limited to, audio, video, face to face testimony, online testimony, and presentations at community events. Applications will be reviewed by an academic selection committee composed of Cornerstone College & Seminary faculty and staff. A list of finalists will be asked to participate in an on-campus interview prior to the final scholarship award decision.

Scholarship Opportunities at Cornerstone College & Seminary 2023-2024

Gary Foss Memorial Scholarship	
Eligibility	Merit-Based Scholarship
Student Type	Undergraduate – Associates Degree
Percentage of Coverage	100% discount on tuition & fees (Textbooks are student's responsibility)
Qualifications	3.2 High School GPA, 18-23 years of age
Maintenance in College	Full-time status
Application Process	Apply at the CCS website: www.CornerstoneCollegeVA.org Click on the "Apply Now" button

Carson Riley Memorial Scholarship	
Eligibility	Need-Based Scholarship
Student Type	Undergraduate & Graduate
Percentage of Coverage	10-50% discount on tuition (Fees and textbooks are student's responsibility)
Qualifications	Based on financial need
Maintenance in College	Annual renewal
Application Process	Apply at this link: https://forms.gle/xBw7XdpgUmGvHq8a7 Apply at the CCS website: www.CornerstoneCollegeVA.org Click on the "Apply Now"

Ministry in Place Scholarship	
Eligibility	Activity Based Scholarship
Student Type	Undergraduate & Graduate
Percentage of Coverage	25% discount on tuition (Fees and textbooks are student's responsibility)
Qualifications	Church Pastor or Church Leader
Maintenance in College	Annual renewal
Application Process	Apply at this link: https://forms.gle/yw71QvtHSQD937fy5

	Apply at the CCS website: www.CornerstoneCollegeVA.org Click on the "Apply Now"
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One Life Partnership Scholarship	
Eligibility	Activity Based Scholarship
Student Type	Undergraduate
Percentage of Coverage	\$100 per credit tuition cost (Fees and textbooks are student's responsibility)
Qualifications	Graduate of the One Life Gap Year Program
Maintenance in College	Annual renewal
Application Process	Apply at this link: https://forms.gle/JqEA793UD6enMfgg6 Apply at the CCS website: www.CornerstoneCollegeVA.org Click on "Apply Now"

One Third Partnership Scholarship	
Eligibility	Activity Based Scholarship
Student Type	Undergraduate & Graduate
Percentage of Coverage	33% discount on tuition (Fees and textbooks are student's responsibility)
Qualifications	Student must have church pay 33% and self-pay 33% tuition
Maintenance in College	Annual renewal
Application Process	Apply at this link: https://forms.gle/MrTG1Z2qUAwXBWgD6 Apply at the CCS website: www.CornerstoneCollegeVA.org Click "Apply Now"

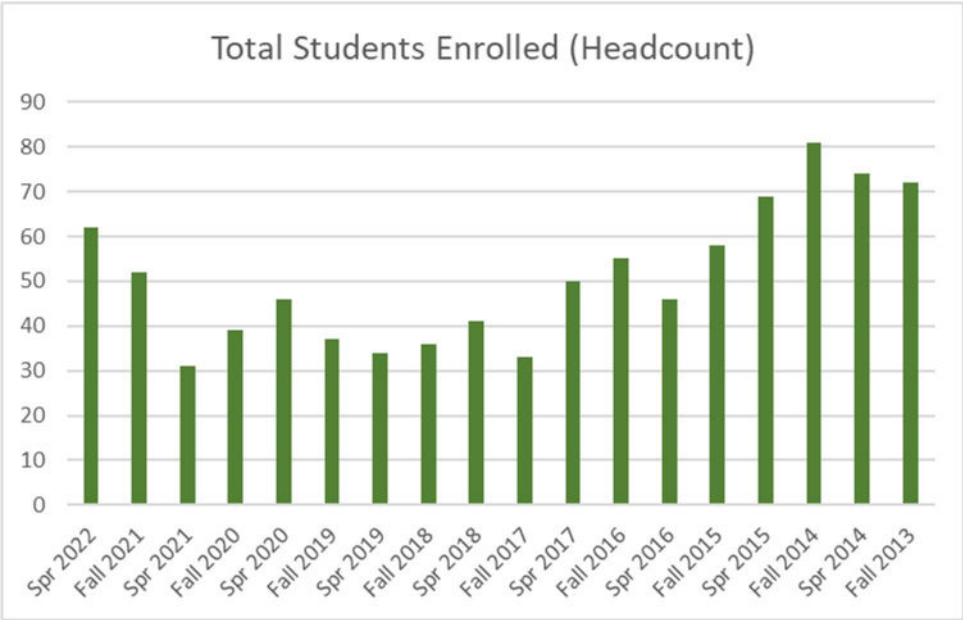
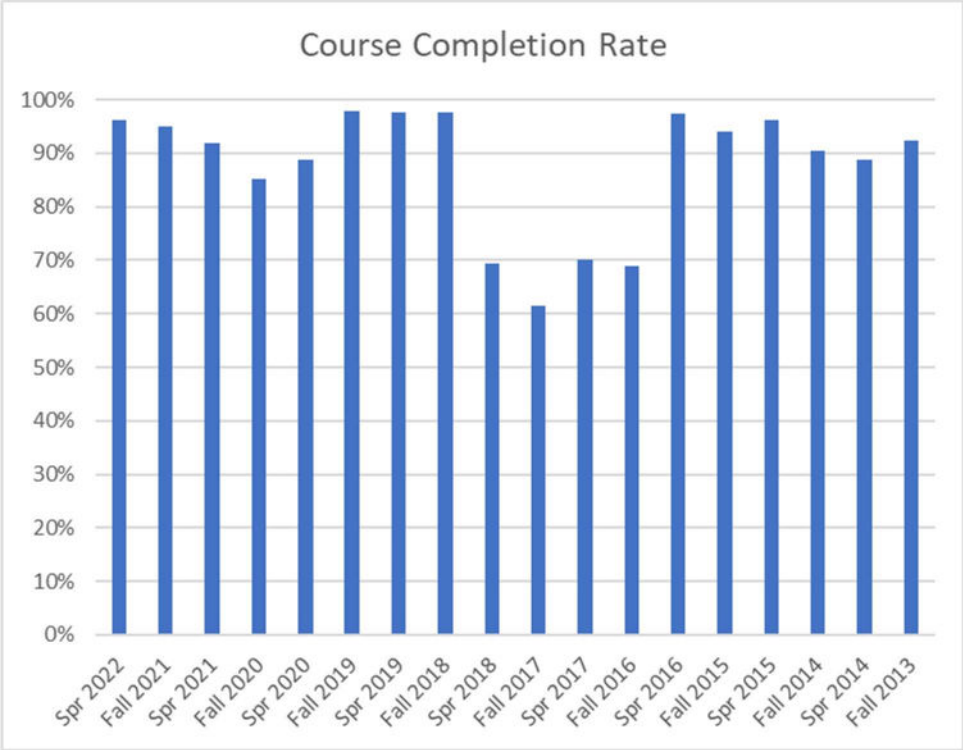
Students must apply to the college as usual and must be accepted to the college prior to the scholarship award. Each student may only use one scholarship at a time.

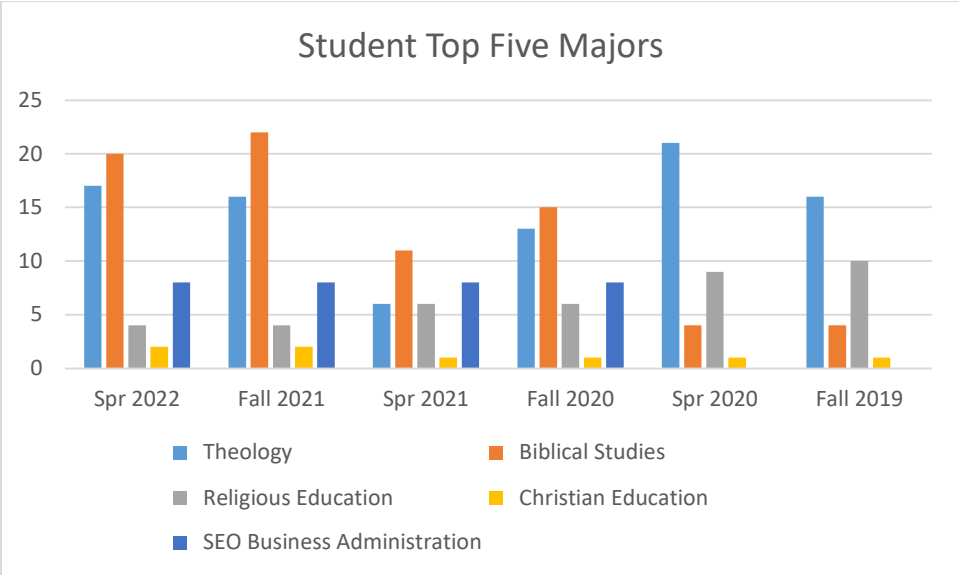
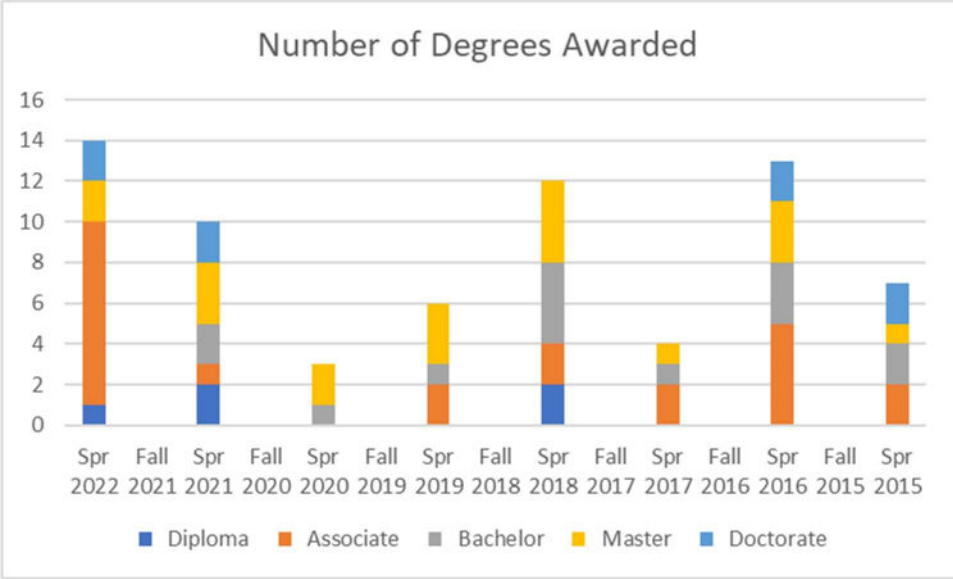
Life Experience for College Credit Application Link: <https://forms.gle/w8ZbiuyfyJ29iQU8>

Learn more about the academic programs of Cornerstone College & Seminary at our website at: www.CornerstoneCollegeVA.org or call the campus at 540-898-5077.

INSTITUTIONAL EFFECTIVENESS DATA

Cornerstone College of Virginia - Institutional Effectiveness								
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Course Completion Rate	96%	95%	92%	85%	89%	98%	98%	98%
Credits Attempted	316	234	148	204	186	147	120	132
Credits Completed	304	222	136	174	165	144	117	129
Credits Withdrawn	3	0	12	30	21	3	3	3
Courses Offered	33	31	20	47	47	33	31	23
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Course Success Rate	100%	96%	100%	93%	85%	98%	100%	100%
Grade earned of C or better	304	213	136	162	141	141	117	129
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Proportion of Students By Gender								
Percentage of Female	47%	48%	45%	41%	54%	59%	47%	53%
Percentage of Male	53%	52%	55%	59%	46%	41%	53%	47%
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Total Students By Age								
Under 20	11		6	7	1	0	0	0
20-24	5		8	5	0	0	0	0
25-39	3		2	6	3	3	3	3
40 and older	43		15	21	42	34	31	33
Total Students	62		31	39	46	37	34	36
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Number of Degrees Awarded								
Diploma	1		2		0		0	
Associate	9		1		0		2	
Bachelor	0		2		1		1	
Master	2		3		2		3	
Doctorate	2		2		0		0	
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Student Top 5 Majors								
Theology	17	16	6	13	21	16	12	17
Biblical Studies	20	22	11	15	4	4	2	3
Religious Education	4	4	6	6	9	10	7	7
Christian Education	2	2	1	1	1	1	1	0
SEO Business Administration	8	8	8	8	0	0	0	0
	Spr 2022	Fall 2021	Spr 2021	Fall 2020	Spr 2020	Fall 2019	Spr 2019	Fall 2018
Student to Faculty Ratio	3 to 1	3 to 1	3 to 1	2 to 1	3 to 1	2 to 1	2 to 1	3 to 1





Graduate Placement Rates

