GLOBAL UNIVERSITY GRADUATE SCHOOL OF THEOLOGY
GRADUATE STUDIES GROUP INFORMATION PACKET

A. Graduate Studies Group. A Global University Study Group Agreement and a Graduate Studies Group Agreement Addendum must be signed by all parties for which a signature line is listed on the documents prior to its being endorsed by Global University.

1. A Graduate Studies Group is:
   a. a group of students who enroll in graduate courses through Global University and use Global University Graduate 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 Studies Group is not:
   a. an extension site of Global University. (Even though a Graduate Studies 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 a specific request from the student.

B. Benefits for Graduate Studies Groups and their students

1. A Graduate Studies Group provides
   a. a group-learning environment for its students to use on a voluntary basis.
   b. a supportive learning environment.
   c. encouragement and accountability for its students.

2. A facilitator for a Graduate Studies Group
   a. may be available to direct student discussion and answer student questions.
   b. may receive a 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 Studies Group may receive a quantity discount for tuition when two or more students enroll in the same course at the same time. (See section F for discount information.)

C. Restrictions for Graduate Studies Groups

1. A Graduate study group may use the name “Graduate Study Group for Global University Courses” or it may use a name of its choosing that does not include “Global University.”

2. A Graduate Studies 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 Studies 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 the Graduate School of Theology 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 or discipline-specific certificate may take a maximum of 12 Graduate credits with Global University under special student status by completing an Application for Admission and paying the respective application fee.

6. A student who wants to enroll for more than 12 Graduate credits with Global University must complete the Application for Admission and submit it with all required components, pay the additional required application fee, and fulfill all Graduate 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 Studies Group contact person will send to the Global University Graduate Studies Representative an individually signed Course Order Form for each student who is 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 Studies 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 Studies 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 Studies Group discount

1. A Graduate Studies Group is allowed a 20% discount from USA tuition (MUS office code). 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. Only one standard tuition discount may be applied to a course enrollment.

2. A Graduate Studies Group is allowed a 20% discount on textbooks and other course materials that are ordered from Global University. No discount will apply to any fees that are required for specific services performed by Global University.

3. A Graduate Studies Group will pay for the study guide and all other course materials ordered from Global University for the Graduate Studies Group facilitator.

G. Instructional design of Global University graduate courses

1. Global University Graduate 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 (RRMs) 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 twenty 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. Biblical language courses will require supervised objective unit and final exams and/or translation projects.
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 Studies Group facilitator guidelines. A Graduate Studies 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 examinations that require an exam supervisor, according to examination instructions and supervisor qualifications furnished by Global University.

NOTE: A facilitator for a Graduate Studies 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. The mentor and facilitator may be the same person.

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 Studies 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 School of Theology Catalog, the Graduate School of Theology Student Handbook, graduate study guides for individual courses, and other documents provided by the Graduate School of Theology.
2. Graduate students are required to use the current edition of the Global University Graduate Studies Form and Style Guide for all written assignments.

NOTE: For more information and to download forms and other documents, visit the “Graduate School of Theology” section of Global University’s Web site at www.globaluniversity.edu. You will be sent an Operations Manual upon acceptance of your application for a GSG.
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 Studies Group (GSG) of Global University is an effective way to assure that His commission is completed faithfully.

**Global University will:**
1. Provide required administrative training for the GSG office staff at the expense of the GSG.
2. Provide academic guidelines for students.
3. Provide for a mentor to grade assignments and interact with each student as needed.
4. Provide academic advisement to individual students.
5. Issue appropriate graduate certificates and degrees to students.

**The Graduate Studies Group will:**
1. Underwrite the cost for GU-provided administrative training, either by sending staff to Springfield, MO, or paying the cost for GU to send training personnel to the GSG location.
2. Provide encouragement and facilities for group study.
3. Inform students that participation in GSG and any group learning activities is voluntary and that courses and degrees may be completed independently from the GSG without penalty.
4. Assume responsibility to invite, schedule, and host faculty mentors and facilitators as determined desirable by the local GSG leaders.
5. Comply with all policies and procedures as published in the Graduate School of the Theology catalog, GSG manual, and all training materials, both written and verbal.

**Agreement:**
We wish to provide encouragement and facilities for group study by students who enroll in Global University Graduate 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 Studies Group Information Packet. We will also comply with all procedural requirements and guidelines as provided in administrative training events. 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**

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**For Global University endorsement only:**

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