



**E X C E L**  
College

# **Academic Handbook**

Abbreviated Version

(full Academic Handbook and Student Handbook provided for accepted students)

**2021-2022**

# Table of Contents

<b>Excel College Academic &amp; Holiday Calendar</b>	<b>3</b>
<b>Bachelor of Arts Degree Program</b>	<b>4</b>
<b>BA Degree Requirements</b>	<b>6</b>
<b>Academics</b>	<b>7</b>
Classroom Participation	7
Academic Freedom	8
Late Work	8
Academic Dishonesty	9
Grades and GPA Reference Chart	10
Meaning of a Credit Hour & Educational Methodology	10
Academic Review and Academic Dismissal	12
Policies and Information Regarding Transfer Credit and Transferability	15
Requirements for Entering the Practicum	16
Requirements for Receiving a Degree	17
Payment, Delinquency, Cancellation, and Refund Policies	17
Notice of Nondiscriminatory Policy as to Students	18
Appendix 1: Academic Petition	19

*The degree programs of study offered by Excel College have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.*

# Excel College Academic & Holiday Calendar

## 2021-2022 (C6 Core Cohort)

Arrival and Orientation

September 15, 2021

### Semester 1 Modules

Practical & Professional Development

September 16 - October 16, 2021

Communications

October 18 - November 12, 2021

Critical Thinking

November 15 - December 21, 2021

*Thanksgiving Holiday*

*November 24-28, 2021*

*Christmas and New Year's Holiday*

*December 22 - January 4, 2022*

### Semester 2 Modules

"Waking Up to the Journey"

January 5-7, 2022

Theology

January 10 - February 4, 2022

Philosophy

February 7 - March 4, 2022

Math

March 7 - April 1, 2022

*Semester Break*

*April 2-10, 2022*

### Semester 3 Modules

Physics

April 11 - May 6, 2022

Biology

May 9 - June 3, 2022

Anthropology

June 6 - July 1, 2022

*Good Friday*

*April 15, 2022*

*Semester Break*

*July 2-10, 2022*

### Semester 4 Modules

Sociology

July 11 - August 5, 2022

Government

August 8 - September 2, 2022

*Semester Break*

*September 3-11, 2022*

### Semester 5 Modules

Economics

September 12 - October 7, 2022

Literature

October 10 - November 4, 2022

Fine Arts

November 7, 2022 - Dec. 2, 2022

Practicum Preparation

December 5-20, 2022

*Christmas and New Year's Holiday*

*December 20 - January 3, 2023*

# **Bachelor of Arts Degree Program**

## ***Religious Studies, Integrated Economy, and Critical Thinking***

By *Economy* (not Economics!), we're using one of the oldest and original meanings of the term derived from the Greek term *oikonomia*<sup>1</sup>: stewardship, management of household affairs. Specifically, we are drawing from the theological concept of *Christian stewardship*.<sup>2</sup> Before the term came to refer to the broader field we know today of economics, economy was understood by Greek thinkers such as the authors of *Oἰκονομικά* (traditionally attributed to Aristotle) as the management of “things that are necessary for life (i.e., survival) and for the Good Life (i.e., flourishing). The Good Life is the moral life of virtue....”<sup>3</sup> Aristotle classified “*oikonomia*” as a natural pursuit in that it is conduct proper and essential to human existence and the fulfillment of human nature in developing our inherent potential for “good” as human beings.<sup>4</sup> Biblically speaking, we can expand on this concept from a Christian worldview as “Utilizing and managing all resources God provides for the glory of God and the betterment of His creation.”<sup>5</sup> Using this definition of economy, our Bachelor degree, *Religious Studies, Integrated Economy and Critical Thinking*, allows each student to customize their pursuit into an emphasis while integrating their entire educational experience through a Theological perspective.

By uniting the theoretical with the practical — our common human calling with our individual callings, gifts, and capabilities — our holistic approach is essential to societal and personal flourishing.

After completing the fifteen-month Excel College Core, students continue their learning experience and are able to complete their Bachelor's degree in another fifteen consecutive months. By eliminating long semester and summer breaks, Excel is able to expedite the student pathway to completion, allowing students to maximize focus, motivation, and reduce the cost of the educational experience.

During the Excel College's Core classroom experience, the students are focused on exploring the foundations for the God-prescribed Good Life: they journey through a discovery of who they are individually as image bearers of God and step into who they are collectively in a family, community, nation, and global human race.

Not confined to the classroom alone, our students are challenged and encouraged in 5 holistic pursuits (intellectual, spiritual, missional, practical, and professional) to become men and women of God who exhibit His goodness and truth everywhere — in the classroom, home, church, work, community, and in their lives individually. In our 5 pursuit focus, our students are

---

<sup>1</sup> οἰκονομία, from oikos, meaning house and nemein, meaning manage

<sup>2</sup> See also Titus 1:7, 1 Corinthians 4:1-2

<sup>3</sup> Dr. Younkins, Edward W. “Aristotle and Economics,” *Le Quebecois Libre*, Montreal, No 158, September 15, 2005.

<sup>4</sup> Ebleling, Richard M. “[Aristotle and Economics](#),” *Capitalism Magazine*, Sep 28, 2016.

<sup>5</sup> Bugg, Charles. “Stewardship” *Holman Bible Dictionary*. Holman, 1991, 1303-1304.

prepped and pushed to consider all aspects of their life and education through the lens of the Kingdom and wisdom of God.

During the Practicum phase of Excel College, students continue to develop holistically, while concentrating on an emphasis that interests them personally. With the support and accountability of mentors and coaches, students design a customized learning experience that develops not only one-dimensional skills and experience according to set and relevant outcomes, but virtuous habits that lead them to become honest workers, family members, and citizens. In our model, we let the experts train our students on a basic skills level, while we disciple, teach, and equip them for a life of holistic flourishing. Each subject and practical experience comprising the emphasis subjects of the Practicum courses are reviewed through the perspective of Godly wisdom (eg. Why does God care about this particular subject? What is God's expectation of my role in this particular subject? How shall I integrate my personal calling and duties into this subject matter?). Because we believe that the Kingdom of God can be discovered in the common — not only religious — places, we challenge our students to explicitly seek the Kingdom throughout each independent study course in a formal paper that integrates faith, learning, and practice in the chosen area of study.

By the completion of the Bachelor's degree, the students will enter the marketplace faith-filled and debt-free, with confidence, experience, healthy habits, and a dossier. This dossier will include all action-related accomplishments, projects, and assessments completed through their educational experience.

# BA Degree Requirements

*Students must maintain a total average GPA of 2.0 or above.*

## Complete the Excel College Core Courses

Foundations for the Human Arts & Sciences I: Critical Thinking  
Foundations for the Human Arts & Sciences II: Communications  
Foundations for Theological Thought I: Theology Proper  
Foundations for Theological Thought II: Philosophy  
Theology of Natural Science I: Mathematics  
Theology of Natural Science II: Physical Science  
Theology of Natural Science III: Biology  
Theology of Social Science I: Biblical Anthropology  
Theology of Social Science II: Sociology  
Theology of Political Science I: Government and Law  
Theology of Political Science II: Economics  
Theology of Human Arts IV: Literature  
Theology of Human Arts III: Fine Arts

## Complete Excel College Holistic Courses

Fitness & Wellness	Missional Service
Faith Formation	Household Economics
Practical & Professional Development	Biblical Foundations

## Complete Excel College Practicum Courses

### Four Practicum Tracks:

*Excel Holistic & Creative Tracks*  
*Excel Calling & Aptitude Tracks*  
*Excel Adaptable Independent Studies Tracks*  
*External Tracks*

# **Academics**

## **“Loving God with Our Mind”**

### *(Academic Expectations and Requirements)*

#### **Introduction**

The approach we use during Excel College’s Core modules is primarily method-driven as opposed to lecture-driven and will be an adjustment for many. All class activities and assignments are designed for students to actively think their own way through a subject while becoming better informed about the field and pushed to consider how it relates to the students’ own Christian faith. The cohort faculty serve to guide the cohort through their whole time in the program in active discussions critically analyzing the field’s major questions as well as the classic and modern answers from many different worldviews.

During the initial Launch Semester, students are taught the *Rivendell Critical Thinking Method* (or RCTM) — a methodology that emphasizes the art of self-learning and guides students toward better reading, reasoning, writing, and rhetoric in order to think actively and analytically for themselves. This method is used in every Core module thereafter and will serve as the primary assignment for each Core class, along with active participation in socratic discussions. Ultimately, the method is meant to cultivate a habit of organized and rational thinking that overflows into the rest of life. The Practicum semesters provide additional opportunity for practical and professional applications of students’ faith and learning.

#### **Classroom Participation**

Excel College’s Core classes are conversational, as both students and faculty come together to discuss the great questions of life. “As iron sharpens iron,” so students are taught to sharpen one another through challenging questions posed by faculty and peers.

Every student is expected to actively participate in all class discussions. There are four aspects of class participation:

- Attendance: students must be physically present in class
- Respect and Courtesy: verbal as well as non-verbal communication of body language and dress
- Engagement: being mentally and emotionally “present” for class discussions and guest lectures; attentiveness
- Contribution: charitably furthering class discussions

Class time is a place to practice loving one’s neighbor through manners, courtesy and respect. Therefore:

- Students should not detract from class by activities such as surfing the web, emailing, texting, tweeting, facebooking, etc.).
- Cell phones should be silenced prior to the start of class.
- Sleeping or inattentiveness is not permitted.
- Faculty may define and implement additional guidelines for the classroom as needed.

Another way to be respectful is to avoid tardiness. Students are expected to be on time for all program-related events.

Because of the Excel College Core's emphasis on discussion and reading, class time is not limited to a physical space, and the cohort will frequently break-off into smaller groups and occasionally to off-site locations. However, all of the expectations of attentive participation still apply during small group and off-site cohort times.

Classroom engagement includes (but is not limited to) the various aspects mentioned in this section. The level of classroom engagement will factor into the student's participation grade.

## **Academic Freedom**

Excel College is committed to a policy of academic freedom, which is not only foundational to maintaining an educational environment, but vital given the nature of the Excel College Program. Excel College believes that the intellectual growth of students demands academic freedom, but freedom in any context carries with it corollary responsibilities and boundaries. Responsible behavior is vital to the maintenance of academic freedom.

Students are free to and encouraged to inquire into and to examine all views; however, when they disagree with their faculty or one another, they are expected to practice courtesy and respect while challenging others' views. They are expected and encouraged to carefully and critically examine information until they are able to formulate informed convictions regarding the truth. Students are expected to develop critical thinking skills and adequate research techniques so that their inquiry will be carried out in an honest and scholarly manner.

The Excel College Program is designed and centered around a Christian perspective. In the context of discipleship, our curriculum serves as an opportunity for our students to experience rich critical engagement with both sacred and secular authors within a Christian framework. Students are in no way required to reach the same conclusions as their faculty, Excel College, or its leadership. They are, however, expected to engage respectfully and thoughtfully with Excel College's Christian approach and content matter, just as with any other student's perspectives.

## **Late Work**

All assigned work must be submitted through the method specified with the given assignment (such as the online education management software or turned-in by physical copy). The penalty for assignments not submitted by the approved method by the due date will be an automatic 10% grade reduction with an additional 10% off per day thereafter. Faculty have the discretion to not accept assignments more than 72 hours after the assignment is due.

If a student wishes to request an alternative deadline, extension, or late penalty, they should make such a request in writing to the relevant faculty before the assigned deadline. If more than one faculty person is leading the course, both faculty should be addressed. The request should explain the reason why the student is unable to meet the given deadline and why the proposed alternative deadline is reasonable.

Faculty are committed to reasonably deliberating about the student's request, weighing such factors as the believability of the extenuating circumstance, the student's history of timeliness and integrity, and the impact of such a decision on upcoming assignments. Faculty are not



required to grant such requests, and may grant a different alternative than either originally proposed or requested by the student (as long as such alternative is not stricter than the originally scheduled deadline or late penalty). In no way will a prior grant of extension be considered as precedent or grounds for future extension.

## **Academic Dishonesty**

Students are expected to be honest in all of their academic work. Academic dishonesty is a serious violation of both academic standards and biblical teaching and is an affront to other students and the faculty.

Students found involved in academic dishonesty will be penalized by the faculty. Penalties may include reduced credit or no credit on the assignment/test, additional assignments, failure of module, or other measures deemed appropriate. Instances of academic dishonesty may be recorded on the student's permanent record.

Examples of academic dishonesty include, but are not limited to, plagiarism, cheating on quizzes and exams, pretending to have read class materials, fabricating extenuating circumstances to request an extension, and/or turning in the same assignment or using previous work (e.g., essays, research, speeches) for two or more modules without prior permission from faculty.

Examples of plagiarism include, but are not limited to, submission of work, either in part or in whole, completed by another; failure to give proper credit for ideas, statements, facts, or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit; and/or use of another's project or program or part thereof without giving credit.

## Grades and GPA Reference Chart

Grade	%	GPA
A	94-100%	4
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3
B-	80-83%	2.7
C+	77-79%	2.3
C	74-76%	2
C-	70-73%	1.7
D+	67-69%	1.3
D	64-66%	1
D-	60-63%	0.7
F	≤ 59%	0.0

## Meaning of a Credit Hour & Educational Methodology

### Credit Hour:

Excel College offers a combination of traditional courses and twelve sequenced-modular courses. For every traditional course credit hour taking place over a semester, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work. This includes at least an hour of active instruction time, as well as time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, project development and completion, and other activities that enhance learning. Thus, for a typical three credit course taking place over a whole semester, an average student should expect to spend at least nine hours per week dedicated to the one course.

Our twelve sequenced-modular courses follow a “self-contained” model, which means that we increase the number of hours of scheduled, guided, and in-class learning activities and assignments under the supervision of faculty and staff, to continue maintaining high standards of student effort, rigor, and learning development as is also pursued in our traditional courses, similar to that which is found in conventional institutions of higher education.

The self-contained, integrated, instruction time comprised in our modular courses, as supervised by faculty and staff, is three hours per session, five weekly sessions, through four weeks, totaling to sixty cumulative hours of instruction and supervised hours for a three-credit modular course.

The instruction time in one of our traditional courses (as in conventional institutions of higher education), in comparison to our modular courses, is comprised of three hours per week, through five weeks, totaling to forty-five cumulative instruction hours for a three-credit traditional course.

## **Excel College's Educational Methodology in the 12 Sequenced-Modular Courses:**

The sequential modular approach boosts academic performance, generates a desire for life-long learning, inspires underachievers to excel, and increases graduation rates. Why? First, students actively participate in a more organic model of education which weaves together all subject matter into a beautiful tapestry that reflects the unity of knowledge rather than presenting the various academic disciplines as isolated and fragmented systems of knowledge. Each module builds upon the preceding module, thus forming a cohesive and biblical worldview. In other words, we do not find it beneficial to study the subjects in Semester 4 before grasping the context and content provided in Semester 3. Second, a sequenced-modular system enhances learning by providing students with intensive and focused time on each topic. In a typical semester, within the conventional college model, students attend multiple lectures, read multiple books, write multiple essays, and study for multiple exams for seemingly unrelated and disintegrated courses. Often, college becomes more about endurance and survival than learning. Our Sequenced-Modular Curriculum is designed to take students on an adventure to uncover and reclaim the unity of knowledge through this classical approach to education.

### **Course Overviews, Objectives, and Outcomes — A Two-Pronged Strategy:**

At the root of every approach to education lies a determining concept (or two) from which its curricular strategy grows. Excel College's innovative program is no exception. Consequently, each of our modular courses—in substance, structure and sequencing—rests upon a number of philosophical and pedagogical convictions that have coalesced in the strategic design and delivery of our curriculum. Without attempting a full elaboration of our educational philosophy here, two of our most basic pedagogical convictions do deserve special comment: (1) our commitment to 'continuity in learning' and (2) our belief in the 'unity of knowledge.' The first bears fruit in the (structural) form of our modules, while the second yields a unique (substantive) flow to our entire program. A brief word about each, therefore, should help clarify the 'how' and 'why' of our curricular strategy.

Structurally, a modular-based system of course offerings is at the heart of our Core program. Simply defined, this means that students pursue their modular courses in 4-week, single-subject courses without the distraction of other competing classes. As such, they are riveted to one academic discipline at a time, allowing them to experience a 'continuity of learning' that greatly enhances their prospects for academic success. The benefits of this strategy are many. First, student assimilation of course material skyrockets as the focus narrows to a single academic subject. Second, intellectual compartmentalization diminishes as each discipline receives comprehensive (e.g., historical, philosophical, conceptual, etc.) treatment. And third, the curricular scope expands significantly as uninterrupted concentration on a single subject facilitates a more advanced treatment of course material. It is the combination of these last two benefits that explains why and how we are able to integrate freshman ('101' level) and sophomore ('201' level) courses into single modules. Substantively, our Core program is rooted in our basic belief in the 'unity of knowledge.' By this, we mean that each field of human inquiry and academic investigation finds its source (and ultimate significance) in the Trinitarian God of Christian theism and, therefore, enjoys a real and recognizable relationship to every other branch of learning. The pedagogical consequence of this conviction, we believe, is that each of the liberal arts and sciences is best studied in a way that clearly illuminates the

connection between each and all subject matters. Consequently, we've designed our program in a sequenced-modular format that enables students to see these intrinsic connections between the branches of knowledge as well as the relation of them all to the grand, cosmic narrative of the Creator's dealings with creation.

In summary, the advantages of our Sequenced-Modular Curriculum are many. First, academic fragmentation withers as each subject finds its place in relation to all others. Second, student disillusionment with learning evaporates as they discover the relevance of each discipline to a larger story. And third, curricular coherence is maintained as each course flows naturally from its predecessors and leads necessarily to its successors, ultimately culminating in our basic belief in the unity of knowledge.

## **Academic Review and Academic Dismissal**

### ***Academic Review***

Students will receive an Academic Probation with a Learning Contract should their academic performance indicate that they are not achieving the academic standards necessary to be awarded a certificate of completion. Students will receive an Academic Review for:

1. A course grade below a 2.0 (C) or a projected cumulative GPA below a 2.0.
2. An F earned in any course, with notification that an F in any course makes them ineligible to receive a certificate of completion.

Students who have earned an F may file an Academic Petition with the Academic Coordinator in order to make a Learning Contract outlining measures to rectify their academic standing in a timely manner. This Learning Contract must be developed with their Coach and Cohort Faculty and approved by the Academic Coordinator. Any failure to complete make-up work according to the agreed-upon dates will result in a withdrawal of the Academic Petition. All courses required for a degree must be successfully completed to achieve the degree; a student with a failed course must apply to retake and successfully complete that course in the future at its published cost to complete degree requirements.

*Please note: The Excel College Program is intensive. Struggling students are encouraged to work with their Faculty before they fall behind. Approval of an Academic Petition will take into consideration a student's attitude, work ethic, and initiative to seek and utilize the supports available to them.*

### ***Academic Dismissal:***

Students receiving a third course grade below a 2.0 may be subject to Academic Dismissal, with each situation reviewed on a case-by-case basis. A student may submit an Academic Petition to the Academic Coordinator to remain in the Program.

*Please note: Students will be charged for retaking courses.*

### ***Academic Petitions and Accommodations***

Excel College understands that, on occasion, extenuating circumstances or disabilities may necessitate the suspension of academic policy or provision for alternative assessments, etc. In the event that a student believes the circumstances necessitate such a suspension, an academic petition must be submitted and subsequently approved by the Academic

Coordinator. If the student is requesting accommodations on the basis of a disability, they should submit documentation of the disability and its nature at this time. Students submitting petitions for other reasons are encouraged to first discuss the matter with their faculty members to determine if an academic petition is warranted. The Academic Coordinator (or Provost) will contact the student following review of documentation in a timely manner (usually between two-to-three business days from receipt). Except in unusual circumstances, contact will be made in no more than 3 weeks following receipt of properly submitted documentation. The student will be notified of the approved accommodations plan in writing.

Students who are approved for special arrangements may request a change or addition to the initial proposal; some such changes might require additional information from the student.

Excel College's small size provides both opportunities and challenges in providing accommodations to students with academic disabilities. While Excel College will make every reasonable accommodation for students with disabilities, Excel College has the right to refuse an unreasonable accommodation, adjustment, or auxiliary aid or service that imposes an undue burden or a fundamental alteration of a program or activity of the program.

The student is encouraged to communicate throughout the process and to provide feedback upon receipt of accommodations eligibility notification. This is also a time for the student to express any concerns or requests for revisions/addendums to the accommodations offered.

If a petition for academic accommodations for a disability is rejected, the student may present a one-time appeal to a committee consisting of at least one classroom representative, one student life representative (ie. House Captain, Coach, Discipleship Coordinator, or the Director of Discipleship), and the Provost. The decision of this committee will be final.

### ***Academic Withdrawal and Incompletes***

In order to avoid receiving an F, a student may file an academic petition with the Academic Coordinator to receive instead a W (withdrawal) or I (incomplete). The petition must include a plan for completing the course requirements in the future if the student wishes to remain enrolled in the degree program. If a withdrawal from a module occurs after 60% of a course has completed, it will be recorded as a WF. Elective courses can be dropped without a W till up to one-third of the class. Some of Excel College's courses extend over more than one semester; for such courses, a student withdrawing from the program will not receive a "W" in the extended course until completing one-third of the last semester of that course.

An incomplete in a course involves an academic agreement with the Academic Coordinator made before the course's end date with deadlines for the completion of the incomplete course work. Such deadlines will start at the end of the student's time enrolled in the accelerated courses. Valid reasons for granting incompletes include medical, psychological, or bereavement leave, or, in some circumstances, as a part of a social probation/dismissal/suspension agreement.

### ***Attendance & Participation Policy***

Attendance and active participation are integral to personal and communal success at Excel College. Because of our holistic educational model, this policy spans through both the Core and Practicum portions of the program and includes missional service, regular fitness and

wellness habits, responsible household management, All Teams, classroom, professional commitments, coaching sessions, etc. Our degree program is also year-round: therefore, please bear in mind that absences for weddings, family vacations, etc., are still counted as absences.

Because the Core works on an accelerated modular system and meets twice on Mondays and Wednesdays, missing one day of class is the clock-hours equivalent of missing one to two weeks of class in traditional educational programming. Not only is class attendance essential for learning content, but it is a foundational demonstration of respect and etiquette to peers, faculty, and (especially) guest speakers. As such, it is the student's responsibility to immediately inform the faculty of any anticipated absences. Students should know that unexcused absences and tardies result in grade reductions.

Faculty may use their discretion (based on student testimony, character, history, etc.) to issue a one-time excusal from class. Valid reasons for granting excused absences are for such things as severe illness (ie. hospitalization), bereavement leave, etc. In no situation are excused absences an entitlement. Students are encouraged to implement healthy lifestyle habits that promote good health spiritually, mentally, and physically.

### ***Tracking Co-Curricular Course Attendance & Participation***

House Captains will keep students accountable for attending and participating in (1) missional service, (2) All Teams, and (3) cook & clean teams. For personal fitness and wellness, students track their activities on an app on which the Director of Health, Nutrition, and Fitness will monitor for accountability and health coaching. The courses covering these events and experiences will be assessed on a pass / fail basis. To pass each of these courses, your attendance must not fall below 85% (which calculates absences, tardies, and present/active participation together). Students should be aware that All Teams begin at 6:00 and include dinnertime. The Academic Coordinator monitors and officiates all co-curricular courses.

### ***Academic Petition***

If a student's medical condition keeps him/her from being in the classroom, the prearranged use of video conferencing may be permitted. If permitted, such participation will not count as an absence. An Academic Petition should be filed with the Academic Coordinator, accompanied by a doctor's note, for any extended medical absences.

### ***Tardiness***

Because we aim to cultivate healthy practical and professional habits in our students, timeliness is highly valued at Excel College. If a student walks in after the designated start time, he/she will be considered tardy. If a student leaves early, he/she will receive a tardy. If a student's tardiness excludes them from at least a third of the class time, they will be welcome to participate and learn what they can, but they will be considered absent. Two tardies is equivalent to an absence.

### ***Records Policy***

Excel College takes student records and their privacy seriously, and strives to maintain proper records with tamper- and damage-protected storage procedures. These records include an academic transcript, any official documentation in regards to campus life, and any files indicating courses completed, grades earned, degrees awarded, and periods of attendance.

An additional electronic copy is maintained by the Program's management system (Populi) with access granted only to select Excel faculty and staff.

The Registrar is designated to provide any current or former student with official copies of records and transcript upon written request of the student.<sup>6</sup>

## **Policies & Information Regarding Transfer Credit and Transferability**

The Provost, along with the Academic Coordinator and the Practicum Coordinator, will make decisions about granting transfer credits for students entering Excel College. The final decision will be communicated to the student applying for transfer credit within 15 business days of the receipt of the official transcript or the request to make an exception to grant transfer credit, whichever is later. The decision of the Provost is final.

Excel College maintains articulation agreements with its faith-based partner programs. While Excel College agrees to accept as prior learning credits completion of the various programs, in some cases, Excel College requires an additional academic project to cap of the experience in order to grant transfer credits for prior learning. Transfer credits from other institutions are considered on a case-by-case basis by the Provost, in coordination with the Academic Coordinator and Practicum Coordinator.

In some cases where the programing is equivalent to an Excel College course, the credits are granted upon transfer application.

In any case, transfer credits toward Excel College will only be accepted under (at least) the following conditions:

1. Excel College has received an official transcript of the completed course work
2. The course has been completed with a grade of "C" or higher
3. The course objectives and rigor meet the standards set by Excel College
4. The course was taken within the last 10 years
5. Transfer credits do not exceed 30 credits.

### ***Transferring From Excel College***

Students should be aware that the transferability of completed course work toward another program is determined entirely by the policies of the accepting institution(s), their state and/or federal regulators, and their accrediting agencies (if applicable).<sup>7</sup>

Transcripts can be requested at [https://excelcollege.populiweb.com/request\\_transcript](https://excelcollege.populiweb.com/request_transcript)

---

<sup>6</sup> Requests can be submitted electronically through Populi at [https://excelcollege.populiweb.com/router/request\\_transcript](https://excelcollege.populiweb.com/router/request_transcript) or in writing submitted to Excel College's mailing address, care of the Provost or Registrar.

<sup>7</sup> The degree programs of study offered by Excel College have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards. Accreditation is recognition by private accreditation agencies, some of which are recognized by the Department of Education. Excel College is not accredited nor pursuing accreditation.

## **Requirements for Entering the Practicum**

Academically, students must maintain a minimum grade average of “C” in every Excel College Core course, as well as regular and timely attendance (85% rate) to all class sessions.

Spiritually, students must exhibit regular and timely attendance (85% rate) to Tuesday evening All Teams (Faith & Foundations), as well as consistently demonstrate honor and respect to all peers and authorities

Practically, students must exhibit regular and timely attendance to Thursday evening All Teams (Practical & Professional), as well as faithfully participate in regular household responsibilities (cleaning, cook team, etc.). (These too, should be at least an 85% attendance rate).

Professionally, students in the workplace must have demonstrated integrity (ie. no lying/stealing/gossiping, dishonoring employer, getting dishonorably fired, etc.) and consistency (ie. showing up when scheduled, showing up on time, communicating clearly with their employer, not jumping from job to job, etc.). Students should also demonstrate a spirit of excellence in all that they do.

Missionally, students should exhibit regular and timely participation (85% attendance rate) in all volunteering activities.



## **Requirements for Receiving a Degree**

Students who have successfully completed all degree program components (Core and Practicum) with an average grade of “C” or better may be approved to receive their respective degrees. Students must be cleared for graduation through the Provost.

### ***Payment of Account:***

Payment in full (tuition, fees, and fines) is required to receive a degree and for a release of records of work completed. Certificates will be mailed 3-6 weeks from the time the completion of the program and program requirements is confirmed.

### ***Transcripts:***

Excel College issues transcripts as official notices of work completed. These official notices of work completed will only be sent upon request of the individual to whom the record belongs. Requests by persons other than the student will not be honored without written authorization from the student.

Official copies of transcripts are not issued until all accounts with the college are cleared. All graduates are guaranteed to receive two official transcripts at no charge (Excel College does not currently charge for any reasonable number of transcripts, but reserves the right to do so in the future after two transcript requests). Processing will not begin until notification has been received from the Registrar's Office.

The transcript request form (available on Populi) should be filled out and submitted either online through Populi or sent to the Provost's Office. Students should verify their transcript information on the online education management platform prior to ordering to make sure all of the information is up to date and accurate. If there are any discrepancies, students should communicate that to the Provost, who will work with the student to resolve the issue.

### ***Address or Name Changes:***

In an effort to maintain the integrity and accuracy of our records and to protect our students, alumni, and constituents, graduates should provide appropriate documentation to Excel College should they change addresses or surnames.

## **Payment, Delinquency, Cancellation, and Refund Policies**

All costs are charged on a per session basis.

All session costs become due on the first day of the first month in a semester's start dates, or as arranged as part of a payment plan.

Payment plans are free of charge, but require the students' account to be set up with scheduled autopayments. All payment plans will be set to finish prior to or at the end of the session. Late payments may incur an initial \$35 late fee.

Students will be notified if a due payment (whether payment-in-full or a payment due as part of a payment plan) has not been received, and given a window of five business days to pay the late amount to avoid the initial late fee. If the student's account continues to be past due for an additional week, students may not be allowed to return for the subsequent Core module or Practicum semester.

Should a student, for any reason, wish to cancel enrollment in the program, the student must submit written and dated notice to the Provost. The Provost will respond in writing to confirm receipt of the written notice within three business days. If the receipt of the written cancellation notice is prior to the start of the program, all session costs, apart from the non-refundable enrollment deposit will be returned.

Schedule of Proration for Refunds, per semester\*†

Withdrawal/Cancellation during calendar days	1-10	80% refund
Withdrawal/Cancellation during calendar days	11-20	50% refund
Withdrawal/Cancellation during calendar days	20-30	25% refund
Withdrawal/Cancellation on or after calendar day	31	no refund

\*Any fines for damaged property are not refundable and remain due even in the event of a student's cancellation.

†If the Italy trip is offered during the Excel College Core and the student opts in to join it, the cost is paid throughout the Core in monthly payments, but can be fully refunded if a student either ceases to be enrolled at Excel College or opts out of the Italy trip (see below). Any refund of the Italy trip will first be applied to other program costs due but not yet paid. As Excel College incurs costs per student traveling in advance of the Italy trip, at the start of the fourth semester, no refund will exceed the difference between the total amount of payments allocated to the Italy trip minus any costs Excel College has already incurred related to that student (such as prepaid travel, lodging, or activities fees). Refunds will be prorated as follows:

120-91	days before the Italy trip:	90% refund
90-61	days before the Italy trip:	75% refund
60-31	days before the Italy trip:	50% refund
30-0	days before the Italy trip:	0% refund

This also applies to students who are unable to travel for any reason, including sickness and disciplinary dismissal.

## Notice of Nondiscriminatory Policy as to Students

Excel College, Inc. admits students of any race, color, national and ethnic origin, age, family/parental status, or income derived from a federal assistance program to all the rights, privileges, programs and activities generally accorded or made available to students at the school, including in the nondiscriminatory administration of its educational policies, admissions policies, scholarship and loan programs, and all school-administered programs.

# Appendix 1: Academic Petition



*This petition is used to dispute grades, retake courses, request audits, request an excused absence etc.*

**Student Name:** \_\_\_\_\_

**I respectfully request that:** (provide specific information such as the module, faculty, etc.)

**My reasons for this request are as follows:** (use the back if needed)

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***Administration Only:***

**Recommendation of the Faculty:**

**Signature of Faculty:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Decision of the Academic Coordinator:**

**Signature of the Academic Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_