

GLOBAL UNIVERSITY

First Quarter 2014 Undergraduate Supplemental Procedures Manual

A handy reference guide to answer your questions.

Essential information including:

- Important Updates/Policy Revisions
- Final Exam Request Form
- Exam Supervisor Application
- Contact Information
- Online Research Tools
- Which Courses Require:
 - CRAS (Collateral Reading Assignments)
 - CWAS (Collateral Writing Assignments)
 - SLRS (Service Learning Requirements)

Updated for:

January – March 2014

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This packet contains informational materials to help you successfully complete your Global University undergraduate courses. By carefully reviewing and following the instructions contained within this packet, you will receive prompt and efficient student service.

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PLEASE TAKE NOTE OF THE FOLLOWING UPDATES!

TUITION CHANGE EFFECTIVE JANUARY 1, 2014

Effective January 1, 2014, undergraduate tuition increased \$2.00 from \$129 to **\$131 per credit**.

NEW PROJECT & CRA/CWA GRADING SYSTEM

As of January 1, 2014, the grading rubric for undergraduate Projects and Collateral Reading Assignments (CRAs)/Collateral Writing Assignments (CWAs) has been changed from a possible 20 points to a possible 100 points. Please see **page 7** for details.

COURSES RENUMBERED

The course ID numbers for the following courses have been changed. The *content* of each course has not changed; only the course *numbers*.

BIB4062/3 The Corinthian Letters is now BIB2062/3
HIS1012/3 Civilization Past & Present I is now HIS2502/3
HIS1022/3 Civilization Past & Present II is now HIS2602/3
MTH1203 College Algebra is now MTH2503
PSY1023 Introduction to Psychology is now PSY3013

NEW COURSES RELEASED

MIN1102/3 *Great Commission Strategies*. This course replaces MIN1012/3 *Evangelism Today*.

EDU3613 *Instructional Media*

This course is only available for three credits. This is a required course in the Christian Education degrees.

ALSO PLEASE TAKE NOTE OF . . .

PDF COURSE DOWNLOAD AVAILABLE

You can download the study guide and student packet for courses in which you are enrolled in one of two ways.

- 1) Go to www.globaluniversity.edu and click on the ONLINE COURSES link under STUDENT LOGINS. Enter your student ID number and GU assigned password. Click the 'Access Global University Digital Course Downloads' link under the heading 'Digital Course Downloads (Berean and Undergraduate Levels).'
- 2) On your mobile device go to www.globaluniversity.mobi and log in.

STUDENT SUBJECT LIST PORTAL

You can log in to see a list of your In Progress courses (enrollment date and expiration date) and final grades. Go to the GU home page and click on 'Student Subject List' on the STUDENTS drop down menu.

MAILING ADDRESS

Global University
Attn: U.S. Student Services
1211 South Glenstone Ave.
Springfield, MO 65804 USA

If sending course components by mail, all USA students should send to this address.

PHONE INQUIRIES

Telephone: 1-800-443-1083 option #4 or (417) 862-9533

Contact via phone will allow you to speak with a Student Services Representative from 9:00 to 6:00 CST Monday through Friday

FAX – U.S. Student Services: (417) 862-0863 (course orders, course extensions, Final Exam Request Forms, Exam Supervisor Applications, course work—including projects, CRAs, CWAs, SLRs—and transcript requests)

E-MAIL INQUIRIES

studentinfo@globaluniversity.edu - use for general questions

gradingservices@globaluniversity.edu - use to submit course projects, SLRs (if applicable), CRA/CWAs (if applicable), Exam Request Forms and Exam Supervisor Applications

asktheprof@globaluniversity.edu - use to ask course-specific questions, such as assignment instructions or course content

transcriptrequest@globaluniversity.edu - use to request undergraduate transcripts via e-mail

customerservices@globaluniversity.edu - use for questions regarding returns, orders, or billing

librarian@globaluniversity.edu - use for questions regarding library resources and research help

ORDERING COURSES

-  Log on to www.globaluniversity.edu and order your courses through our Web site (credit card needed)
-  Call us at 1-800-443-1083 option #4 or (417) 862-9533 to speak to a Student Services Rep (credit card needed)
-  Complete and return an Undergraduate Studies Order Form (be sure to include your payment)

STUDENT E-MAIL

Your student e-mail account is accessible at this Web address: <http://mail.gustudent.org>. You will receive the following documents in your Global University e-mail account:

- Final grade reports (FGRs)
- Final, graded copies of CRAs/CWAs, Projects and SLRs, including comments by the grading professor
- Notification when an order has been placed
- Notification when an order has been shipped
- Periodic contact letters including policy updates, important notices, etc.

Please contact us at support@globaluniversity.edu if you have any questions.

This fee schedule is applicable to all undergraduate students directly enrolled with Global University. Students enrolled through a regional or national office (outside of the USA) should contact their regional or national director for applicable fees and tuition.

Undergraduate Application Fee

(one-time fee that must accompany signed application form) \$50.00

BSB to Undergrad Application Fee

(for former Berean School of the Bible Students) \$20.00

Undergraduate Application Reactivation Fee

(activating records after 18 months of inactivity) \$25.00

Undergraduate Tuition (per credit) \$131.00

Ministerial Candidate Tuition

(requires official documentation) 20% off tuition

Study Guide/Independent Study Text (per course) printed - \$45.00

Online/Digital - \$45.00

Textbooks (prices vary per course) approximately \$0-145.00

Evaluation of Experience-Based Learning equal to one credit of current tuition

Tuition for Experience-Based Learning half of current tuition for credits approved

Course Re-Enrollment (option to re-enroll

if course is not completed within one year) full tuition

Undergraduate Audit Fee (no course work graded, and no final

grade or course credit will be assigned) half of current tuition

Exam Late/Replacement Fee (final exam materials lost

or returned after due date) \$10.00

Six-Month Course Extension Fee (option to

extend the six-month deadline up to one year) \$65.00

Change of Program (Program of Study change,

includes the cost of a new Degree Audit) \$25.00

Graduation Application Fee

\$35.00

Student Request for Updated Degree Audit

\$25.00

Undergraduate Exam Retake Fee (failed first attempt)

\$35.00

Expediting Fee (delivery of final exams or rush processing of

transcripts, course grading, etc-per course) \$35.00

Next-Day Shipping Fee (for orders, plus normal shipping)

\$50.00

2nd Day Shipping Fee (for orders, plus normal shipping)

\$35.00

Library Fee (per course)

\$10.00

Transcript Fee (official or unofficial)

\$5.00

CANCELLATION AND REFUND POLICY FOR UNDERGRADUATE COURSES

Global University strives to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for you to discontinue studying a Global University course, the following refund policy will apply:

1. You may cancel your enrollment within five (5) days, exclusive of Saturday, Sunday and USA holidays, after midnight of the day on which you signed the enrollment agreement (Subject Enrollment Card or order form). If you cancel your enrollment during this time, you will be given a complete refund of all money paid, excluding postage fees.
2. From five (5) calendar days, exclusive of Saturday, Sunday, and USA holidays, after midnight of the day on which you signed the SEC or order form until nine (9) months) from the day on which signed the SEC or order form, Global University will be entitled to retain a registration fee from the amount you have paid. The registration fee (converted to local currency) will be calculated as follows:
 - a. For courses costing less than \$300 U.S., Global University may retain up to \$75 U.S.
 - b. For courses costing \$300 U.S. or more, Global University may retain 20% of the total paid but not more than \$200 U.S.
3. If you request cancellation after two months of your dated SEC or order form, Global University shall be entitled to the registration fee plus a percentage of the total cost of the courses. The percentage will be calculated as follows: The registration fee will be deducted from the total cost of the course. Then, in addition to the registration fee, Global University will retain a percentage of any amount that remains. The percentage retained will depend on how much of the course you have completed. Therefore:
 - a. Up to and including your completion of the first 10% of the course, Global University may retain 10% of any remainder. After you have completed more than 10% of the course and up to and including completion of 25% of the course, Global University may retain 25% of any remainder.
 - b. After completion of more than 25% of the course and up to and including completion or 50% of the course, Global University may retain 50% of any remainder.
 - c. If you complete more than half of the course, Global University shall be entitled to the full cost of the course.
 - d. Refunds will only be given on materials that are in resalable condition.

COURSE AUDITS: If you audit a course, you **do not** have the option to upgrade to a full-tuition course in order to receive course credit and a grade. Students auditing a course may not submit completed assignments for grading purposes.

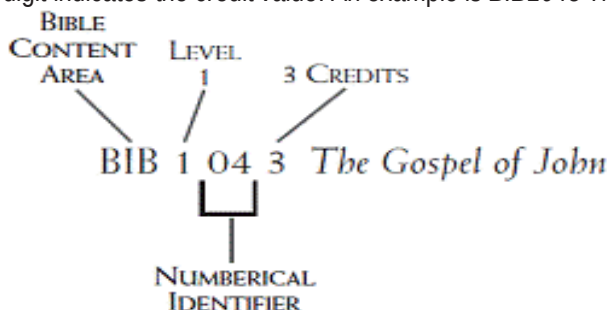
DEGREE AUDIT FEES: A degree audit will be performed when you have submitted a completed application, selected a Program of Study (Major), and all official transcripts from institutions that you have previously attended have been received in our office. If you have no college-level transcripts to submit for transfer credit you will need to submit a copy of your high school transcript or GED. This *Original Degree Audit* will show you the courses that you need to complete in order to meet your degree requirements. Your *Application Fee* covers the cost of this original degree audit. Your *Graduation Fee* covers the cost of your *Grad Check*, which is the degree audit that shows you have completed all courses required by your degree program. You may request an additional degree audit at any time during your studies for a \$25 processing fee.

SUCCESSFUL STUDY HABITS

Developing successful study habits promotes an atmosphere for learning and growth. Following the study habits listed below will be a great asset in course completion and academic excellence.

- **Take courses according to level.** We recommend new students follow the recommended course sequence for their particular degree, as found in the undergraduate catalog beginning on [page 26](#). Global University courses are divided into lower and upper levels. Lower-level courses are those designed to be taken without regard to any particular sequence. Upper-level courses may have either a prerequisite or recommended previous study and require a higher level of academic rigor. If a prerequisite is required or a certain sequence is suggested, a notation is made in the course description. For example, *BIB4113 Greek I* must be taken before *BIB4123 Greek II*.

The first three letters indicate the academic content area of the course (e.g., BIB for "Bible," MIN for "Ministry" etc.). The first digit indicates the level of the course. The second and third digits serve as numerical identifiers. The final digit indicates the credit value. An example is *BIB1043 The Gospel of John* (see below).



While students are not required to follow the recommended course sequences found in the catalog, the sequences will help to ensure they are taking courses at the appropriate level as they progress through their studies.

- **Familiarize yourself with the course design.** Familiarize yourself with your Study Guide or Independent Study Text (IST) and Student Packet. The guide includes information about the course description, objectives, and requirements. Each course you take with Global University will follow the same instructional design.
- **Be realistic.** You will not have to attend class, but you *will* have to do regular academic work. You will need to spend 3 to 6 hours each week studying your course.
- **Set goals and stick to them.** Keep a calendar to chart your progress. Set dates to complete the self-tests and unit progress evaluations (UPEs) in order to complete your course in the allotted, 6-month time frame.
- **Organize your goals in a study schedule.** Identify study times when you are fresh and attentive. Think of these study times as "reserved time." If you have to miss too many study times, revise your schedule.
- **Know where to study.** Find a place that is free from distractions. You may consider using your office, a public library, or a separate room in your home.
- **Prepare for assignments and tests.** Take notes on 3- by 5-inch cards or directly into a word processor or computer database to record significant events, dates, ideas, and people. Underline or highlight main phrases and key words in your Study Guide or IST. Pay particularly close attention to the "main objectives" in the Study Guide or IST, since the final exams will be mostly based on these.
- **Use good communication skills.** Pay attention to instructions and be certain you understand what is required when submitting assignments. If you have course-specific questions, you should send an e-mail to asktheprof@globaluniversity.edu.
- **Time your tests wisely.** Before you take the final exam, review all self-tests, UPEs, and course objectives to make sure you fully understand all the concepts presented in your course.

COURSE ASSIGNMENTS

COURSE FINAL GRADE REPORT (FGR)

The final course grade will be calculated as follows:

- Projects – 25% of the course grade
- Collateral reading assignment (CRA) or collateral writing assignment (CWA) – 35% of the course grade if required for your 3-credit course (see lists of courses requiring these on [page 15](#))
- Final exam – 75% *without* CRA/CWA, or 40% *with* CRA/CWA
- Service Learning Requirement (SLR) – required for most courses in order to complete the course, evaluated as “satisfactory” or “unsatisfactory,” but worth no actual point value (see list on [page 14](#))

Please note: MIN1031 course grade is as follows: Mentor Evaluation Form, 5% of the course grade; CRA, 35% of the course grade; final exam, 60% of the course grade.

GRADING SCALE

A+	97-100	4.00	Superior
A	93-96		Excellent
A-	90-92	3.67	
B+	87-89	3.33	Good
B	83-86	3.00	
B-	80-82	2.67	Satisfactory
C+	77-79	2.33	
C	73-76	2.00	

C-	70-72	1.67	Poor
D+	67-69	1.33	
D	63-66	1.00	
D-	60-62	0.67	
F	0-59	0.00	Failing

SUBMITTING COMPLETED COURSE WORK

Mail: Address the envelope to [Global University/Attention: Student Services](#) (full address on [page 4](#))

E-mail: Submit assignments as a Word document or PDF document to gradingservices@globaluniversity.edu

Your final exam will not be mailed to your supervisor until all course work items have been received in our office. Once all course work and the final exam are received it usually takes a minimum of three weeks (longer during holidays) to process your work and mail/e-mail grade information to you. We cannot give grade information over the telephone.

COURSE PROJECTS / COLLATERAL READING ASSIGNMENTS / COLLATERAL WRITING ASSIGNMENTS

Global University requires that projects, CRAs, and CWAs be written with the inclusion of research using 3-5 references from the GU Library Website or other academic sources documented according to the *Global University Undergraduate Form and Style Guide*. Ten percent of the grade for the project and CRA/CWA will be based on proper style, grammar, spelling and documentation.

How to request a copy of the *Global University Undergraduate Form and Style Guide*

A hard copy of this helpful booklet may be [purchased](#) through U.S. Student Services by calling 1-800-443-1083 option #4. It may also be downloaded from Global University's Web site [free of charge](#) at (<http://globaluniversity.edu/pdf/UG-FormAndStyleGuide.pdf>).

What to do if you do not pass

Students who receive a score of 60–79 points out of the maximum 100 points on a written assignment can request permission to resubmit and attempt to raise his or her score. (The maximum grade allowed on a resubmission is 80 points.) If a score of 59 or below is received, the student automatically has the option to resubmit the assignment, but is not required to do so. In all cases, only one resubmission is permitted per assignment (project or CRA). The maximum grade that can be assigned to a resubmitted assignment is 80 points. The resubmission score, whether higher or lower than the original score, will be the final score.

Resubmitted assignments arriving after the course expiration date will not be graded and the original assignment score will stand.

SERVICE LEARNING REQUIREMENTS (SLR)

Students will receive an SLR Faculty Feedback form with each SLR, indicating if the SLR is ‘satisfactory’ or ‘unsatisfactory.’ Please note that although there is no point value, your FGR will not be released until a satisfactory SLR has been submitted. A resubmitted SLR must arrive [before](#) the course expiration date.

WRITING GUIDELINES AND EXPECTATIONS

The *Global University Undergraduate Form and Style Guide* defines the form, style, and documentation system for completing Global University writing assignments. The manual can be downloaded free from <http://globaluniversity.edu/pdf/UG-FormAndStyleGuide.pdf>. The manual is also available in print for a fee. For ordering information, please call a Student Services Representative at 1-800-443-1083, option #4, Monday to Friday, 9:00 a.m. to 6:00 p.m. Central Standard Time.

WRITING FOR ACADEMIC QUALITY AND OTHER CONCEPTUAL ISSUES

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Do not merely repeat the author's position—evaluate the author's position and restate it in your own words.
- You are encouraged to both agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate CRAs/CWAs and projects.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Keep direct quotes to a minimum, and document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Clearly identify on a title page if the item is a CRA, CWA, or project, along with your name and student ID number, course name and ID number, and all other information stated in the sample title page in your white, Student Packet booklet.
- Include a reference list. See *Global University Undergraduate Form and Style Guide* for documenting sources correctly.

WRITING TOOLS AND TEMPLATES AVAILABLE IN OUR ONLINE LIBRARY (<http://library.globaluniversity.edu/>)

- Templates for undergraduate project and CRA/CWA Writing: http://library.globaluniversity.edu/writing_helps.cfm
- Citation Management
- Research Helps and Tutorials
- Writing Helps

COURSE RESEARCH GUIDES (<http://libguides.globaluniversity.edu/>)

Research assistance, subject guides, and useful resources to help in writing your course Projects and CRAs/CWAs, compiled by our faculty and librarians. Know what we know – Find it in our Course Guides!

UNDERGRADUATE WRITING ASSIGNMENT UPDATES AND REVISIONS TO CURRICULUM

A student communiqué has been added as an appendix to this manual beginning on [page 23](#). Before beginning any assignment for your course, please familiarize yourself with the contents of this communiqué. Use the instructions in this document in place of those printed in your Independent Study Textbook (IST) or Study Guide (SG) and Student Packet (SP). The appendix includes:

- Updates and Revisions to Undergraduate Writing Assignment Guidelines and Grading Criteria
- General Course Assignment Instructions
- Citing Information
- Sample Cover Pages for Collateral Reading Assignment and Project, Including Required Headers for Both
- Service Learning Requirement Revisions to “Required Feedback”

ONLINE RESEARCH TOOLS

(Available in English Only)

GLOBAL UNIVERSITY LIBRARY

The Global University library now has a Web site! It offers interactive features such as "Live Chat," which allows you to talk to someone in "real time," similar to instant messaging, and also the "Ask-a-Librarian" feature. If the librarian is out, simply leave a message and he or she will get back with you as soon as possible. In the months ahead, look for even more exciting content and features to be added. Access the Global University Library from the Web site (<http://www.globaluniversity.edu/>) by clicking on the "LIBRARY" button, or go directly to the page using this address: <http://library.globaluniversity.edu/>.

COURSE RESEARCH GUIDES

Research assistance, subject guides, and useful resources compiled by your friendly faculty and librarians to help in writing your course project and CRA papers. Know what we know - find it in our Course Guides! Access the Course Research Guides from the Global University Web site (<http://www.globaluniversity.edu/>) by clicking on the "Library" link under "Login," and then clicking "Course Research Guides" under "Research Tools," dropdown menu, or go directly to the page using this address: <http://libguides.globaluniversity.edu/>

EBSCOhost

EBSCOhost is an online academic research database with access to full-text journal articles, book reviews, and abstracts. Global University subscribes to the *Academic Search Elite* database, which includes areas of academic study such as sociology, psychology, history, religion, theology, political science, chemistry, and many more. There are nearly 3,500 journals in the collection, with over 2,000 of them offering full-text. The majority are in searchable PDF format, with more than 1,500 peer-reviewed titles as well as scholarly monographs. The database is updated daily, so a researcher can find up-to-the-minute resources. You may access EBSCOhost through the ORC by logging in to the ORC with your Global University student ID number and password. Click on "Access Licensed Resources" and then on "EBSCO Academic Research."

GOOGLE BOOK SEARCH

Working just like a regular Web search, Google Book Search allows you to see everything from short excerpts to the entire book. Each book includes basic bibliographic data as well as an abstract, key terms and phrases, references to the book from scholarly publications or other books, chapter titles and a list of related books. For every book, you will see links directing you to bookstores where you can buy the book, and libraries where you can borrow it. Publishers or authors in the Google Partner Program allow a "limited preview" of their publications. If a book is out of copyright or the publisher or rights-holder has given permission, you will be able to page through the book from start to finish with a "full view." These books are fully searchable. All other books will display just basic bibliographic information with links to bookstores and libraries. Access Google Book Search at <http://books.google.com/>.

GOOGLE SCHOLAR

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: peer-reviewed papers, thesis, books, abstracts and articles from academic publishers, professional societies, preprint repositories, universities, and other scholarly organizations. Google Scholar helps you identify the most relevant research across the world of scholarly research. Access Google Scholar at <http://scholar.google.com/>.

ENDNOTE

EndNote software is made available to Global University students for purchase at a discounted price. EndNote is a bibliography and manuscript maker as well as an online reference search tool. It formats and inserts footnotes (or endnotes) and bibliographies directly into a manuscript in Microsoft Word with the "Cite While You Write" feature. It also searches online public and university library databases around the world and retrieves those references directly into an EndNote library that the user has created. If you wish to order EndNote software, please contact Customer Service at customerservices@globaluniversity.edu.

FINAL EXAM PROCEDURE

All final exams must be sent directly to an approved exam supervisor whose application is on file. We recommend that the exam be taken no later than one month before the course expires to allow time for a retake if necessary.

NOTE: all course work must be submitted before the final exam can be sent.

EXAM SUPERVISOR APPLICATION FORM

- To request an exam supervisor, choose a proctor who meets all the listed criteria, and have them complete and return the Exam Supervisor Application on **page 21** of this packet, or from our Web site at www.globaluniversity.edu/pdf/ExamSupervisorAppl.pdf.
- You will be notified whether the requested exam supervisor is approved or denied.

REQUESTING A FINAL EXAM

- To request a final exam using a new exam supervisor, submit both the *Final Exam Request Form* and the *Exam Supervisor Application Form*.
- To request a final exam using an approved exam supervisor, submit only the *Final Exam Request Form*, indicating the exam supervisor's name and assigned ID number.
- Both forms can be found on our website; <http://globaluniversity.edu/>, under the "Schools" tab click "Undergraduate School of Bible and Theology," and under "Documents and Forms" click "other documents and forms."
- Allow at least three weeks from the date you submit the request form for processing (Global requires up to two weeks from the date the form arrives for processing). Rush delivery of exams is available with payment of the expediting fee (see Final Exam Request Form, **page 19**).

ONLINE EXAMS: We now have online exams available for a limited number of courses! See **page 14** or go to <http://globaluniversity.edu/onlineexamrequest.cfm>. If the following requirements cannot be met, the exam must be taken on paper:

- There must be a computer running Microsoft Windows XP or higher to which both student and proctor have access.
- This computer must have internet access.
- This computer must have the Microsoft Internet Explorer browser, version 7.0 to 10

NOTE: The online exams cannot be accessed from an Apple computer running Mac OS X.

PRE/POSTTEST PROCEDURE

IF YOU HAVE ACCESS TO THE INTERNET: You may request the Bible and Theology pretest or posttest online by going to <http://www.globaluniversity.edu/onlineexamrequest.cfm>. The pretest will need to be proctored by an approved exam supervisor, but the posttest does not have to be proctored. Please ask the supervisor to fill out the Exam Supervisor Application on **page 21** and either scan it and e-mail it to gradingservices@globaluniversity.edu, or fax it to (417) 863-9621. Once the supervisor has been approved and the exam request received, the proctor will be sent an e-mail with online exam instructions. Each test must be taken in one sitting. If you do not complete an entire test in one sitting, you will need to retake the entire test.

IF YOU DO NOT HAVE ACCESS TO THE INTERNET: Please fill out the Exam Request Form and the Exam Supervisor Application in this packet. Mark either "PRETEST" or "POSTTEST" (proctor unnecessary for posttest) as the "course title." Once all forms are received and the supervisor is approved, the pretest or posttest will be mailed to your proctor.

NOTE: *The General Education pretest and posttest are no longer required. Also note: the Bible & Theology pretest must be completed before you request your first undergraduate final exam.*

COMPUTER COMPETENCY EXAM

Students who have strong computer skills may take the Computer Competency Exam. Students who score a 70 percent or higher on the exam may have the requirement for course CSC1023 *Introduction to Computers* waived. They may then select another general education course of their choice, one that is not already required in their program of study. Students who score a 69 percent or lower on the exam must choose one of the following options:

- enroll in CSC1023
- submit an Experience-Based Learning Portfolio
- enroll in a computer course at another college or university and have the credits transferred to Global University.

For more information regarding this exam, go to http://www.globaluniversity.edu/undergrad_documents.cfm and view the Computer Competency Exam Request Form.

FINAL EXAM CHECKLIST

HOW TO REQUEST A FINAL EXAM

- ☐ Fill out the *Final Exam Request Form* and the *Exam Supervisor Application Form* (make copies as needed).
- ☐ Submit the forms to Global University at least four (4) weeks before the scheduled exam date.
- ☐ Mail or e-mail all required course work to Global University with or before requesting the final exam (no exam will be mailed until all course work has been received).
- ☐ If requesting an *online exam* for one of the courses available (list of courses on **page 14**), go to <http://globaluniversity.edu/onlineexamrequest.cfm>. Please note the computer system requirements to take an exam online which are listed on **page 10**.

WHEN TO SCHEDULE THE FINAL EXAM

- ☐ Schedule your test date four (4) weeks after the exam request forms have been sent to Global University.
- ☐ Discuss your test date with your exam supervisor to find a time that works for both of you.
- ☐ It is recommended that the exam be taken no later than one (1) month before the course expires to allow time for a retake if necessary.

WHAT TO EXPECT ON THE FINAL EXAM

- Most final exams consist of 100 questions (either multiple choice, true/false, or matching).
- The exam does not contain essay questions.
- All answers should be marked on the green Scantron provided in the exam packet.

WHAT TO BRING TO YOUR SCHEDULED FINAL EXAM

- ☐ Two pencils
- ☐ 9- by 12-inch or larger envelope for the return of the completed final exam
- ☐ Shipping cost for the return of the exam (please ship exam by a traceable method, for your protection)
- ☐ Calculator for *MTH2503 College Algebra* and *MTH1103 Business Math*

HOW TO TAKE A FINAL EXAM AT GLOBAL UNIVERSITY IN SPRINGFIELD, MISSOURI

Students living in Springfield, Missouri, or the surrounding area, or students visiting the area, may come to the Global University building to take a final exam. Please contact the Grading Services Department at 1-800-443-1083 or e-mail gradingservices@globaluniversity.edu to schedule a time.

WHAT TO DO IF YOUR EXAM SUPERVISOR CANNOT ADMINISTER THE FINAL EXAM

If your exam supervisor is unable to administer the test to you, contact Global University immediately. Do not allow another person to administer the test unless permission has been granted by Global University.

HOW TO RETURN THE COMPLETED FINAL EXAM

The exam supervisor should ship the exam using the envelope and shipping fees provided by the student. Only the exam supervisor can ship the completed final exam. The final exam should not be folded and should be shipped using one of the following traceable shipping methods within three (3) days of administration: FedEx, UPS, Airborne Express, or Certified USPS. We recommend you make copies of both sides of the answer sheet in the rare event that it is lost in the mail. This will guarantee you will not have to retake the exam, should it be lost or damaged.

APPLICATION CANCELLATION AND REFUND POLICY

The undergraduate application fee will be refunded if the student requests a cancellation of enrollment within five (5) business days after midnight of the day on which the application is signed.

NEW STUDENT ORIENTATION AND CAPSTONE REQUIREMENTS

Undergraduate students enrolled in a program of study that requires GUO 1002 Orientation to Global University Learning must complete GUO 1002 within their first five (5) credits of study. All students who complete an undergraduate degree (excluding certificates) must also fulfill a capstone requirement before receiving their degree.

COURSE ENROLLMENT POLICY

Students may not enroll in more than 18 credits concurrently or during any six month period, and may not enroll in more than 36 credits in a calendar year, without the Academic Dean's approval.

TIME LIMIT FOR COMPLETING A COURSE

When ordering a course please note your course deadline. The time limit for completing an undergraduate course is **six (6) months** from the date the order is processed by Global University. A six month course extension may be purchased for a fee where circumstances merit. To pay this fee with your MasterCard, Discover or Visa, please call a Student Services Representative at 1-800-443-1083, option #4, Monday - Friday, from 9:00 a.m. to 6:00 p.m. CST. If the course is not **completed** within one year of the original enrollment date, full tuition will be required to re-enroll in the course. Purchase of new course materials may also be required.

REGARDING "UPGRADING" OR "DOWNGRADING" A COURSE

For courses available for both two and three credits, students may choose to withdraw from one and then enroll in the other. However, the student may not be eligible for a full tuition refund when they withdraw (see Cancellation & Refund Policy **page 5**).

COURSE WORK POLICY

Students should submit the course project, CRA (if applicable), CWA (if applicable) and SLR (if applicable) with or before the Final Exam Request form. **The final exam will not be shipped to the exam supervisor until all coursework has been submitted to Global University.**

FINAL EXAM POLICY

All exam materials must be returned to Global University **within 30 days of shipment from Global and no more than three (3) days after the exam is taken.** If the exam materials have not been received in our office on or before the 30-day deadline, the student will automatically be charged a non-refundable late fee, per exam. The due date will be printed on the final exam Scantron form. Also, if the exam booklet itself is not returned with the Scantron form, the student will automatically be billed a fee. This helps to ensure the proper exam was administered. **The completed exam must arrive in our office on or before the exam due date or the course expiration date - whichever comes first.** Final exams taken after the course expiration date are null and void. Exams taken after the time limit listed on the exam Scantron are null and void.

RETAKE POLICY

- A retake exam may be requested if the course is active, if the final grade for the course is below 70 percent **and** the student scored less than 70 percent on the exam.
- Only one retake exam is permitted per course. The grade received on the retake exam, whether higher or lower than the original grade, is **final**.
- If the retake exam grade is less than 70 percent, the student may not take the exam a third time without re-enrolling in the course by paying the full price of tuition.
- Once the retake fee has been paid, send an e-mail to gradingservices@globaluniversity.edu requesting the retake exam be shipped to an approved exam supervisor.
- Retake fees must be paid before the retake exam will be shipped.
- Retake the final exam **BEFORE** the expiration date; retake exams taken after the expiration date are null and void.
- For information on resubmission of course work, see **page 7**.

GLOSSARY OF TERMS

CAPSTONE REQUIREMENT

The Capstone Requirement is designed to measure your educational growth at the end of the program. While the Capstone Requirement is not a course and you will not receive a grade, all four components of the requirement must be submitted before you graduate. Please refer to **page 16** for additional information.

CHANGE OF PROGRAM

You may change programs by submitting a written request along with the appropriate payment via fax (417) 863-9621 or e-mail degreeaudit@globaluniversity.edu. Requests may also be sent via Global University's website by submitting a degree audit request from the "Document and Forms" menu at https://www.globaluniversity.edu/undergrad_degree_audit.cfm. The fee for a Change of Program is listed in the Undergraduate Tuition and Fees Schedule on **page 5**.

COURSE RESEARCH GUIDES (CRGs)

Research assistance, subject guides, and useful resources compiled by your friendly faculty and librarians **to help in writing your course project and CRA papers**. Know what we know - find it in our Course Guides!
<http://libguides.globaluniversity.edu/>

GRAD CHECK

When you are within 18 credits of graduating you may request a Grad Check that will show the remaining courses you need to complete or confirm that all course requirements have been met. To request a Grad Check please fax (417) 863-9621 or e-mail degreeaudit@globaluniversity.edu. Grad Checks may also be requested via Global University's website by submitting a degree audit request from the "Document and Forms" menu at https://www.globaluniversity.edu/undergrad_degree_audit.cfm.

ORIGINAL DEGREE AUDIT

An Original Degree Audit showing the course requirements for your selected program of study will be completed upon receipt of official transcripts being issued from other schools. If you do not have official transcripts being evaluated for possible transfer of credit then you may request an Original Degree Audit after successfully completing 18 credits. If transcripts are not being evaluated you need to refer to the program requirements outlined in your current Global University catalog when enrolling in your first 18 credits of courses.

PRETEST

As a means of demonstrating the growth of students' knowledge through their Global University studies, students enrolling in an undergraduate program (except a certificate) must complete the Bible and Theology pretest. Acceptance into a program is **NOT** determined by pretest scores. A letter grade will not be assigned, and the results will not appear on your transcript. The test results are simply a means of establishing your present level of biblical knowledge compared to your knowledge level upon completion of your program. The pretest should be completed before you request your first final exam. For instructions on how to take either the pretest or posttest, please refer to **page 10**. *Please note: effective immediately and until further notice, students are not required to take the General Education pretest or posttest.*

REQUESTED DEGREE AUDIT

After an Original Degree Audit has been completed you may request updated degree audits at any time. To request an updated degree audit please fax (417) 863-9621 or e-mail degreeaudit@globaluniversity.edu. You may also request a degree audit via Global University's website at https://www.globaluniversity.edu/undergrad_degree_audit.cfm. The fee for a Requested Degree Audit is listed in the Undergraduate Tuition and Fees Schedule on **page 5**.

SCHOLARLY RESOURCES

When writing course papers, you are required to include 3–5 scholarly sources in your research. Generally, scholarly refers to original research found in books, magazines, and journals written by professional and credentialed experts. This is not to say that "popular" sources/authors cannot be used; however, such sources must be evaluated and found to be authoritative. You may contact course faculty members for source evaluations, and a tutorial explaining the difference between "popular" and "scholarly" resources can be found on the GU Library Web site To access the tutorial, go to Research Tools and click on Course Research Guides Then, click on the course you are taking Next, click on Information Skills Finally, choose Popular vs. Scholarly Sources.

ONLINE EXAM INFORMATION

All Global University undergraduate exams are available to take in printed format. Many of our undergraduate course exams are also available to take online. Please see the Online Exam Request Form (<http://globaluniversity.edu/onlineexamrequest.cfm>) for current availability. To access the Online Final Exam Request Form go to www.globaluniversity.edu, select the SCHOOLS drop down menu and click on "Undergraduate School of Bible and Theology." Then click the "Documents and Forms" link in the undergraduate menu. You will then see a list of undergraduate forms and documents including the Online Final Exam Request Form as well as the Exam Supervisor Application and other important documents.

To take an exam using our online examination program you:

- (1) must have one computer running Microsoft Windows XP or higher that both you and your proctor have access to,
- (2) must have Internet access on the computer
- (3) must have the Microsoft Internet Explorer browser, version 7.0 to 10, on the computer
- (4) cannot access the online exams from an Apple computer running Mac OS X.

PLEASE NOTE: both the paper and online exams are closed-book exams. No books, study notes or Bibles are allowed.

SERVICE LEARNING REQUIREMENT (SLR)

All undergraduate courses except BIB4123 New Testament Greek II, BIB4034/4044 Hebrew I & II, BIB4143/4153 Undergraduate Greek I & II, and GSC1121 Experiments in Physical Science require a Service Learning Requirement (SLR). An SLR is an applied learning assignment designed to give you opportunity to take what you have learned in your course and use it in a real-world setting. The objective is to further help you gain mastery of the subject as you move from the course to the community. Ministry skills and practical skills are additional outcomes that will benefit you in reaching your educational goals and equipping you for what the Lord has placed in your heart to do.

Please note that SLRs were added to general education courses in January 2008. With the courses that were previously printed and are still in stock, the SLR is inserted with the course order. If an SLR is not included, or if it was destroyed or lost, this does not excuse a student from completing the SLR assignment. You will need to contact U.S. Student Services at gradingservices@globaluniversity.edu for a copy of the SLR to be sent to you by e-mail, fax, or mail.

Also note the following courses require a slightly different SLR assignment that includes three different evangelism encounters:

BIBLE COURSES:

BIB1032/3 The Life of Christ in the Synoptic Gospels
BIB1053 Acts
BIB3073 The Book of Acts

GENERAL EDUCATION COURSES:

COM3103 Cross Cultural Communications
REL2012/3 People and Their Beliefs

MINISTRY & MISSIONS COURSES:

MIN1102/3 Great Commission Strategies
MIS3012/3 Introduction to Missions
MIS3022/3 Introduction to Islam
MIS3032/3 The Bible and Missions
MIS4022/3 Approaches to Muslims

THEOLOGY COURSE:

THE3013 Apologetics

For your convenience you may also submit your SLR Report using the online form found at www.globaluniversity.edu. Click Undergraduate School of Bible and Theology on the left sidebar, then click Service Learning Requirement on the left sidebar. Online courses also have SLR Report forms that can be e-mailed or printed.

COURSES REQUIRING A COLLATERAL READING ASSIGNMENT (CRA)

Some Global University courses are available for either two or three credits. When a course available for either two or three credits is taken for three credits, a CRA is added to the course requirements. For courses available for both two and three credits, students may choose to withdraw from one and then enroll in the other. However, the student may not be eligible for a full tuition refund when they withdraw (see Cancellation & Refund Policy [page 5](#)). The following is a list of three-credit courses which require a CRA. Additional CRAs will continue to be developed for existing two-credit courses.

BIBLE DIVISION

BIB1033 Life of Christ
BIB1073 Paul's Salvation Letters: Galatians and Romans
BIB2033 A Study in the Book of Hebrews
BIB2043 Principles of Biblical Interpretation
BIB2063 The Corinthian Letters
BIB2103 Prison Epistles
BIB3013 Genesis
BIB3053 Themes from the Major Prophets
BIB3063 Themes from the Minor Prophets
BIB4133 Wisdom Literature

THEOLOGY DIVISION

THE1033 God and Angels
THE1043 Man and Sin
THE2013 The Bible and the Church

MINISTRY DIVISION

MIN1053 The Work of the Pastor
MIN1093 Introduction to Pastoral Counseling
MIN1103 Great Commission Strategies
MIN2013 Human Relations
MIN2033 Expository Preaching
MIN2053 The Biblical Role of Women
MIN3013 Introduction to Church Music
MIN3043 Preparing and Preaching Bible Messages
MIN3053 Worship of God
MIN3063 The Church's Educational Task

INTERCULTURAL STUDIES DIVISION

MIS1013 Introduction to Assemblies of God Missions
MIS2063 Marriage Counseling: A Cross-Cultural Approach
MIS3013 Introduction to Missions
MIS3023 Introduction to Islam
MIS3033 The Bible and Missions
MIS3043 Women in Islam
MIS4013 Christian Ministry in a Muslim Context
MIS4023 Approaches to Muslims

GENERAL EDUCATION DIVISION

COM1013 How to Speak in Public
EDU3103 Principles of Teaching
EDU3113 Competency and Proficiency in Teaching
EDU3213 Foundations of Educational Psychology
EDU4133 Christian Adult Education in Cultural Context
ENG1103 Writing Better English
HIS2203 The Church: From Pentecost to the Reformation
HIS2303 The Church: From The Reformation through the 20th Century
HIS3123 Assemblies of God History, Missions & Governance
HSC2013 Foundations for Health
HSC2023 The Church's Response to the HIV/AIDS Crises
LDR3013 Guidelines for Leadership
LDR4103 Managing Conflict
LIT1023 Introduction to World Literature
LIT1213 Old Testament Literature: His Story
REL2013 People and Their Beliefs
SOC2013 Introduction to Sociology

COURSES REQUIRING A COLLATERAL WRITING ASSIGNMENT (CWA)

Some Global University courses require a CWA instead of a CRA in order to earn the three credits for the course. The questions for the CWA are based on the Independent Study Textbook (IST) for the course, whereas a Collateral Reading Assignment (CRA) is based on a collateral reading textbook that accompanies the IST. The following is a list of courses that require a CWA.

BIBLE DIVISION

BIB3073 The Book of Acts

GENERAL EDUCATION DIVISION

ENG1023 Introductory Writing
EDU3613 Instructional Media
HIS2503 Civilization Past and Present I
HIS2603 Civilization Past and Present II
PSY3013 Introduction to Psychology: A Christian Perspective



ARE YOU READY FOR GRADUATION?

STEPS TO GRADUATION

Step 1 Request a Grad Check (defined on [page 13](#)): If you are within 18 credits of completing course requirements for your degree you may request a Grad Check at no charge. You will receive a degree audit showing what courses need to be completed or confirmation that all course requirements have been met. You may request a Grad Check by e-mailing degreeaudit@globaluniversity.edu. Grad Checks may also be requested via Global University's website by submitting a degree audit request from the Document and Forms menu at https://www.globaluniversity.edu/undergrad_degree_audit.cfm.

Step 2 Submit Capstone Requirement: Once you are within nine (9) credits of completing your degree requirements (excluding 17-credit certificates), you must complete the Capstone Requirement before graduating.

The Capstone Requirement is designed to measure a student's progress at the end of the program. While the Capstone Requirement is not a course and students will not receive a grade, all four components must be submitted in order for the student to graduate. The Capstone Requirement consists of four activities:

- (1) Posttest (Bible/Theology)*
- (2) Written essay
- (3) Verbal communication recording
- (4) Graduate Follow-Up Survey

The posttests, written essay, and verbal communication assignments are similar to the Orientation course requirements. This comparison data is used to assess student progress for the purpose of evaluating the effectiveness of the programs of study offered by the university. The four components of the Capstone Requirement must be submitted before graduation.

Step 3 Submit graduation application: Once you have met all course requirements and have completed the Capstone Requirements*, you may submit the graduation application with the appropriate fees. Your diploma will be mailed to you and you will receive commencement ceremony information via mail or e-mail.

*A moratorium has been placed on the general education posttest, and it is no longer required for the foreseeable future.

ANNUAL COMMENCEMENT CEREMONY - Make Plans to join us.

The next Commencement ceremony will be held on June 20th, 2014 in Springfield, Missouri.

Students who have completed their program of study towards a Diploma or Degree with Global University between May 1, 2013 and April 30, 2014 will be eligible to participate in this Commencement ceremony. The Commencement fee is \$135.00 for Berean School of the Bible and Undergraduate participants and \$150.00 for Graduate participants. These fees cover the respective academic regalia and the day's activities.

If you would like more information regarding Commencement, visit <http://www.globaluniversity.edu/graduation/> or email graduation@globaluniversity.edu.

STAY CONNECTED AFTER GRADUATION!

Stay connected to Global University after you receive your degree by checking out opportunities to use the education you received or continue to the next level of study with our Master of Arts, Master of Divinity, and Doctor of Ministry programs.

- Take on a leadership role by starting a study group in your church
- Join our Alumni Association to keep current with all that is new with Global University
- Fill an empty pulpit by donating to Project Timothy, http://www.globaluniversity.edu/project_timothy/index.html

COURSES MEETING ASSEMBLIES OF GOD (AG) GENERAL PRESBYTERY REQUIREMENTS (USA ONLY)

Students pursuing ministerial credentials with the Assemblies of God (after 2005):

Since Global University is a school endorsed by the Alliance of AG Higher Education, any Bachelor of Arts or higher degree from Global University will meet the education requirements for ministerial credentials with the AG. If a student's primary goal is to receive ministerial credentials and then receive a degree, the student may take the courses listed below and then apply to their local AG District. Global University does not issue ministerial credentials; students must contact their local AG District for further instructions on the credentialing process.

NOTE: Students enrolled in a 2nd BA program should refer to the *Courses Meeting AG General Presbytery Requirements* (2nd BA applicants) document on **page 18** or posted on Global University's Web site at <https://www.globaluniversity.edu/pdf/CredentialingSequence.pdf>.

CERTIFIED MINISTER

BIB1033 Life of Christ
BIB2102/3 Prison Epistles
BIB2043 Principles of Biblical Interpretation
BIB3073 The Book of Acts
HIS3123 Assemblies of God History, Missions, and Governance
MIN1102/3 Great Commission Strategies (replaces MIN1012/3 Evangelism Today)
MIN1063 Ministerial Ethics
*MIN elective course
THE1013 Pneumatology

*Students may choose any 2- or 3-credit Ministry course. Please refer to your program of study to choose a course that fits into your program, or send an e-mail to degreeaudit@globaluniversity.edu for advisement.

LICENSED MINISTER

BIB1073 Paul's Salvation Letters: Galatians and Romans
LDR3012/3 Guidelines for Leadership
LIT1213 Old Testament Literature: His Story
LIT1303 New Testament Literature
LDR4102/3 Managing Conflict
MIN3042/3 Preparing and Preaching Bible Messages
MIS1012/3 Introduction to A/G Missions
*MIN elective course
THE1032/3 God and Angels
THE2033 Eschatology

*Students may choose any 2- or 3-credit Ministry course. Please refer to your program of study to choose a course that fits into your program or send an e-mail to degreeaudit@globaluniversity.edu for advisement.

ORDAINED MINISTER

NOTE: Not all ordination courses may be applicable to all BA programs. Please call 1-800-443-1083 or send an e-mail to degreeaudit@globaluniversity.edu for advisement.

BIB3013 Genesis
BIB4053 Corinthians
BIB4133 Wisdom Literature
BUS2102 Church Business
COM3103 Cross-Cultural Communications
MIN1052 Work of the Pastor
MIN3052/3 Worship of God
*MIN elective course

*Students may choose any 2- or 3-credit Ministry course. Please refer to your program of study to choose a course that fits into your program or send an e-mail to degreeaudit@globaluniversity.edu for advisement.

2014 SECOND BACHELOR OF ARTS PROGRAMS

RECOMMENDED COURSE SEQUENCE FOR USA ASSEMBLIES OF GOD CREDENTIALS

2nd B.A. in Bible & Theology Total Credits – 50 (A/G credentials require HIS3123)

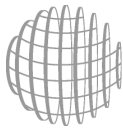
<u>Certified</u>			<u>Licensed</u>			<u>Ordained</u>		
GUO1002	Orientation to GU Learning*	2	MIN1103	Great Commission Strategies	3	BIB3012	Genesis	2
BIB1033	The Life of Christ	3	LIT1303	New Testament Literature	3	BIB2033	A Study in the Book of Hebrews	3
THE1013	Pneumatology	3	THE1032	God and Angels	2	MIN1053	The Work of the Pastor	3
BIB2043	Principles of Biblical Interpretation	3	MIN3043	Preparing and Preaching Bible Messages	3	THE2013	The Bible and the Church	3
BIB3073	The Book of Acts	3	THE1043	Man and Sin	3	BIB4053	Corinthians	3
HIS3123	Assemblies of God History, Missions, and Governance	3	LIT1213	Old Testament Literature: His Story	3	MIS3022	Introduction to Islam	2
*GUO1002 is not required for A/G credentials but is required to complete a GU 2 nd BA		17				17	16	

2nd B.A. in Christian Education Total Credits – 53 (A/G credentials require HIS3123)

<u>Certified</u>			<u>Licensed</u>			<u>Ordained</u>		
GUO1002	Orientation to GU Learning*	2	LIT1213	Old Testament Literature: His Story	3	COM3103	Cross-Cultural Communications	3
MIN1103	Great Commission Strategies	3	EDU3103	Principles of Teaching	3	BIB4053	Corinthians	3
EDU3113	Competency/Proficiency in Writing	3	LIT1303	New Testament Literature	3	EDU4133	Christian Adult Education in Cultural Context	3
HIS2202	The Church: Pent. to the Ref	2	EDU3213	Foundations of Educational Psychology	3	MIN3063	The Church's Educational Task	3
BIB3073	. The Book of Acts	3	THE3013	Apologetics	3	MIS3033	The Bible and Missions	3
HIS3123	Assemblies of God History, Missions, and Governance	3	HIS2302	From the Ref to the 20th Cent.	2	EDU3613	Instructional Media	3
*GUO1002 is not required for A/G credentials but is required to complete a GU 2 nd BA		16				17	18	

2nd B.A. in Intercultural Studies Total Credits – 53 (A/G credentials require HIS3123)

<u>Certified</u>			<u>Licensed</u>			<u>Ordained</u>		
GUO1002	Orientation to GU Learning*	2	BIB1073	Paul's Salvation Letters: Galatians and Romans	3	REL2013	People and Their Beliefs	3
BIB2043	Principles of Biblical Interpretation	3	LIT1213	Old Testament Literature: His Story	3	THE3013	Apologetics	3
HIS2202	The Church: Pent. to the Ref	2	MIN3043	Preparing and Preaching Bible Messages	3	MIS3033	The Bible and Missions	3
HIS2302	From the Ref to the 20th Cent.	2	LIT1303	New Testament Literature	3	MIS4053	Philosophy of Missions*	3
BIB3073	The Book of Acts	3	MIS3013	Introduction to Missions	3	COM3103	Cross-Cultural Communications	3
HIS3123	Assemblies of God History, Missions, and Governance	3	MIS4013	Christian Ministry in the Muslim Context	3	EDU4133	Christian Adult Education in Cultural Context	3
MIS3022	Introduction to Islam	2				*Directed Reading		
*GUO1002 is not required for A/G credentials but is required to complete a GU 2 nd BA		17				18	18	



Please Note: You can request your Global University final exam online at http://www.globaluniversity.edu/student_info/level3/undergrad/ug_forms.cfm.

This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course. All Global University undergraduate exams are closed-book. **IMPORTANT: all required course work must be submitted before the exam can be sent.**

Mail: Global University / Attn: U.S. Student Services, **FAX:** (417) 862-0863, or **E-mail:** gradingservices@globaluniversity.edu

Student Information:

Student Name (please print) _____ Student ID# _____ ^{USA}
Office Code _____

☐ Check here if your contact information has changed. Enter the new information in the space below.

☐ Check here if your exam supervisor's contact information has changed. Enter the new information in the space below.

Name _____ New Contact Information (updated address, telephone, e-mail, etc.) _____

Course Information: (Provide all requested information)

Course Code: _____ Course Title: _____ Edition: _____

Examination Supervisor Information:

To ensure the integrity of final exams, Global University maintains documentation regarding all exam supervisors. Student Services is unable to send an exam until the *Exam Supervisor Application Form* included with your course materials has been processed and your exam supervisor approved. An *Exam Supervisor Application Form* must be submitted for each of your exam supervisors. The exam supervisor indicated on this form must administer the final exam for the course listed above. Please check the appropriate box:

☐ Approved exam supervisor's first and last name (print): _____ Supervisor's ID# _____

☐ Exam Supervisor Application Form enclosed for approval purposes. First and last name (print): _____

Credit Card Information For Expedited Shipping Or Retake Exam ONLY:

Global University requires 7-10 business days for processing a final exam request from the date the form arrives in our office. Exams are sent Certified Mail (3-10 business day delivery) at no charge. If you prefer the exam to be sent rush delivery, please provide your MasterCard, Discover or Visa debit or credit card number in the space below. Expedited shipping fees cannot be billed to a student's Global University account; they must be paid before the exam will be sent. Rush delivery not available to a PO Box # or military address; check with exam supervisor before requesting this option. Only provide a card number if you are requesting a retake exam or expedited shipping for your exams. If you prefer to receive the exam by Certified Mail at no charge, please leave this space blank.

Credit Card #: _____ Expiration date: _____ or Check enclosed: # _____

☐ Expedite Shipping \$35 charge for **five** or less exams requested at the same time. Exams will be shipped in the same envelope.

(Additional fee of \$5 for **six** or more exams requested at the same time). **USA only**; Contact Student Services regarding international fees

Note: Expedited shipping will ensure that Global processes the request within 1-2 business days, but Global University cannot guarantee that the courier will deliver the exam within 24 hours.

☐ Retake Exam Fee \$35

Policy Information:

Final Exam Policy: A \$10 late fee per exam is automatically billed to the student if an exam package is not returned within the time limit indicated on the Exam Scantron or if the exam booklet is not returned in the exam packet. A final grade for the course will not be issued until the \$10 fee has been paid. A completed exam is expected to be returned by the exam supervisor within 3 days of administering the exam.

Course work Policy: The final exam can only be shipped once all course work arrives at the Global University office.

Extension Policy: The time limit for completing an undergraduate course is 6 months from the date the order is processed by Global University. Where circumstances merit, a 6-month extension may be purchased for a fee. If a course is not completed within 1 year, you may pay full tuition to re-enroll in a course and may be required to purchase new materials.

Signature Verification:

I verify that I have read and understand the information and policies herein. I agree it is my responsibility to provide GU with documentation of my choice for an Exam Supervisor and that my final exam request will not be processed without this information. I understand that it is my responsibility to provide the Exam Supervisor with an envelope to return the final exam and to pay for shipment of the exam to GU. I understand that the Exam Supervisor listed on this form is the only person authorized to administer the final exam for the course requested on this form. I understand that all coursework must be submitted to GU before the final exam will be shipped. I understand that the final exam is closed-book unless otherwise noted in the exam instructions.

Student's Signature _____ Date _____

Office Use Only

Shipping #: _____

Request Received: _____ Exam Shipped: _____



This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course. **Mail:** Global University / Attn: U.S. Student Services, **Fax:** (417) 862-0863, or **Scan and E-mail:** gradingservices@globaluniversity.edu.

Student Information:

Directly Enrolled / U.S. Student Name *(please print)* _____

Student ID _____

Office Code _____

Suggestions for exam supervisor:

Qualified exam supervisors could include, but are not limited to, teachers, librarians, school administrators, pastors, or other professionals.

Restrictions include:

- The exam supervisor must be 18 years old or older
- The exam supervisor cannot be a relative of the student
- The exam supervisor cannot be an active student at Global University or any other college/university
- The exam supervisor must be able to monitor the student during the administration of the final exam
- Global University reserves the right to disapprove any applicant
- The exam supervisor cannot reside at the same address as the student

Requested Exam Supervisor: (* indicate required fields)

* Exam Supervisor Legal Name *(please print)* _____

* Job Title / Employer _____

* Daytime Mailing Address *(If physical address is different from PO Box, list both)* _____

* Exam Supervisor's Relationship to Student _____

* City, State _____

* Daytime Telephone _____

* Zip Code, Country _____

E-mail _____

☐ Please check if the above is a church or business address. _____

Name of Church or Business

Responsibilities of an exam supervisor:

1. Arrange a time and location with the student to administer the final exam. Schedule up to 3 hours to ensure the completion of the exam.
2. Be prepared to accept and sign for the Global University exam packet when the post office delivers it to your daytime address.
3. Keep the confidential exam materials in a secure location and ensure the student does not have access to the exam until time to administer it.
4. Monitor the student at all times during the examination session to ensure the exam is taken closed-book (unless otherwise indicated in the instructions) and that the 3-hour time limit to take the exam is kept.
5. Sign and date the *Exam Supervisor Only* box on each Scantron form. This verifies that all exam procedures were followed and the student did not use inappropriate aids. **Note: The completed exam cannot be processed without this signature and date.**
6. Return all exam materials within the time limit indicated on the Exam Scantron, or within 3 days of administering the exam, or by the course expiration date—whichever comes first.
7. Exam materials should be returned to Global University via a traceable shipping method such as UPS, FedEx, DHL, or certified mail. The student should provide a large envelope and shipping cost for the return of the exam.

Signature Verification:

I accept the responsibilities of the exam supervisor for the above-mentioned student. I commit to preserve the integrity of the course evaluation process prescribed by Global University and will ensure that the final examination for each course be taken in my presence and in compliance with university standards. If for any reason I cannot administer the test, I will inform the student and return the exam packet to Global University. I will not give the exam packet to another individual to administer the test to the student unless I have been granted permission by Global University.

Exam Supervisor's Signature _____

Date _____

Please return this completed application form to the student

Office Use Only

Date Application Received: _____ Exam Supervisor ID: _____ Approved: ☐ Yes ☐ No

Authorized By: _____ If Denied, State Reason: _____



GLOBAL
UNIVERSITY

PERMISSION TO RELEASE RECORDS

Please clearly print all information — Required for all study group students, Assemblies of God ministerial credential applicants, or those who desire to be represented by other persons. Send signed form to Global University Student Services by mail, fax, or scanned e-mail attachment (studentinfo@globaluniversity.edu).

Student ID #: _____

Date of Birth: _____
(Example: 05-JUL-2013)

Social Security #: _____

Phone #: _____

Student Name:

First Middle Last

Student Mailing Address:

P.O. Box or Street Address

City, State, Zip

Country

I authorize Global University to release all academic and financial records to and give authorization for my courses to be ordered by the following **(complete all of the following that apply to you)**:

- I give permission to this individual(s) (your spouse, parent, etc.)

Name of individual(s): _____

- I am studying through this GU approved Study Group

Name of study group or church or organization Study group account #

City State

- I am pursuing ministerial credentials with this Assemblies of God District Council

Name of District: _____

This authorization is in effect until such a time that I contact Global University in Springfield, Missouri and withdraw my authorization in writing. I have read and understand Global University's cancellation and refund policy as it pertains to the specific level of courses (BSB, undergraduate, or graduate) that are being ordered.

Student Signature _____ Date _____

Student Communiqué

Your source for updates to undergraduate curriculum

Before beginning any assignment for your course, please familiarize yourself with the contents of this packet. It communicates revisions to course guidelines that may not yet be reflected in the course materials. The contents of this document may have changed since your last course; you are responsible to stay abreast of and to follow all new guidelines.

Use the instructions in this document in place of those printed in your Independent Study Textbook (IST) or Study Guide (SG) and Student Packet (SP). Attention is drawn to recent changes by call-out boxes.



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Student Packet

Undergraduate Writing Assignments (CRA and Project)

Guidelines, Expectations, and Grading

Global University's *Undergraduate Form and Style Guide* defines the form, style, and documentation system for completing undergraduate writing assignments. The guide can be downloaded free from <http://library.globaluniversity.edu/citation.cfm>. The guide is also available as a stand-alone document.

Writing for Academic Quality and Other Conceptual Issues

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Do not merely repeat the author's position—evaluate the author's position.
- You are encouraged to both agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate CRAs and projects.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Clearly identify CRAs and projects on a title page.
- Reference list. See the *Undergraduate Form and Style Guide* for documenting sources correctly.

New

The grading scale for writing assignments is changing from a 20-point to a 100-point system, effective January 1, 2013.

Grading

This grading rubric represents a transition in grading guidelines for all Global University undergraduate writing assignments, effective January 1, 2014. **Note: Not all the following indicators may apply to a particular written assignment.**

Content and Organization	40%	(40 points)
<i>Following instructions</i>		
<i>Organization of assignment and logical thought progression</i>		
<i>Subject matter content quality and accuracy</i>		
Critical Thinking Skills	30%	(30 points)
<i>Accurate understanding and evaluation of author's position</i>		
<i>Statement of student's position with supporting rationale</i>		
Application and Research	20%	(20 points)
<i>Appropriate plans for applying course concepts</i>		
<i>Contextualization of course concepts to the student's culture or setting</i>		
<i>Inclusion of research using a minimum of three references from the</i> <i>GU Library website or other academic/scholarly resources</i>		
Style, Grammar, Spelling, and Documentation	10%	(10 points)
<i>Syntax (word choice and arrangement), spelling, and grammar</i>		
<i>Appropriate form and style, including source documentation</i>		
TOTAL	100%	(100 points)

Academic/Scholarly Resources

When writing course papers, students are asked to include at least three academic/scholarly sources in their research. Generally, *scholarly* refers to original research found in books, magazines, and journals written by professional and credentialed experts. This is not to say that "popular" sources or authors cannot be used; however, such sources must be evaluated and found to be authoritative.

Students may contact course faculty members for source evaluations. Also, a tutorial explaining the difference between popular and academic/scholarly resources can be found on the GU Library website. To access the tutorial, go to Research Tools and click on Course Research Guides. Then, click on the course you are taking. Next, click on Information Skills. Finally, choose Popular vs. Scholarly Sources.

Service Learning Requirement

Service Learning Requirements (SLR) are required for *most* courses.

Three versions of SLR support courses with varying emphasis:

1. SLR standard for most courses
2. SLR for courses which emphasize evangelism
3. SLR for general education courses

Instructions vary between the three types of service learning requirements, so carefully read the first page of the SLR for the course you are studying. The first page of each type of SLR is provided on the following pages.

Standard Service Learning Requirement

Service Learning Requirement

Connecting the Course with the Church and the Community for the Kingdom

Course ID#/Name _____

The Service Learning Requirement (SLR) will help you apply principles you learned from the content of this course to people in your life or ministry. (1) It must be a planned, intentional activity, and (2) it must be course-content related. (More flexibility will be given to General Education courses for content relatedness.)

The SLR

- May be completed in a ministry or non-ministry setting.
- May be completed in conjunction with a student ministry program or classroom presentation in your school or study group.
- Should consist of any valid and meaningful ministry experience that incorporates this specific course's content and interacts with other people.
- Will be assessed by a faculty member as satisfactory or unsatisfactory. The following constitute an unsatisfactory SLR: incomplete or incorrect assignment, inadequate information on the report, failure to complete the assignment during the course enrollment period, failure to present the assignment to one or more persons, or an illegible report. In such cases, the SLR will be returned and the student will be requested to redo the assignment and/or resubmit the report.
- Must be submitted with your project and CRA (if required) before you take your final examination. Course credit will be granted only after the SLR Report is submitted and assessed as satisfactorily completed.
- Will be assessed by a faculty member and his or her comments will be returned to you.

Assignment

The following suggestions are given to help you understand the possible activities that fulfill this requirement. Choose an activity that will connect well with your course material. You may also develop a ministry activity that is not on this list or incorporate content from this course in ministry you are actively involved in at this time. **However, for an activity not on this list, you must obtain advance approval from the faculty member.**

- Preach a sermon to any size group.
 - Teach a class or small group.
 - Intervene or give counsel to help resolve personal conflicts.
 - Share the gospel with nonbelievers (be prepared to develop new relationships to open doors for this ministry).
 - Interview pastors, missionaries, or other leaders on a course-related topic (do not post or publish interview content).
 - Lead a prayer group or mentor an individual over an extended period.
 - Personally share encouragement and resources with those in need (outreach).
 - Organize and/or administer an event in a church program such as leading youth ministry, feeding homeless people, transporting shut-ins, conducting nursing home services, and similar ministries.
 - Publish an online blog or article in a church newsletter (include a link in your report to the content of your article or blog).
1. Consider using any Christian Evangelism and Discipleship materials from our GlobalReach website: www.globalreach.org. These proven tools are available for free and in many languages.
 2. Have someone observe you, or at least share with someone what you did. Then ask that person to provide feedback by answering the questions in Point 5 of the SLR Report.
 3. Complete the SLR Report. Use additional paper if needed. (Note: You need to submit only one report, even if, for example, you witnessed to several people at different times.) Submit the SLR Report to your enrollment office along with your project and CRA (if required) before you take the final examination for this course.

Evangelism Service Learning Requirement

Service Learning Requirement

Connecting the Course with the Church and the Community for the Kingdom

Course ID#/Name _____

The Service Learning Requirement (SLR) will help you apply principles you learned from the content of this course to people in your life or ministry. (1) It must be a planned, intentional activity, and (2) it must be course-content related. (More flexibility will be given to General Education courses for content relatedness.)

The SLR

- May be completed in a ministry or nonministry setting.
- May be completed in conjunction with a student ministry program or classroom presentation in your school or study group.
- Should consist of any valid and meaningful ministry experience that incorporates this specific course's content and interacts with other people.
- Will be assessed by a faculty member as satisfactory or unsatisfactory. The following constitute an unsatisfactory SLR: incomplete or incorrect assignment, inadequate information on the report, failure to complete the assignment during the course enrollment period, failure to present the assignment to one or more persons, or an illegible report. In such cases, the SLR will be returned and the student will be requested to redo the assignment and/or resubmit the report.
- Must be submitted with your project and CRA (if required) before you take your final examination. Course credit will be granted only after the SLR Report is submitted and assessed as satisfactorily completed.
- Will be assessed by a faculty member and his or her comments will be returned to you.

Assignment

Using what you have learned in this course, share a gospel message in at least three different evangelism encounters. If appropriate, include your personal story of how Jesus became your Lord and Savior. (Evangelism to a group counts as only one evangelism encounter.) **For an activity not on the list, you must obtain advance approval from the faculty member.***

Suggested Approaches

- In a conversation with a nonbeliever, use what you have learned in this course to share your experience of personal salvation. Give the person the opportunity to accept Christ.
- Preach a sermon to any size group. (The sermon should have a salvation message and include an invitation to accept Christ as Savior at the conclusion.)
- Teach a class or small group, using the content of this course, for the purpose of an evangelism outreach, and give the results/report of three different evangelism encounters.
- Organize and/or administer an event in an evangelistic church program such as an Alpha group, outreach to children or youth ministry, nursing home ministry, door-to-door evangelism, and so forth. Report on three different evangelistic encounters.
- Using course material, publish an evangelistic message in an online blog or an article in a church newsletter, and report your readers' responses. (Include in your SLR Report a link to the content of your article or blog.)

Guidelines

1. Consider using any School for Evangelism and Discipleship material from our GlobalReach website: www.globalreach.org. These proven tools are available free in many languages.
2. Have someone observe you, or at least share with someone what you did. Ask that person to provide feedback by answering the questions in Point 5 of the SLR Report. *If feedback is unobtainable, please explain why.*

**An alternate ministry activity may be approved for the courses MIS3022/3 Introduction to Islam and MIS4022/3 Approaches to Muslims to satisfy the SLR requirement, provided you explain why the suggested options are not feasible.*

General Education Service Learning Requirement

Service Learning Requirement

Connecting the Course with the Church and the Community for the Kingdom

Course ID#/Name _____

The Service Learning Requirement (SLR) will help you apply principles you learned from the content of this course to people in your life or ministry. 1) It must be a planned, intentional activity, and 2) it must be course-content related. (More flexibility will be given to General Education courses for content relatedness.)

The SLR

- May be completed in a ministry or non-ministry setting.
- May be completed in conjunction with a student ministry program or classroom presentation in your school or study group.
- Should consist of any valid and meaningful ministry experience that incorporates this specific course's content and interacts with other people.
- Will be assessed by a faculty member as satisfactory or unsatisfactory. The following constitutes an unsatisfactory SLR: incomplete or incorrect assignment, inadequate information on the report, failure to complete the assignment during the course enrollment period, failure to present the assignment to one or more persons, or an illegible report. In such cases, the SLR will be returned and the student will be requested to redo the assignment and/or resubmit the report.
- Must be submitted with your project and CRA (if required) before you take your final examination. Course credit will be granted only after the SLR Report is submitted and assessed as satisfactorily completed.
- Will be assessed by a faculty member and his or her comments will be returned to you.

Assignment

The following suggestions are given to help you understand the possible activities that fulfill this requirement. Choose an activity that will connect well with your course material. You may also develop a ministry activity that is not on this list or incorporate content from this course in ministry you are actively involved in at this time. **However, for an activity not on this list, you must obtain advance approval from the faculty member.**

Use **course content** to complete one of the following activities:

- Preach a sermon to any size group.
 - Teach a class or small group.
 - Intervene or give counsel to help resolve personal conflicts.
 - Share the gospel with nonbelievers (be prepared to develop new relationships to open doors for this ministry).
 - Interview pastors, missionaries, or other leaders on a course-related topic (do not post or publish interview content).
 - Lead a prayer group or mentor an individual over an extended period.
 - Personally share encouragement and resources with those in need (outreach).
 - Organize and/or administer an event in a church program such as leading youth ministry, feeding homeless people, transporting shut-ins, conducting nursing home services, and similar ministries.
 - Publish an online blog or article in a church newsletter (include a link in your report to the content of your article or blog).
1. Consider using any Christian Evangelism and Discipleship materials from our GlobalReach website: www.globalreach.org. These proven tools are available for free and in many languages.
 2. Have someone observe you, or at least share with someone what you did. Then ask that person to provide feedback by answering the questions in Point 5 of the SLR Report.
 3. Complete the SLR Report. Use additional paper if needed. (Note: You need to submit only one report, even if, for example, you witnessed to several people at different times.) Submit the SLR Report to your enrollment office along with your project and CRA (if required) before you take the final examination for this course.

Student Packet Instructions

Studying for Maximum Learning

Use the following forms to improve your study methods and use of study time:

- *Checklist of Study Methods*
- *Student's Planner and Record*

Asking Your Adviser a Question

Use the *Question/Response Form* to send any questions you may have to your adviser.

Completing Your Service Learning Requirement

This course requires you to do a service learning requirement (SLR) assignment and submit a report. You must submit the SLR Report before you take the final examination. The SLR instructions are included in this packet before the project instructions.

Undergraduate Writing Assignment Guidelines

These guidelines to the undergraduate writing assignments are provided to assist you in properly completing course assignments and understanding how Global University faculty members will evaluate and grade them. Carefully following these guidelines can improve the quality of your written work and elevate your grade.

Completing Your Project

This course requires you to complete a project. Project instructions are included in this packet. You must submit this project before taking your final examination. Submit your project by e-mail attachment. A template is available for download from the Global University website: Library Resources for Undergraduate Students. If e-mail is not available, submit by mail or fax.

Completing the Collateral Reading Assignment

This section must be completed in order to earn three credits for this course. Instructions are provided in this Student Packet. Submit your CRA by e-mail attachment. A template is available for download from the Global University website: Library Resources for Undergraduate Students. If e-mail is not available, submit by mail or fax.

Correcting the Self-Test in Your Independent-Study Textbook (or Study Guide)

Answers to the self-tests are included in this packet.

Taking Your Unit Progress Evaluations

1. Review the chapters in each unit before you take the unit progress evaluation (UPE). Study and understand the objectives that highlight key concepts of the course. Refer to the form *Checklist of Study Methods* in this packet.
2. Answer the questions in each UPE without referring to your course materials, Bible, or notes.
3. Look over your answers carefully to avoid errors.

New

Study by understanding the objectives that highlight key concepts of the course.

