

UNIVERSITY STANDARDS

Basic Standards of Academic Integrity

Registration at Global University requires adherence to the university's standards of academic integrity. Many of these standards may be intuitively understood and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. Cheating: (a) using unauthorized notes, aids, or information when taking an examination; (b) submitting work done by someone else as your own; (c) copying or paraphrasing someone else's essays, projects, or other work and submitting it as your own.
2. Plagiarizing: submitting someone else's work and claiming it as your own or neglecting to give appropriate documentation when using any kind of reference materials. Plagiarism, whether purposeful or unintentional, includes copying or paraphrasing materials from the study guide, textbook, someone else's writing, or any other source (published or unpublished). Any words, thoughts, or ideas taken from any other source must be properly documented according to the *Global University Undergraduate Form and Style Guide*.
3. Fabricating: falsifying or inventing any information, data, or citation.
4. Obtaining an unfair advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor or examination supervisor; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate they are to be returned to the examination supervisor or to the Global University offices at the conclusion of the examination.

Disciplinary action for not maintaining basic standards of academic integrity may range from lowering a grade for a paper to dismissal from the program, depending on the severity of the offense.

Code of Conduct

Global University is a Christian educational institution aiming to, among other things, equip students to fulfill God's calling on their lives. Christian conduct is therefore an expected norm. While Global University reaches many cultures around the world, it is understood that some practices acceptable in one culture may not be acceptable in another.

As Christians we look to the Scripture to guide our conduct. Therefore, students are expected to conduct themselves according to biblical principles of behavior. Examples of such principles are found in Romans 12:9–21; Galatians 5:22–23; and Ephesians 4:1–3, 25–32. The Code of Conduct also applies to verbal and written communication with Global University representatives, faculty, staff, and students.

Furthermore, it extends to all electronic communication, including threaded discussions and e-mail with faculty and students.

Violation of the Code of Conduct may result in disciplinary action, including dismissal from the program.

Global University also wants each student to be aware of our Statement on Marriage, Human Sexuality, and Gender Identity that can be viewed at www.globaluniversity.edu. Simply select "About" from the top menu.

Due Process of Student Rights

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the president or an advisory committee designated by the president.

Policy for Filing Student Complaints

Global University assures the public that its philosophy is to be responsive to any student complaint. Historically the university has received very few complaints, and those that it has received have been resolved to the student's satisfaction in every case.

A student wanting to file a complaint or grievance should first follow the steps outlined in the section immediately below, titled "Tracking and Addressing Student Complaints." Global University will do everything in its power to resolve the complaint as expeditiously as possible.

In the event that the student wants to contact higher authorities, he or she may do so at the state and accrediting agency levels. Below is information regarding these levels.

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy contains information about the complaint process and includes instructions about filing a formal complaint. Note that the policy provides that a student who wants to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes. The MDHE complaint policy can be accessed at <http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>.

The Higher Learning Commission (HLC), Global University's regional accrediting agency, can also receive student complaints. The Commission can be contacted at the following website: <http://www.ncahlc.org/HLC-Institutions/complaints.html?highlight=Wyjbb21wbGFpbnQiXQ==>

Please note that the HLC expects complaints and grievances to be first resolved at the institution level, and complaints should only be directed to the HLC if they are deemed to affect an institution's accreditation.

The Distance Education Accrediting Commission (DEAC), Global University's national accrediting agency, also publishes a policy regarding student complaints. This policy can be accessed at the following location: <http://www.deac.org/Student-Center-Complaint-process.aspx>. Please note that the DEAC expects every effort to be made to resolve complaints and grievances at the institution level first, and these should only be directed to the DEAC if they are deemed to affect an institution's accreditation.

Global University has been approved as a participating institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If, after following the sequence referred to above, you still do not feel your complaint has been resolved to your satisfaction, and if the state in which you live is a SARA member state (go to www.NC-SARA.org, click on "states"), you may appeal to the portal agency of your state (see <http://nc-sara.org/content/state-portal-agency-contacts>). The SARA complaint process can be found in the SARA Policies and Standards at <http://nc-sara.org/files/docs/FINAL%20SARA%20General%20Policies%20released.pdf>.

Tracking and Addressing Student Complaints

Global University takes complaints and grievances seriously. The Department of Student Services, of GU's Academic Affairs Office, maintains and monitors a complaint or grievance file. The complaints received usually belong in two general categories: (1) the course content or (2) the course delivery and support system.

- Complaints relating to course content are referred to the University Materials Development (UMD) Department

and to the Professor of Record (PoR) for the course. A student representative will then contact the student with an answer to the student's question(s) or with a solution to the student's problem.

- Complaints relating to the delivery and support system are handled through the Student Services Department. A student representative will contact the student to resolve the difficulty. In some cases, this leads to the establishment of new policies or procedures to improve the delivery system for all students.

In more difficult or complex situations, especially those involving problems spanning more than one department, the complaint is referred to the provost. As necessary, the Academic Affairs Committee will also become involved to resolve student complaints in a timely and satisfactory manner.

A student can file a grievance with Global University by choosing any one of the following three contacts:

1. A student may contact a Global University faculty member or national office staff member by e-mail, phone, fax, post/mail, or in person. Often, problems are easily resolved at this level.
2. A student may contact the Student Services Department of Global University by e-mail, phone, fax, post/mail, or in person. Student Services personnel are trained to resolve student concerns.
3. A student may contact any administrator of Global University by e-mail, phone, fax, post/mail, or in person. In these cases, the matter typically will require a period of investigation in order to be resolved.

Once a concern, complaint, or grievance is received, every effort will be made to resolve the issue personally and quickly. Should a student not be satisfied with the resolution, the student can appeal the decision to the International Office of Global University and directly to the Provost's Office. Should a student not be satisfied with the resolution, the student can contact the Provost's Office and request that the issue be addressed by the Global University Academic Affairs Committee. The decision of the Academic Affairs Committee will be deemed final.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review education records within 45 days of the day Global University receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify students of the time and place the records may be inspected. In place of inspecting the record(s), students may request that records be copied and mailed

- to them. In this case, students will pay postal costs and a copy fee of 15 cents (United States currency) per page.
2. The right to request the amendment of education records students believe are inaccurate or misleading. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.
 3. The right to request in writing that certain directory information only be disclosed with the student's written consent. Unless otherwise requested, directory information such as the student's name, mailing address, e-mail address, phone number, dates of attendance, enrollment status, graduation status, and other institutions attended may be released without written consent. Non-directory information such as student ID number, social security number,

date of birth, and grades may only be released with the student's written consent except where FERPA authorizes disclosure without consent. Exceptions include disclosure to federal, state, and local authorities as well as school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by GU to comply with the requirements of FERPA. Here are name, address, and phone number of the office that administers FERPA: Family Policy Compliance Office; Department of Education Building; 400 Maryland Avenue, SW; Washington, DC 20202-5920; and phone: 1-800-USA-LEARN (1-800-872-5327).

INSTRUCTIONAL TECHNOLOGY AND RESOURCES

Internet Courses

Most of the Berean School of the Bible courses are available online and in electronic formats (PDF, ePub, and Kindle). Students may utilize the interactive course materials in addition to or in place of the print materials. Exams may be taken online, even if the student chooses to use the print version of the course. The online testing option provides immediate access to the student's grade as well as feedback on the concepts the student has not mastered.

Other levels of study are also available. Students who have questions about what it means to be a Christian can access courses through our Globalreach.org site. For those seeking college credit, several undergraduate courses are available online as well. For further information about Internet options, visit us online at www.globaluniversity.edu.

Digital Courses

Global University has partnered with Logos Bible Software to provide revolutionary digital study tools. This partnership allows students to study Berean School of the Bible courses inside a powerful digital library system. The digital study system not only greatly enhances the initial learning experience but also provides lifelong learning and ministry-enablement tools. For more information about digital study and the Logos Bible Software, visit www.globaluniversity.edu.

Library Resources

The Global University library, located within the International Headquarters in Springfield, Missouri, is a collection of both print and electronic resources that support the curriculum of the programs offered by the university. The library, which may be utilized for general research, is comprised of more than 25,000 volumes, including books, reference materials, periodicals, maps, microfiche, audio and video materials, and vertical files.

The Global University Library provides valuable online resources such as e-books, CREDO Reference, Encyclopedia Britannica Online Academic Edition, Academic Search Elite, and American Theological Library Association (ATLA) databases. These resources provide GU's undergraduate and graduate students access to thousands of peer-reviewed journals, as well as general reference resources.

Although those licensed resources are not available to Berean School of the Bible students, there are open access databases and journals, as well as other websites cataloged in the A-Z Database List that BSB students can access.

Library resources can be accessed via the Global University's website at www.library.globaluniversity.edu. The online chat and e-mail "Ask-A-Librarian" features enable students to direct their research questions to a Global University reference librarian. Through technology, GU is continually expanding the distance-learning experience for its students.