



**GRADUATE SCHOOL OF THEOLOGY
GRADUATE-LEVEL STUDY GROUP AGREEMENT**

When Christ gave to the Church the ministry of teaching, He committed to it the responsibility of communicating His Word in order that all may know Him in truth. A graduate-level study group of Global University is an effective way to assure that His commission is completed faithfully.

Global University will:

1. Provide quality study materials in accordance with policies specified in the Graduate-Level Study Group Information Packet.
2. Provide academic guidelines for students.
3. Provide for a mentor to grade assignments and interact with each student as needed.
4. Maintain a permanent official record of each student's completion of study.
5. Provide academic advisement to individual students.

The Graduate-Level Study Group will:

1. Respect and protect the identity and integrity of the name of Global University.
2. Abide by all copyright laws for all textbooks and other course materials, including refraining from reproducing Global University study guides, supplemental readings, other resource materials, and textbooks.
3. Collect all fees, including those for applications, enrollments (tuition), and course materials; and remit the total amount, less any discounts associated with this agreement to Global University.
4. Carefully monitor advertising for graduate courses to conform to the standards set forth in the Graduate-Level Study Group Information Packet.
5. Be responsible for all costs associated with distributing promotional materials locally.
6. Be responsible for all costs associated with communicating with or sending student forms and other documents to Global University.

Agreement:

We wish to provide encouragement and facilities for group study by students who enroll in Global University graduate-level courses. We will comply with all policies stated in the Graduate Catalog and all terms and conditions of this agreement and the Global University Graduate School of Theology Graduate-Level Study Group Information Packet. We understand that Global University reserves the right to change the stipulations regarding this agreement.

We further understand that this agreement may be revoked by Global University at any time for non-compliance.

SPONSOR AND CONTACT INFORMATION:

Sponsoring Church or Organization

Name	
Church, Section, City, or Area Organization	
Phone	Fax
Email	
Address	

Primary Contact Person

Name
Email

Agreement Signatures

Name
Signature, pastor or other responsible person (date)
Signature, primary contact person (date)

Facilitator(s) for Graduate-Level Studies

Name
Email
Name
Email
Name
Email
Name
Email

For Global University endorsement only:

Signature of Dean, Graduate School of Theology (date)
Signature of Provost (date)

GLOBAL UNIVERSITY GRADUATE SCHOOL OF THEOLOGY GRADUATE-LEVEL STUDY GROUP INFORMATION PACKET

A. Graduate-level study group. A graduate-level study group agreement must be signed by all parties for which a signature line is listed on the application prior to its being endorsed by Global University.

1. A graduate-level study group *is*:
 - a. a group of students who enroll in graduate courses through Global University and use Global University graduate-level course study materials.
 - b. a group of students who are enrolled with Global University and abide by all academic policies of Global University's Graduate School of Theology.
2. A graduate-level study group *is not*:
 - a. an extension site of Global University. (Even though a graduate-level study group may keep its own records, all official student records are kept at the International Office of Global University in Springfield, Missouri.)
 - b. an accredited school. (Global University is accredited, and students who complete courses according to academic policies of the Graduate School of Theology of Global University receive graduate credit from Global University.)

NOTE: Transcripts and all other official documents must be obtained from the International Office of Global University in Springfield, Missouri, and may require specific request from the student.

B. Benefits for graduate-level study groups and their students

1. A graduate-level study group provides
 - a. a group-learning environment for its students to use on a voluntary basis.
 - b. a supportive learning environment.
 - c. encouragement for its students.
2. A facilitator for a graduate-level study group
 - a. may be available to direct student discussion and answer student questions.
 - b. will receive a complimentary copy of a graduate study guide, subject to requirements in section F.3. (Supplemental readings, which may also be identified as readings and resource materials, are available ONLY to students who enroll in a course.)
3. A graduate-level study group may receive a quantity discount for tuition when five or more students enroll in the same course at the same time. (See section F for discount information.)

C. Restrictions for graduate-level study groups

1. A graduate-level study group may use the name "Graduate-Level Study Group for Global University Courses" or it may use a name of its choosing that does not include "Global University."
2. A graduate-level study group *is not* allowed to use either the Global University logo, the Distance Education and Training Council logo, the Higher Learning Commission logo, or the North Central Association logo on any advertising, letterhead, or promotional material.
3. A graduate-level study group may *not* promote itself as an extension site of Global University.

D. Graduate student application procedure

1. Each applicant must complete and submit an Application for Admission to Graduate Studies with all the required components.
2. Each applicant must submit the application fee with the completed application packet. See the current Tuition and Fees Schedule for the Graduate School of Theology for the fee amount.
3. Each graduate applicant must request that official transcripts be sent to Global University for all degree-level courses completed at other institutions.

4. Students who wish to transfer credit for graduate courses to Global University must make written request for transfer of credit.
5. A student who does not wish to earn a degree may take a maximum of 9 graduate-level credits with Global University under special student status by completing an Application for Admission and paying the applicable application fee.
6. A student who wants to enroll for more than 9 graduate-level credits with Global University must complete the Application for Admission and submit it with all required components, pay the full application fee, and fulfill all graduate-level admission requirements.
7. Global University will notify each student of admission status.

E. Graduate course enrollment procedure

1. Each student must complete a Graduate Studies Course Order Form.
2. The graduate-level study group contact person will send to the Global University Graduate Studies Representative an individual signed *Course Order Form* for all students who are enrolling in a specific course along with an order for course materials to be shipped to one address.
3. Full payment must accompany each enrollment order that is placed by a graduate-level study group.
4. Graduate course materials will be shipped to the designated address.
5. Each student will be notified by the Graduate School of Theology of the mentor who has been assigned for his or her course enrollment. (When possible, Global University will assign the same mentor for all students in a graduate-level study group who are enrolled in a specific course.)
6. Written assignments should be sent by the student via email attachment to the mentor who is assigned for the course. A student may exercise the option to also submit a copy of assignments to the graduate-level study group facilitator.
7. The mentor will communicate directly with each student about assignments and grades.
8. Global University will provide academic records to each individual student.

F. Graduate-level study group discount

1. A graduate-level study group is allowed a \$15 per credit tuition discount when five or more students enroll in the same course as a group. The mentor fee is included in tuition. All pricing will be based on the Tuition and Fees Schedule that is current at the time of enrollment.
2. A graduate-level study group is *not* allowed a discount on textbooks and other course materials that are ordered from Global University or fees that are required for specific services performed by Global University.
3. One graduate study guide per course is furnished at no charge for use by the graduate-level study group facilitator when a group of five or more students enrolls in a graduate course.

G. Instructional design of Global University graduate courses

1. Global University graduate-level courses are designed for use in a variety of educational contexts, including schools, learning centers, and independent study.
2. A graduate course typically has a graduate study guide, supplemental readings (published as readings and resource materials for some courses), and two or more textbooks.
3. The graduate course design follows a reading/research model and requires that a student read approximately 1,000 pages of assigned readings for each course.
4. Graduate courses typically have three to five written unit assignments of six to eight pages each and a written final assignment of eighteen to twenty-five pages. Assignments for most graduate

courses are subjective and are graded by a mentor assigned by the Graduate School of Theology. In many cases, student assignments allow students to incorporate personal ministry, academic, and professional context and experiences into their written unit and final assignments.

5. Each lesson in a graduate study guide is followed by Questions for Reflection or Discussion. Although these questions may be used for independent reflection and research, they are excellent for group discussion and interaction.

H. Graduate-level study group facilitator guidelines. A graduate-level study group facilitator is a person who may

1. guide students through the process of studying independently with Global University.
2. help students understand the requirements for completing a course.
3. guide student discussions about course materials, assignments, and topics.
4. help students with form and style issues for written assignments.
5. encourage students to practice high standards of academic integrity.
6. supervise objective and any other graduate-level examinations that require an exam supervisor, according to examination instructions furnished by Global University.

NOTE: A facilitator for a graduate-level study group is *not* authorized to assign to or imply a grade for course assignments. Only the mentor who is assigned by Global University's Graduate School of Theology is authorized to assign a grade to a student's course assignment.

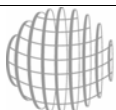
I. Sponsoring organization guidelines. The sponsoring organization's representative for the graduate-level study group is responsible to

1. ensure that all those involved in the graduate-level study group abide by all policies of Global University.
2. ensure that supervised exams are taken with academic integrity according to policies and procedures of Global University.
3. return supervised exams to Global University within three days after the student takes them.
4. return exams to Global University within thirty days of receipt if, for any reason, the student does not take the exam.
5. function as the contact person to assist students with their contacts with Global University. (Since all students are individually enrolled with Global University, any student may contact the university directly.)

J. General requirements for all graduate students

1. All Global University and Graduate School of Theology policies and academic requirements apply to each individual student. Specific policies and requirements are included in the current *Graduate Studies Catalog*, the *Graduate School Student Handbook*, graduate study guides for various courses, and other documents provided by the Graduate School of Theology.
2. Graduate students are required to use the *Global University Form and Style Guide* for all written assignments.

NOTE: For more information and to download forms and other documents, visit the "Graduate Studies" section of Global University's Web site at www.globaluniversity.edu.



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UNIVERSITY**

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