



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

Effective Date: 7/1/2025

Last Reviewed: 4/1/2025

Next Review Date: 3/1/2026

Responsible Office: Office of the President

Approved by: Executive Working Group for the Board of Directors



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.cornerstonecollege.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.

JOURNEY TO ACCREDITATION

Cornerstone College & Seminary is in the process of becoming accredited simultaneously through two accrediting bodies. The institution is currently in candidate status with the Association of Independent Christian College & Seminaries (<https://AICCS.org>). In addition, the institution is pursuing accreditation with TRACS (<https://TRACS.org>) – Transnational Association of Christian Colleges and Universities. CCS is currently in correspondence status with TRACS. The first initial application for accreditation was submitted to TRACS in February 2025. CCS is currently responding to the first round of application responses received from TRACS. Pursuing accreditation does not constitute, imply, or presume accredited status at present or in the future.

MISSION, VISION, INSTITUTIONAL GOALS

Mission: Equip Christian students for significant kingdom impact

Vision: Be a highly regarded Christian educational institution

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 Bible is the divinely inspired, infallible, inerrant, and revealed Word of God (2 Timothy 3:16).

2 God is revealed in the Scriptures as God the Father, God the Son, and God the Holy Spirit, commonly referred to as the Trinity (Colossians 1:15-18; Acts 5:1-4).

3 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 (John 8:58; Isaiah 9:6; Isaiah 7:14; Matthew 1:18-25; 2 Corinthians 5:21; 1 Corinthians 15:3-7, Acts 1:9-11).

4 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 (John 14:16-18, John 14:26).

5 All humanity in its natural state are sinners, lost, alienated from God, and spiritually dead: "All have sinned and fallen short of the glory of God" (Romans 3:23) and, therefore, need salvation.

6 The Bible, inspired by God, is the final authority for all practices of sexuality, and God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex) is sinful and offensive to God (Genesis 1:26-27; 1 Corinthians 11:12; Leviticus 18:1-30; Leviticus 20:13; Romans 1:26-29; 1 Corinthians 5:1; 1Thessalonians 4:1-8; Hebrews 13:4; John 3:3-7; Jude 1:7).

7 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 Corinthians 15:3). Those who thus receive Christ by faith have their sins forgiven (Ephesians 1:7) and their hearts cleansed (Acts 15:9), become born of the Spirit, become children of God (John 1:12-13) are made new creatures in Christ (2 Corinthians 5:17). They are eternally secure (John 10:28).

8 Only two Scriptural Ordinances exist: Baptism and the Lord's Supper. Baptism is a command of 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 Corinthians 11:26).

9 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 (Matthew 16:17; 28:18-20).

10 There are only two classes of humanity 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 (Luke 23:39-43) after death and shall be raised bodily to live with Him eternally (1 Corinthians 15:35-49); the unsaved shall be separated from God at death and shall be raised bodily to be placed in eternal torment (John 5:28-29).

11 "Born again" Christians live a life dictated by the Holy Spirit (Galatians 5:16-25; Colossians 2:6) and yield to God (Romans 6:13). All Christians are called to share their faith with others by word and deed (Matthew 28:16-20).

POLICIES AND PROCEDURES

ADMISSION/REGISTRATION:

Cornerstone College & Seminary is a nonprofit ministry offering Christian Bible education to adults (18 years of age and over). We are coed, multi-cultural, evangelical and non-denominational, and admit students of any race, sex, color, disability, age, veteran status, religion, political affiliation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school.

Members of CCS staff are available to assist prospective students with information regarding the application process, degree programs, distinctive of the school and all aspects surrounding student life. CCS encourages and welcomes all prospective students to visit the campus, observe classes, tour the facilities, and meet with faculty and students.

Students may apply and be accepted at any time prior to the beginning of the semester, but they must meet certain deadlines. Listed below are dates by which applications and all required documentation must be submitted to receive equal consideration with other applicants.

CURRENT ACADEMIC CALENDAR

| Cornerstone College & Seminary Academic Calendar 2025-2026 info@cornerstonecollege.org 540-898-5077 | | | | | | | | |
|--|----------------------------|---------------------------|-----------------------|-----------------------|-----------------------------|-------------------------|-------------------------|----------------------------|
| | 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 | 4/1/2025 | 04/01/2025 | 04/01/2025 | 04/01/2025 | 11/01/2025 | 11/01/2025 | 11/1/2025 | 04/01/2026 |
| Academic advising week | 4/1-4/5 | 4/1-4/5 | 4/1-4/5 | 4/1-4/5 | 11/1-11/8 | 11/1-11/8 | 11/1-11/8 | 4/1-4/5 |
| Buy textbooks | 6/16-6/20 | 8/19-8/23 | 8/19-8/23 | 10/12-10/19 | 1/5-1/11 | 1/6-1/11 | 3/1-3/8 | 4/25-5/2 |
| Student Orientation | 6/23/2025 | 8/18/2025 | 8/18/2025 | 10/13/2025 | 1/5/2026 | 1/5/2026 | 3/2/2026 | 4/27/2026 |
| Financial Check-in Due Date – Pay in Full or Set up Payment Plan | 6/30/2025 | 8/25/2025 | 8/25/2025 | 10/20/2025 | 1/12/2026 | 1/12/2026 | 3/9/2026 | 5/3/2026 |
| Classes Begin | 6/30/2025 | 8/25/2025 | 8/25/2025 | 10/20/2025 | 1/12/2026 | 1/12/2026 | 3/9/2026 | 5/4/2026 |
| Last day to drop class with 100% refund | 7/7/2025 | 9/5/2025 | 9/2/2025 | 10/27/2025 | 1/19/2026 | 1/19/2026 | 3/16/2026 | 5/4/2026 |
| Last day to add a class | 7/7/2025 | 9/2/2025 | 9/2/2025 | 10/27/2025 | 1/19/2026 | 1/19/2026 | 3/16/2026 | 5/4/2026 |
| Last day to change to audit class | 7/7/2025 | 9/2/2025 | 9/2/2025 | 10/27/2025 | 1/19/2026 | 1/19/2026 | 3/16/2026 | 5/4/2026 |
| Last day to drop class with 75% refund | 7/14/2025 | 9/9/2025 | 9/9/2025 | 11/3/2025 | 1/26/2026 | 1/26/2026 | 3/23/2026 | 5/10/2026 |
| Last day to drop class with 50% refund | 7/21/2025 | 9/16/2025 | 9/16/2025 | 11/10/2025 | 2/2/2026 | 2/2/2026 | 3/30/2026 | 5/17/2026 |
| Last day to drop class with 25% refund | 7/28/2025 | 9/23/2025 | 9/23/2025 | 11/17/2025 | 2/9/2026 | 2/9/2026 | 4/6/2026 | 5/24/2026 |
| Graduation application deadline | | | | | 3/1/2026 | | | |
| Final exams | | 12/8-12/14 | | | 4/28-5/1 | | | |
| Classes End | 8/24/2025 | 12/14/2024 | 10/19/2025 | 12/14/2025 | 5/3/2026 | 3/8/2026 | 5/3/2026 | 6/28/2026 |
| Graduation | | | | | 5/9/2026 | | | |
| College Administrative Office Holiday Schedule – Offices Closed | | | | | | | | |
| New Year's Day | | | | | 1/1/2026 | | | |
| MLK Day | | | | | 1/19/2026 | | | |
| President's Day | | | | | 2/16/2026 | | | |
| Easter Holiday (On Campus Only) | | | | | 4/3-4/10/26 | | | |
| Memorial Day | | | | | | | | 5/25/2026 |
| Juneteenth | | | | | | | | 6/19/2026 |

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 | \$175.00/credit hour |
| Undergraduate Programs | \$175.00/credit hour |
| Graduate and Doctoral Programs | \$195.00/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 |
| Non-Attending Diploma Only Graduation Fee | \$100.00 |
| Adv. Biblical Studies/Associate Bachelor & Masters Grad Fee | \$250.00 |
| Doctoral Students Graduation Fee | \$375.00 (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 programming. 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 | 60-69 | 1.0 |
| F | 59/below | 0.0 |
| W | Withdrew | 0.0 |
| WP | 60-100 | 0.0 |
| WF | 0-59 | 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 Academic Dean 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 upon approval from the Registrar. Veteran students may defer their enrollment for up to one year after they are approved for coursework.
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
Mount Gilliam Baptist
Church
4641 SR-625
Louisa, VA 23093

King George Extension
Little Ark Baptist Church
15681 Owens Drive
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 employment. 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. CCS students enrolled in two or more on-campus courses for the term will be required to attend regular spiritual formation development events. Students have on-campus opportunities for spiritual growth and community connection. CCS’s Spiritual Director connects regularly with students.

Spiritual formation events include:

- CCS weekly chapel services (required for on-campus day students)
- CCS weekly small group gatherings
- CCS mentoring sessions

- Sunday Worship Services at Redeemer Bible Church located across the quad from campus
- Sunday young adult group Bible study at Redeemer Bible Church
- CCS Right Now Media online videos and Bible studies
- CCS mission trips
- Students are welcome to visit the spiritual formation advisor on campus and pursue any request, question, or concern in person.

CHAPEL SERVICES

Chapel is held once per week. Students, staff, and professors are strongly encouraged to attend. 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 biological man and one biological 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 biological man and one biological 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 biological man and a biological 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 biological man and a biological 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, ARTIFICIAL INTELLIGENCE, 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 (with the permission of the teaching professor). 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” unless the student has prior approval from the course professor). 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 Artificial Intelligence

All work by students must be an original creation by the student. The exception is for works to which the student has given proper credit by use of proper citations. The use of AI to create novel content for academic purposes is prohibited. There are two exceptions to this prohibition: 1) an instructor specifically authorizes use of AI for a specific purpose; and 2) the student's use of AI is within the "ethical use" exceptions (see background section of this policy for what is considered ethical use). When AI is used under these exceptions and the results are incorporated into a student's submission, the use of AI must be disclosed (cited) within the resultant paper or product.

The use of AI to academically cheat is prohibited. Forms of AI cheating include, inter alia, producing papers or writing prompt responses (in whole or in part), creating essays (in whole or in part), plagiarizing, assisting in answering test questions, helping to paraphrase a quote, using AI to summarize another's work when the assignment requires a summary, or in any other way defeating standards of academic and Christian integrity. If in doubt, the principle the student must remember is that all work must be a student's own creation unless properly cited as the work of others.

Students should understand that detection methods of AI use and AI evasion are employed by CCS. The use of AI without prior permission will be considered tantamount to plagiarism since AI generated material contains unacknowledged and uncited content.

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 student 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.

COLLEGE POLICY ON STUDENT PRIVACY

Purpose:

The purpose of this policy is to outline the college's commitment to protecting the privacy and confidentiality of student information. This policy ensures that all personal, academic, and financial information related to students is handled in compliance with applicable privacy laws, including the Family Educational Rights and Privacy Act (if applicable) (FERPA), and best practices for safeguarding sensitive data.

Scope:

This policy applies to all faculty, staff, administrators, contractors, and any other individuals who have access to student information. It covers all forms of student data, including but not limited to academic records, personal information, financial aid details, and communications between students and the college.

1. Definition of Student Information

Student information refers to any personally identifiable information (PII) and educational records that the college collects, maintains, or stores in relation to a student's academic or personal life. This includes but is not limited to:

- Academic records (transcripts, grades, course schedules)
- Personal identification information (name, address, Social Security number, student ID)
- Financial records (tuition payments, financial aid, scholarships)
- Disciplinary records
- Medical or counseling records maintained by the college (subject to applicable privacy laws such as HIPAA)
- Communications between the student and the college (e.g., emails, advising notes)

2. Compliance with FERPA

- The college complies (when required by law) with the Family Educational Rights and Privacy Act (FERPA), which grants students specific rights regarding their education records, including the right to:
 - Inspect and review their educational records
 - Request amendments to their records if they believe there is inaccurate or misleading information
 - Provide written consent before the college discloses personally identifiable information from their records, except in cases where FERPA permits disclosure without consent (e.g., to school officials with legitimate educational interests)

3. Disclosure of Student Information

- Student information will not be disclosed to any third party without the student's written consent, except in cases where FERPA or other applicable laws permit or require disclosure, such as:
 - To college officials with legitimate educational interests
 - In compliance with a judicial order or subpoena
 - In connection with a health or safety emergency
 - To parents or legal guardians if the student is a dependent for tax purposes
 - To financial aid institutions or agencies in relation to financial assistance
- Directory information (e.g., name, major, enrollment status) may be disclosed without consent unless the student has opted out of such disclosures by submitting a written request to the Registrar's Office.

4. Access to Student Records

- Access to student records is limited to authorized personnel who have a legitimate need to view the records for academic, administrative, or legal purposes.
- Faculty and staff must access student information only to the extent necessary to perform their job functions and in accordance with this policy.
- Students may access their own records by submitting a written request to the Registrar's Office. The college will provide access to requested records within 45 days, as required by FERPA.

5. Security and Safeguarding of Student Information

- The college is committed to implementing appropriate administrative, technical, and physical safeguards to protect student information from unauthorized access, disclosure, alteration, or destruction.
- All student information stored electronically must be protected by secure login credentials, encryption, and regularly updated security protocols. Data stored in paper form must be kept in locked and secure locations.
- Faculty and staff must take steps to ensure that student information, whether in electronic or paper format, is not left unsecured or exposed to unauthorized individuals.

6. Student Rights

- Inspection and Review: Students have the right to inspect and review their educational records maintained by the college. Requests must be made in writing to the Registrar's Office.
- Request for Amendments: Students may request that the college correct records they believe to be inaccurate or misleading by submitting a formal request to the Registrar's Office.
- Control over Disclosures: Students have the right to control who has access to their education records by providing written consent, except in situations where FERPA allows for disclosure without consent.

7. Opting Out of Directory Information

- Students who wish to prevent the college from disclosing their directory information must submit a written request to the Registrar's Office within the first two weeks of each academic year.
- The college will honor this request and ensure that directory information is not released to third parties, including potential employers or media, without the student's consent.

8. Data Retention and Disposal

- Student records will be retained for the duration specified by federal, state, or institutional retention policies. Once records are no longer required to be retained, they will be securely disposed of in a manner that prevents unauthorized access (e.g., shredding of paper records, deletion of electronic files).
- Any disposal of student information must be conducted by authorized personnel.

9. Third-Party Contractors

- Any third-party contractors or service providers that are granted access to student information must adhere to the same privacy and confidentiality standards outlined in this policy.
- The college will enter into contracts or agreements with third parties that outline the permissible use of student data, safeguarding requirements, and compliance with applicable privacy laws.

10. Training and Awareness

- All employees who have access to student records or personal information will receive training on the college's student privacy policies, FERPA compliance, and best practices for safeguarding sensitive data.
- Faculty and staff are responsible for understanding their obligations under this policy and FERPA and will be held accountable for any breaches of student privacy.

11. Breach of Student Privacy

- Any unauthorized access to or disclosure of student information must be reported immediately to the Office of Compliance and the IT Department if applicable. The college will take appropriate steps to investigate and mitigate any privacy breaches.
- Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion, as well as possible legal consequences.

12. Student Complaints

- Students who believe their privacy rights have been violated may file a formal complaint with the Registrar's Office or the Office of the President.

13. Review and Updates

- This policy will be reviewed annually by the Office of Compliance and the Registrar's Office to ensure continued compliance with FERPA and other applicable privacy laws.
- Any changes to this policy will be communicated to students, faculty, and staff through official channels.

COLLEGE POLICY ON VERIFICATION OF STUDENT IDENTIFICATION

Purpose:

The purpose of this policy is to establish clear guidelines for verifying the identity of students in various academic and administrative settings. Ensuring accurate student

identification is essential for protecting the integrity of academic records, maintaining student privacy, and complying with federal, state, and institutional regulations.

Scope:

This policy applies to all students, faculty, staff, and administrators involved in processes requiring verification of student identity. This includes, but is not limited to, enrollment, access to online courses, examinations, issuance of student records, and interactions with student services.

1. Definition of Student Identification

Student identification refers to any form of credential or document used to verify the identity of a student. Acceptable forms of identification may include:

- Government-issued photo identification (e.g., driver's license, passport)
- College-issued student ID card
- Secure login credentials (username and password) for accessing the college's online systems

2. Verification During Enrollment

- Students are required to provide valid proof of identity during the initial enrollment process. Acceptable forms of identification include a government-issued photo ID, a high school transcript, or equivalent documentation for international students (e.g., visa, passport).
- The Admissions Office is responsible for confirming the identity of all incoming students through these documents before granting full enrollment status.

3. Verification for Online Courses and Examinations

- Students enrolled in online courses must verify their identity through a combination of secure login credentials and additional verification measures as needed.
- Faculty or staff responsible for proctoring exams must ensure that students are positively identified before administering tests, particularly in remote or online settings.

4. In-Person Verification

- Students attending campus for the first time may be asked to present identification.

5. Verification for Accessing Student Records

- Students requesting access to their academic records, financial aid information, or personal data must verify their identity using secure login credentials through the college's student information system.
- For in-person requests, students must present their student ID or government-issued photo ID when accessing sensitive or confidential information.
- Any third-party requests for student records must be accompanied by the student's written consent and proper verification of the requesting party's identity in compliance with the Family Educational Rights and Privacy Act (FERPA).

6. Protection of Student Information

- All student identification processes must comply with federal and state privacy laws, including FERPA, to protect student information from unauthorized access or misuse.
- The college will take appropriate measures to safeguard student identity information, including secure storage of ID numbers, photos, and login credentials. Access to personal student information will be restricted to authorized personnel only.

7. Handling Lost or Stolen Student Identification

- Students are required to report lost or stolen college-issued ID cards immediately to the Office of Student Services.
- The college will deactivate lost or stolen IDs and issue replacement cards upon request. A fee may apply for replacement IDs.
- In the event of a suspected breach of a student's online login credentials, students must contact the IT Department to reset their passwords and secure their accounts.

8. Compliance and Accountability

- Students who fail to present valid identification when requested or attempt to use false identification will be subject to disciplinary action under the college's code of conduct.
- Faculty, staff, or administrators who fail to properly verify student identities when required may also face disciplinary action in accordance with college policies.
- The Registrar's Office, Admissions Office, Student Services, and IT Department are jointly responsible for ensuring compliance with this policy in their respective areas.

9. Training and Awareness

- Faculty and staff involved in student identity verification processes will receive regular training on proper identification methods, privacy protection laws, and best practices for securely handling identification information.
- The college will also provide resources to students to help them understand the importance of maintaining secure access to their personal accounts and identification credentials.

10. Review and Updates

- This policy will be reviewed annually by the Office of the President and updated as necessary to ensure compliance with evolving legal requirements and technological advancements in identity verification.
- Any changes to this policy will be communicated to students, faculty, and staff through official channels.

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.

*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 Academic Dean. 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.

| 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

College Student Services

Digital Research Library

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

<https://proxy.lirn.net/CornerstoneCollegeOfVA>

Username: 17301

Password: freegiraffe56

Students are encouraged to use www.BlueLetterBible.org to perform Bible research. Current CCS students may receive support and login credentials and information on using the CCS Digital Research Library by emailing info@CornerstoneCollege.org or stopping by the president's office to make an appointment.

Student Writing Lab

- Research paper assistance
- Online library assistance
- Homework assignment help

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 in Populi. The online CCS Student Writing Lab offers help with online book access, links to college writing centers, plagiarism, MLA and 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@CornerstoneCollege.org to ask for access to the online student writing lab or stop by the president's office to make an appointment for an on-campus writing lab appointment.

Career Success Center

- Explore jobs and careers in ministry locally and internationally
- Explore majors offered at CCS and explore careers that relate to CCS majors
- Participate in job shadowing and explore internship opportunities
- Update your resume and cover letter and discover personal skills and interests

The CCS Career Success Center offers free on-campus and online services to students and alumni. Work with a CCS advisor for personalized assistance 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 topics in the student online portal or make an appointment if you would like in-person assistance. Email info@CornerstoneCollege.org to ask for access to the online career success center or stop by the president's office to make an appointment for on-campus career services.

Tutoring Center

- Student Success Strategies
- Learning to Learn
- Academic Exploration
- Online Learning Strategies
- Personal Management
- Reading & Writing Strategies
- Math help & tutoring

The CCS Tutoring Center is an accessible online and on-campus service for current students in a course they are 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@CornerstoneCollege.org or stop by the President's office to make an appointment for tutoring.

Student Resource Center

The CCS Fredericksburg campus has a Student Resource Center with desktop computers, a printer, high-speed internet access, and Microsoft Office 365 for students

to study, research, access email, online courses, and assignment preparation. Information technology assistance is available to students on campus as well. Online students who need technology assistance can email info@cornerstonecollege.org to request assistance.

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 | | | |
|--|---------------|--|--|
| Registrar | Julie Wallace | 540-898-5077 registrar@cornerstonecollege.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@CornerstoneCollege.org | Library Services Tutoring Center Writing Lab Career Coaching Academic Advising Student Support Populi online portal |
| Library Services | Karen Tate | 540-898-5077 ktate@CornerstoneCollege.org | Student Library Services |

SCHOLARSHIP OPPORTUNITIES

Scholarship Opportunities at Cornerstone College of Virginia 2025 -2026

| Gary Foss Memorial Scholarship | |
|--------------------------------|--|
| Eligibility | Merit-Based Scholarship – For on-campus students only |
| Student Type | Undergraduate – <u>Associates Degree</u> |
| 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, GPA minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at the CCS website: https://ccs.populiweb.com/router/admissions/onlineapplications/index?embedded=1&application_form=32480 |

| Carson Riley Memorial Scholarship | |
|-----------------------------------|--|
| Eligibility | Need-Based Scholarship – U.S. citizens, residing in U.S. |
| Student Type | Undergraduate & Graduate |
| Percentage of Coverage | 10-50% discount on tuition (Fees and textbooks are <u>student's</u> responsibility) |
| Qualifications | Based on financial need |
| Maintenance in College | Annual renewal, GPA minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/wv5JbABbfEF2XHBT6 Apply at the CCS website: www.CornerstoneCollege.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 <u>student's</u> responsibility) |
| Qualifications | Current service as a church pastor or church leader |
| Maintenance in College | Annual renewal, GPA minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/yw71QvtHSQD937fy5 Apply at the CCS website: www.CornerstoneCollege.org Click on the "Apply Now" |

| 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, GPA minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/JqEA793UD6enMfgg6 Apply at the CCS website www.CornerstoneCollege.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 | <u>Student</u> must have church pay 33% and self-pay 33% tuition |
| Maintenance in College | Annual renewal, GPA minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/MrTG1Z2qUAWXBWgD6 Apply at the CCS website: www.CornerstoneCollegeVA.org Click "Apply Now" |

| Military and Veteran Scholarship Discount | |
|--|--|
| Eligibility | Status-Based Scholarship |
| Student Type | Undergraduate & Graduate |
| Percentage of Coverage | 20% discount on tuition |
| Qualifications | Current U.S. military or U.S. veteran |
| Maintenance in College | Part-time or Full-time <u>enrollment</u> , <u>GPA</u> minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/FF3ovtgkyrf8eBMP6 |

| Homeschool Scholarship Discount | |
|--|--|
| Eligibility | Status-Based Scholarship |
| Student Type | Undergraduate & Dual Enrollment |
| Percentage of Coverage | 3 credit classes offered at a fixed rate of \$195 each |
| Qualifications | Current homeschool student or homeschool graduate |
| Maintenance in College | Full-time or part-time enrollment, capped at a maximum of 5 classes per <u>student</u> , <u>GPA</u> minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/9FmyYehR1AhNFryi9 |

| First Responder & Educator Scholarship Discount* | |
|---|--|
| Eligibility | Status-Based Scholarship |
| Student Type | Undergraduate & Graduate |
| Percentage of Coverage | 20% discount on tuition (Christian educators pay no semester student fees) |
| Qualifications | Currently employed as a first responder or educator |
| Maintenance in College | Part-time or Full-time <u>enrollment</u> , <u>GPA</u> minimum, minimum course grade of a "C", attendance in class. |
| Application Process | Apply at this link: https://forms.gle/CemqPP2htmT7xJSH9 |

*Christian educator special scholarship discount "The first 2 are on us". First two classes for degrees are free (with student fees waived). The remaining classes are at the current full tuition rate.

CCS Scholarship Policies

Scholarships are subject to change at any time. Only one scholarship may be used per student.

Students must apply to the college as usual and must be accepted to the college prior to the scholarship award.

Life Experience for College Credit Application Link: <https://forms.gle/w8ZbiuyfjyJ29iQU8>

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

All CCS scholarships listed above require the scholarship student to maintain a grade point average of 2.0 (GFMS 2.7 GPA). Students who fail a course may be refused renewal of the scholarship. Scholarship students must maintain continuous enrollment.

Gary Foss Memorial Scholarship Academic Policy

All scholars understand that their progress at Lancaster Bible College (LBC) will be visible to their Cornerstone College & Seminary (CCS) advisors. If CCS advisors do not have direct access to their course progress, GFM Scholars may be asked to present their progress to their CCS advisor or the CCS Registrar.

All scholars must maintain full-time enrollment and must graduate within two years of the awarding of the scholarship. The sum of CCS and LBC credits must be 12 or greater during each fall and spring semester. If a student desires to enroll in fewer classes in a given term and make up the difference during a summer term, they must obtain guidance from their advisor, the CCS Registrar, and the Provost.

All scholars must maintain a GPA of 2.7 or higher. Any student who receives a C- or below in any class may be a candidate for academic probation.

Scholars who have an F or who fail to participate in their LBC class must withdraw from the class before the end of LBC's add/drop period, or they will be charged LBC's tuition.

Any scholar who fails to meet the minimum GPA requirement in a given semester will be placed on probation and/or will be asked to meet with a representative group from the Scholarship Selection Team (SST). The SST reserves the right to recommend withdrawal of all or part of the scholarship if the members are not sufficiently convinced that the student is committed to improving. The Final Selection Team (FST) will make the final decision.

Academic probation may consist of mandatory study halls or remedial instruction, depending on the case.

INSTITUTIONAL EFFECTIVENESS DATA

| Cornerstone College & Seminary Institutional Effectiveness | | | | | | | |
|---|----------|-----------|----------|-----------|----------|-----------|----------|
| Updated 11/13/2024 | | | | | | | |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Course Completion Rate | 79% | 80% | 100% | 81% | 96% | 95% | 92% |
| Credits Attempted | 412 | 327 | 273 | 346 | 316 | 234 | 148 |
| Credits Completed | 326 | 263 | 273 | 280 | 304 | 222 | 136 |
| Credits Withdrawn | 42 | 21 | 6 | 66 | 3 | 0 | 12 |
| Total Undergraduate Credits Attempted | 324 | 249 | | | | | |
| Total Graduate Credits Attempted | 88 | 78 | | | | | |
| Courses Offered | 39 | 41 | 49 | 41 | 33 | 31 | 20 |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Student Enrollment Rate | 94% | 92% | 96% | 94% | 100% | 96% | 94% |
| Students Enrolled(Headcount) | 77 | 64 | 55 | 69 | 62 | 52 | 31 |
| Students Withdrawn | 5 | 5 | 2 | 4 | 0 | 2 | 2 |
| Final student headcount | 72 | 59 | 53 | 65 | 62 | 50 | 29 |
| Class Per Student Ratio | 1.5 | 1.5 | 1.7 | 1.4 | 1.6 | 1.5 | 1.6 |
| Full-Time Student Headcount | 13 | 12 | | 7 | | | |
| Part-Time Student Headcount | 64 | 54 | | 34 | | | |
| Total Full-time Equivalency (Total credit attempted hrs/12) | 34 | 27 | | | | | |
| Undergraduate Full-time Equivalency (UG total hrs/12) | 27 | 21 | | | | | |
| Graduate Full-time Equivalency (Grad total hrs/9) | 10 | 9 | | | | | |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Full Time Equivalency Ratio | 5.35 | 5.11 | 4.96 | 5.01 | 5.10 | 4.50 | 4.77 |
| Course Success Rate | 92% | 92% | 95% | 100% | 100% | 96% | 100% |
| Grade earned of C or better | 299 | 242 | 258 | 280 | 304 | 213 | 136 |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Students Enrolled(Headcount) | 72 | 59 | 53 | 65 | 62 | 52 | 31 |
| Student Headcount Yearly Change | | -9% | | 25% | | 33% | |
| Average semester enrollment | 49 | 47 | 47 | 47 | 48 | | 50 |
| Proportion of Students By Gender | | | | | | | |
| Female | 33 | 28 | 22 | 32 | 29 | 25 | 14 |
| Male | 39 | 33 | 31 | 33 | 33 | 27 | 17 |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Percentage of Female | 46% | 47% | 42% | 49% | 47% | 48% | 45% |
| Percentage of Male | 54% | 56% | 58% | 51% | 53% | 52% | 55% |
| Students by Race/Ethnicity | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| White/Non-Hispanic | 28 | 22 | 27 | 28 | 27 | 19 | 15 |
| African American | 13 | 27 | 15 | 23 | 21 | 18 | 18 |
| Hispanic | 2 | 1 | 2 | 2 | 2 | 3 | |
| Unknown | 29 | 11 | 9 | 12 | 12 | 15 | -2 |
| Item | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| | | | | 65 | 62 | 52 | 31 |
| Students by Age Group | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Under 20 | 5 | 4 | 4 | 9 | 11 | 10 | 6 |
| 20-24 | 11 | 15 | 12 | 12 | 5 | 7 | 8 |
| 25-39 | 6 | 4 | 9 | 7 | 3 | 6 | 2 |
| 40 and older | 26 | 38 | 28 | 37 | 43 | 29 | 15 |
| Total Students | 48 | 61 | 53 | 65 | 62 | 52 | 31 |
| Student Retention Rate | | 50% | | 17% | | 91% | |
| First time students fall term | | 22 | | 6 | | 6 | |
| Same students enrolled subsequent fall term | | 3 | | 1 | | 10 | |
| Number of Degrees Awarded | Spr 2024 | Fall 2023 | Spr 2023 | Fall 2022 | Spr 2022 | Fall 2021 | Spr 2021 |
| Diploma | 6 | | 0 | | 1 | | 2 |
| Associate | 3 | | 8 | | 9 | | 1 |
| Bachelor | 3 | | 6 | | 0 | | 2 |
| Master | 5 | | 0 | | 2 | | 3 |
| Doctorate | 0 | | 2 | | 2 | | 2 |
| Total Number of Students Graduated | 17 | | 16 | | 14 | | 10 |