This packet contains informational materials to help you successfully organize your study group for completion of Global University undergraduate courses. By carefully reviewing and following the instructions in this packet, you will receive prompt and efficient student servicing.

TABLE OF CONTENTS

CONTACTING GLOBAL UNIVERSITY .................................................. 5
STUDY GROUP GUIDELINES / BENEFITS ........................................ 6
GUIDELINES FOR FACILITATORS .................................................... 7
ENROLLMENT PROCEDURES .......................................................... 8
COURSE MATERIALS ................................................................. 9
COURSE REQUIREMENTS ............................................................ 10
SUCCESSFUL STUDY HABITS ....................................................... 11
WRITING GUIDELINES AND EXPECTATIONS .............................. 12
ONLINE RESEARCH TOOLS .......................................................... 13
ONLINE EXAM INFORMATION / COURSES NOT REQUIRING SERVICE LEARNING REQUIREMENTS (SLR) 14
COURSES REQUIRING COLLATERAL READING / WRITING ASSIGNMENTS (CRA / CWA) ............ 15
COURSES MEETING ASSEMBLY OF GOD GENERAL PRESBYTERY REQUIREMENTS ........................ 16
2ND B.A. PROGRAMS RECOMMENDED COURSE SEQUENCE FOR ASSEMBLIES OF GOD CREDENTIALS .. 17
FINAL EXAM PROCEDURES .......................................................... 18
POLICY REFERENCE PAGE ........................................................... 19
STUDENT CONDUCT .................................................................... 20
BASIC STANDARDS OF ACADEMIC INTEGRITY ............................ 20
MISCELLANEOUS ........................................................................ 20
GLOSSARY OF TERMS ................................................................. 21
ARE THEY READY FOR GRADUATION? ....................................... 22
STUDY GROUP AGREEMENT FORM ........................................... Appendix A
ACADEMIC RECORDS RELEASE FORM .................................. Appendix B
STUDY GROUP COURSE ORDER LOG ........................................ Appendix C
STUDENT COURSE LOG ............................................................ Appendix D
FINAL EXAM REQUEST FORM ...................................................... Appendix E
EXAM SUPERVISOR APPLICATION FORM ................................ Appendix F
TUITION AND FEES ................................................................ Appendix G
STUDENT COMMUNIQUÉ (source for the latest updates to undergraduate curriculum) ............ Appendix H
Sincere Greetings,

Welcome to Global University. It is an honor and delight to serve you and your study group. You join a fellowship of students, faculty, staff, national directors, and study group facilitators around the world who are dedicated to “Winning the Lost and Training the Found.”

Global University’s four schools count over one and a half million students in 180 nations. We are dedicated to academic excellence, spiritual formation, the development of Christian character, and training for ministry. Our goal is to raise up servant leaders to impact this generation for Christ.

We welcome your participation in training and equipping believers throughout the world.

Sincerely,

John G. (Jack) Nill, Ph.D.
Global University Provost
Dear Fellow Laborer in Christ,

We are excited about the opportunity to work with you in winning the lost and training the found in your area. We are dedicated to providing you with in-depth, Pentecostal study materials that will spiritually enrich your students and aid them in ministry. We are committed to providing you with excellent service in each aspect of your study group experience.

No believer ministers alone. We are called to work together and to help each other grow in the Lord. An Undergraduate Study Group allows students to learn from the course author, a qualified facilitator, and each other. Students are challenged to grow spiritually and to be actively involved in ministry.

As a study group leader, you have the opportunity to disciple believers and to help them fulfill the call of God on their lives. You will guide students who receive the message with eagerness and examine the Scriptures every day.

We look forward to helping you train believers who will impact their world for the Lord. May God bless you as you begin this new phase of ministry in your community.

Sincerely,

[Lynne Kroh's signature]

Lynne Kroh
Registrar
MAILING ADDRESS
Global University  
Attn: Student Services  
1211 South Glenstone Ave.  
Springfield, MO 65804 USA

* All course components should be sent to this address if sending via US Mail.

PHONE INQUIRIES
Telephone: 1-800-443-1083 or (417) 862-9533  
*Contact via phone will allow you to speak with an Enrollment Service Representative
FAX - Enrollment Services: (417) 862-0863 (course order, course extensions)
FAX - Student Services: (417) 862-0863 (final exam requests, exam supervisor application forms and transcript requests)
FAX - Study Group Info: (417) 862-0863 (study group setup information, questions and comments)

E-MAIL INQUIRIES
  studentinfo@globaluniversity.edu - use for general questions  
  gradingservices@globaluniversity.edu - use to submit course projects, SLRs, and CRA/CWAs (if applicable)  
  asktheprof@globaluniversity.edu - use to ask questions about assignment directions or course content  
  customerservices@globaluniversity.edu - use for questions regarding orders or billing  
  studycenter@globaluniversity.edu - use to contact Study Group office  
  librarian@globaluniversity.edu - use for questions regarding library resources and research help

ORDERING COURSES
Call us at 1-800-443-1083 or (417) 862-9533 and ask for Global University Enrollment Services  
(first order must be paid in advance with a credit card; all subsequent orders can be billed to accounts in good standing)
Complete and return an Undergraduate Studies Order Form (be sure to include payment for first order)

STUDENT E-MAIL
Student e-mail accounts are accessible at this web address: http://mail.gustudent.org. The following documents will be sent to the students’ Global University e-mail account:
  • Final Grade Reports  
  • Results for Collateral Reading Assignments, Collateral Writing Assignments, projects, and Service Learning Requirements  
  • Notification when an order has been placed / shipped  
  • Periodic contact letters  
  • Degree Audits
Please contact us at support@globaluniversity.edu if you have any questions.
An undergraduate study group is an organized group of people studying a Global University undergraduate course together.

The following requirements must be met in order to qualify for a study group:

- Provide Global University with a signed Study Group Agreement Form.
- Submit an Academic Records Release Form for each student.
- Collect applicable fees from study group participants and submit those fees to Global University as one study group payment. The student’s signature on the Academic Records Release Form indicates the student understands that any refunds will be paid to the study group and not to the student.
- Mail study group items in the same envelope with a cover letter that identifies the study group name, account number, and the contents of the envelope.

An undergraduate study group may NOT:

- Promote the study group as an extension site of Global University. A study group may choose to maintain copies of records, but all official student records are stored at Global University in Springfield, MO.
- Promote the study group as an accredited school. Global University is accredited and students receive undergraduate credit from Global University, not the study group.
- Use the Global University logo or the Distance Education and Training Council (DETC) logo on any advertising, letterhead, or promotional materials.
- Score projects, Collateral Reading Assignments (CRAs), Collateral Writing Assignments (CWAs), or final exams.
- Open final exams before time to administer them to students.
- Access grading keys or criteria for final exams, projects, CRAs, or CWAs.

Study group students receive:

- A group-study environment which facilitates discussion and enhances the learning experience
- The availability of an approved facilitator who answers questions, provides immediate feedback, and fosters a supportive learning environment
- A 20% discount on tuition and materials
- The option for the facilitator to administer all students’ exams simultaneously

A Study Group Agreement (Appendix A) is to be signed by the coordinator prior to being endorsed by Global University. In addition, the study group must submit the Academic Records Release Form (Appendix B) allowing Global University to release student information to the facilitator. Each student must fill out this form in order to be recognized as a study group participant. Without this signed form, Global University will not be able to release the student’s academic information to the study group. A Global University student has the right to communicate directly with university personnel. Anyone participating in a study group is expected to submit all coursework items through the group’s coordinator.
The study group facilitator is the person who guides the students through the process of studying and successfully completing their Global University course. Examples of a facilitator could be a church staff member, a volunteer Sunday school teacher, a deacon, or someone who has a desire to help others learn. A person who has strong leadership skills, good organizational skills, and the ability to motivate others will usually prove to be an effective facilitator. It is recommended that the facilitator have a college-level education and some experience in facilitating group discussions (e.g. a Bible study group).

**The facilitator:**

- Must be at least eighteen years of age.
- Is the approved contact person between study group members and Global University.
- Introduces the study materials to the students.
- Schedules weekly group sessions for students.
- Helps the students understand the course requirements and “pace” themselves in order to successfully complete the course within the six-month enrollment period.
- Administers Unit Progress Evaluations (UPEs) as practice tests.
- Shows the students how to apply the project and CRA criteria presented in the *Global University Form and Style Guide*. It is recommended that the facilitator review each student’s first draft and provide feedback that will help students better develop their projects and CRAs.
- Proctors, gathers, and returns final exams to Global University; if the facilitator is a relative of or resides at the same address as a student enrolled in the course, a substitute exam supervisor will need to be assigned.

**Pace the Course**

An effective study group will invest approximately 120 hours to successfully complete a 3-credit undergraduate course:

- 30 hours of group discussions and review sessions (2 hours per lesson)
- 60 hours of independent study (4 hours per lesson)
- 30 hours to complete course assignments (lesson questions, self-tests, UPEs, project, CRA, and SLR)

**Schedule Time for Independent Study**

Encourage students to select a designated study area that is free from distractions. A specific amount of time per day or per week should be set aside for independent study. It is recommended that the facilitator schedule a specific time of day for younger students to study independently. More mature students may be self-disciplined enough to maintain a “study log” where they schedule and record their own independent study times. For some groups, tracking independent study time may not be necessary.

It is recommended that lesson deadlines be established requiring students to complete specified sections of the course materials by the next group session. Studying with a partner or working with a mentor can be beneficial for students who seem to struggle with meeting assignment deadlines or grasping various concepts. Whichever study method is used, it is important that students “pace” themselves throughout the course.
Schedule Discussion Sessions

Students will benefit if the facilitator can lead group discussion sessions before students complete the Unit Progress Evaluations (UPEs). It is recommended that the facilitator create some discussion questions that are not included in the UPEs. These discussion questions should target the lesson or unit’s learning objectives, encourage students to reflect on what they have learned, and relate that learning to real-life situations particularly relevant to application in the ministry context of the student’s local church. This should also be a time for students to ask questions and receive clarification on content that they may not fully understand.

*Suggestion:* In order to encourage student participation, have students create one or two questions during their independent study time to pose during each discussion session. If appropriate to the age group, the facilitator may want to consider devising a competition to challenge students to pose thought-provoking questions.

Schedule Review Sessions

Students should be given the opportunity to have group review sessions. It is recommended that a review session be scheduled after the students have completed and graded the self-test for each lesson or the UPE at the end of each unit. This will give students the opportunity to strengthen any weak areas or learning gaps they encountered while completing the UPE. Review sessions also build confidence in the student’s ability to successfully complete the course. Students participating in a review session for each lesson or unit will be better prepared for the final exam.

*Suggestion:* Administer each UPE as a practice test in a group session. Check and discuss the answers once everyone has completed the UPE.

Create Motivational Sessions

In order to add some variety and liven up a session, facilitators may want to consider assigning each student as a “discussion leader” on a rotational basis. This may encourage better participation, and it also gives each student a chance to facilitate a group session. For students planning to become a ministry leader (minister, teacher, youth director, etc.), this is an excellent opportunity for them to:

- Recognize the need to properly prepare a presentation
- Practice their presentation skills
- Learn how to effectively focus, lead, and encourage a group of individuals who have differing personalities, ability levels, and needs

1. The study group facilitator collects each student’s completed undergraduate application form and the application fee.
2. Each student must submit proof of high school completion (diploma, GED certificate, or high school transcript with graduation status listed).
3. Students who wish to transfer credits from another school must have the school mail an official transcript to Global University, Attn: Student Services.
4. The facilitator mails the student applications, proof of high school completion, course order form, and all applicable fees to Global University in one envelope. Note: The Study Group Agreement Form and the Academic Records Release Form should also be mailed at this time if these items have not been previously submitted.
5. Study groups are encouraged to pay for orders at the time they are placed. The first order for the study group must be paid in full by credit card or check; all subsequent orders may then be billed to the account. Study groups may place orders for up to $1000 (amounts above $1000 require special permission). If the study group chooses to have orders billed to their account, Customer Services must receive full payment within 30 days or the study group will be placed on credit hold. New course enrollments, course extensions, or any requests requiring an additional fee will not be accepted until the study group account has been cleared from credit hold.
All undergraduate courses are comprised of a study guide and a student packet. Some courses will include a textbook. Each student is required to purchase a study guide. Textbooks may be shared, but for highlighting and note-taking purposes, it is recommended that each student purchase a textbook.

**Independent Study Text / Study Guide**

Each course Independent Study Text (IST) or study guide is divided into several units. The number of units in an IST or study guide varies from two to six depending on the course. Each unit is divided into multiple lessons.

As students progress through each lesson, they should answer the questions that are contained throughout the lesson. The answers to these questions are provided at the end of each lesson. A self-test is provided at the end of each lesson so that students have the opportunity to evaluate how well they have mastered the learning objectives for that lesson. The answers to the self-tests are provided in the student packet.

**Student Packet**

The student packet contains the following items:

- Unit Progress Evaluations (UPEs) which correspond to each unit in the study guide—when a student completes a unit of study, this UPE should be completed. It is recommended for the facilitator to administer and score each UPE as a closed-book practice test. The UPEs will provide an invaluable study tool as the student prepares for the final examination.
- Answer keys for UPEs.
- Answer keys for lesson self-tests.
- A Course Evaluation Form.
- A Question / Response Form (for questions or comments about the course).
- Project instructions.
- Service Learning Requirement (SLR) instructions.
- Collateral Reading Assignment (CRA) instructions (if applicable).
- Collateral Writing Assignment (CWA) instructions (if applicable).

**Textbooks**

Most courses have one or more textbooks. Lessons in the study guide have reading assignments corresponding to the textbooks. The final exam will test concepts presented in both the study guide and the textbook.

Material from the textbooks provided specifically for the completion of the Collateral Reading Assignment (CRA) will not be included on the final examination.
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 of courses not requiring SLRs 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.

COURSEWORK ITEMS (Projects, CRAs, CWAs, and SLRs)

- Global University requires all projects, CRAs, and CWAs to be written with documented references using the Global University Undergraduate Form and Style Guide
- Assignments should be grouped by student and mailed in the same envelope as the Final Exam Request forms
- Mailed items should include a cover sheet identifying the:
  o Study group’s name and account number
  o Contact person’s name (usually the facilitator) and e-mail address
  o Student names and contents of the package (projects, CRAs, CWAs, SLRs, exam requests, etc.)
- Coursework must arrive with or before the Final Exam Request form

FINAL EXAMS

- The Final Exam Request forms for all study group members (Appendix E) should be mailed in one envelope. Final exams should be requested at least four weeks in advance. See pages 18 & 19 for Final Exam Procedures and policies.
- Once the request forms have been processed and all coursework received, the final exams will be mailed to the exam supervisor (facilitator). Final exams will only be released to the approved exam supervisor.

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, CRA, and 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 Enrollment 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 a student does not pass

Students who score 12 – 15 points out of the maximum 20 points on the course project and / or CRA / CWA can request permission to resubmit the assignment to attempt to raise the score to the maximum allowable resubmission point value of 16 points. If the student receives a score of 11 points or below, they automatically have the option to resubmit course work but are not required to do so. Students may only resubmit once. Resubmitted assignments must arrive before the course expiration date. Assignments arriving after the course expiration date will not be graded and the original assignment score will stand. The grade on the resubmitted work is final, whether it is higher or lower than the original. The maximum score on a resubmission is 16 points.

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.
Developing successful study habits promotes an atmosphere of learning and growth. Following the study habits listed below will ensure course completion and academic excellence. Please provide a copy of these suggestions for each student.

**Students:**

- **Familiarize yourself with the course design.** Familiarize yourself with your IST / study guide 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.

- **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 27. 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).

![Course Identifier Diagram](image)

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.

- **Be realistic.** You may not have to attend class daily, but you will have to do regular academic work. You will need to spend 3 to 6 hours studying each lesson.

- **Set goals and stick to them.** Keep a calendar to chart your progress. Set dates to complete your self-tests and Unit Progress Evaluations in order to complete your course within the allotted 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 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.** Write notes on 3x5-inch cards or enter 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 and text.

- **Understand expectations.** Pay attention to instructions and be certain you understand what is being asked when submitting assignments.

- **Prepare for tests wisely.** Before you take the final exam, review the self-tests and Unit Progress Evaluations to make sure you fully understand all the concepts presented in your course. Familiarize yourself with the objectives given for each lesson. Each question on the final exam is based directly on a lesson objective.
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](http://globaluniversity.edu/pdf/UG-FormAndStyleGuide.pdf). The manual is also available in print for a fee. For ordering information, please call an Enrollment 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**

Encourage students writing undergraduate projects and CRAs / CWAs to:

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Evaluate the author’s position and restate it in their own words, not merely repeat the author’s position.
- Both agree and disagree with the authors of course materials. Explain why they 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 their own words as much as possible. Document all quotations, paraphrases, and important ideas that are not their own, even if they are from course materials.
- Identify clearly CRAs, CWAs, and projects on a title page.
- Include a reference list. See Global University's *Form and Style Guide: Fifth Edition* for documenting sources correctly.

**WRITING TOOLS AND TEMPLATES AVAILABLE IN OUR ONLINE LIBRARY** ([http://library.globaluniversity.edu/](http://library.globaluniversity.edu/))

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

**COURSE RESEARCH GUIDES** ([http://libguides.globaluniversity.edu/](http://libguides.globaluniversity.edu/))

Research assistance, subject guides, and useful resources to help students in writing course projects and CRAs, 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 Appendix H in this manual, and as an appendix to the Undergraduate Supplemental Procedures Manual beginning on page 23. Before beginning any assignment for a course, the student should be familiar with the contents of the communiqué. Use the instructions in the communiqué in place of those printed in each course Independent Study Textbook (IST) or study guide, and Student Packet. The appendix includes:

- Updates and revisions to Undergraduate Writing Assignment Guidelines and Grading Criteria
- General course assignment instructions
- Citing information
- Sample cover pages for CRA / CWA and project, including required headers for both
- SLR revisions to “Required Feedback”
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.
The following is a list of courses which have exams available online:

- BIB1032/3 The Life of Christ in the Synoptic Gospels
- BIB1043 Gospel of John
- BIB1053 Acts
- BIB1072/3 Paul’s Salvation Letters
- BIB2022 Paul’s Letters to Pastors
- BIB2032/3 A Study in the Book of Hebrews
- BIB2042/3 Principles of Biblical Interpretation
- BIB3012/3 Genesis
- BIB3052/3 Themes from the Major Prophets
- BIB3073 The Book of Acts
- BIB4034/4044 Hebrew I & II
- BIB4053 Corinthians
- BIB4123 New Testament Greek II
- BIB4132/3 Wisdom Literature
- COM1012/3 How to Speak in Public
- CSC1023 I
- EDU3012/3 Competency and Proficiency in Teaching
- EDU3102/3 Principles of Teaching
- EDU3112/3 Competency and Proficiency in Teaching
- EDU3613 Instructional Media
- EDU4123/2 Christian Adult Education in Cultural Context
- ENG1023 Introductory English
- GUO1002 Global University Orientation Course
- HIS1013 Civilization Past and Present I
- HIS1023 Civilization Past and Present II
- HIS2202/3 The Church: From Pentecost to the Reformation
- HIS2302/3 The Church: Reformation through the 20th Century
- HIS3123 A/G History, Missions & Governance
- LDR3012/3 Guidelines for Leadership
- LDR4102/3 Managing Conflict
- LIT1022/3 Introduction to World Literature
- LIT1212/3 Old Testament Literature
- LIT1303 New Testament Literature
- MIN1012/3 Evangelism Today
- MIN1092/3 Introduction to Pastoral Counseling
- MIN2052/3 The Biblical Role of Women
- MIN3042/3 Preparing and Preaching Bible Messages
- MIN3052/3 Worship of God
- MIN3062/3 The Church’s Educational Task
- MIN4033 Strategy for Church Growth
- MIS3022/3 Introduction to Islam
- MIS3023/2 Bible and Missions
- PHL2013 Introduction to Philosophy
- PSY1023 Introduction to Psychology
- REL2012/3 People and Their Beliefs
- THE1013 Pneumatology
- THE1032/3 God and Angels
- THE1042/3 Man and Sin
- THE2012/3 The Bible and the Church
- THE2013 Apologetics
- THE3013 Apologetics
- THE3013 Apologetics

Please see the Online Exam Request Form (http://globaluniversity.edu/onlineexamrequest.cfm) for current availability. To get to the link, go to our home page, www.globaluniversity.edu, click on “Schools” and then “Undergraduate School of Bible and Theology.” Once there, click on “Enrollment Information and Student Documents” in the undergraduate menu, and scroll down to find the Online Exam Request Form.

To take an exam using our online examination program you (1) must have one computer running Microsoft Windows XP or higher that booting the SLR assignment. You will need to contact gradingservices@globaluniversity.edu for a copy of the SLR to be sent to you by e-mail, fax, or mail.

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

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:

- BIB1032/3 The Life of Christ in the Synoptic Gospels
- BIB1053 Acts
- BIB3073 The Book of Acts
- COM3103 Cross Cultural Communications
- MIN1012/3 Evangelism Today
- MIS3012/3 Introduction to Missions
- MIS3022/3 Introduction to Islam
- MIS3023/2 Bible and Missions
- REL2012/3 People and Their Beliefs
- THE1013 Pneumatology
- THE3013 Apologetics
- 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.
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
- BIB2103 Prison Epistles
- BIB3013 Genesis
- BIB3053 Themes from the Major Prophets
- BIB3063 Themes from the Minor Prophets
- BIB4063 The Corinthian Letters
- BIB4133 Wisdom Literature

**THEOLOGY DIVISION**
- THE1033 God and Angels
- THE1043 Man and Sin
- THE2013 The Bible and the Church

**MINISTRY DIVISION**
- MIN1013 Evangelism Today
- MIN1053 The Work of the Pastor
- MIN1093 Introduction to Pastoral Counseling
- MIN2013 Human Relations
- MIN2033 Expository Preaching
- MIN2053 The Biblical Role of Women
- 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

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.
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
MIN1012/3 Evangelism Today
MIN1063 Ministerial Ethics
*MIN 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
LDR4102/3 Managing Conflict
LIT1213 Old Testament Literature: His Story
LIT1303 New Testament Literature
MIN3042/3 Preparing and Preaching Bible Messages
MIS1012/3 Introduction to A/G Missions
*MIN 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.
BIB3023 Pentateuch
BIB4053 Corinthians
BIB4133 Wisdom Literature
BUS2102 Church Business
COM3103 Cross-Cultural Communications
MIN1052 Work of the Pastor
MIN3052/3 Worship of God
*MIN 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.
### 2nd B.A. in Bible & Theology

<table>
<thead>
<tr>
<th>Certified</th>
<th>Total Credits – 50 (A/G credentials require HIS3123 and MIS1012)</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUO1002</td>
<td>Orientation to GU Learning* 2</td>
<td>LIT1213 Old Testament Literature: His Story 3</td>
<td>MIN1093 Introduction to Pastoral Counseling 3</td>
</tr>
<tr>
<td>BIB1033</td>
<td>The Life of Christ 3</td>
<td>LIT1303 New Testament Literature 3</td>
<td>BIB2033 A Study in the Book of Hebrews 3</td>
</tr>
<tr>
<td>THE1013</td>
<td>Pneumatology 3</td>
<td>THE1032 God and Angels 2</td>
<td>MIN1053 The Work of the Pastor 3</td>
</tr>
<tr>
<td>BIB2043</td>
<td>Principles of Biblical Interpretation 3</td>
<td>MIN3043 Preparing and Preaching Bible Messages 3</td>
<td>THE2013 The Bible and the Church 3</td>
</tr>
<tr>
<td>BIB3073</td>
<td>The Book of Acts 3</td>
<td>THE1043 Man and Sin 3</td>
<td>BIB4053 Corinthians 3</td>
</tr>
<tr>
<td>HIS3123</td>
<td>Assemblies of God History, Missions, and Governance 3</td>
<td>MIS1012 Introduction to Assemblies of God Missions 2</td>
<td>MIS3022 Introduction to Islam 2</td>
</tr>
</tbody>
</table>

*GUO1002 is not required for A/G credentials but is required to complete a GU 2nd BA

### 2nd B.A. in Christian Education

<table>
<thead>
<tr>
<th>Certified</th>
<th>Total Credits – 53 (A/G credentials require HIS3123 and MIS1012)</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUO1002</td>
<td>Orientation to GU Learning* 2</td>
<td>LIT1213 Old Testament Literature: His Story 3</td>
<td>COM3103 Cross-Cultural Communications 3</td>
</tr>
<tr>
<td>HIS1013</td>
<td>Civilization Past and Present I 3</td>
<td>EDU3103 Principles of Teaching 3</td>
<td>BIB4053 Corinthians 3</td>
</tr>
<tr>
<td>HIS1023 OR HIS1092</td>
<td>Intro. to Pastoral Counseling 2</td>
<td>LIT1303 New Testament Literature 3</td>
<td>EDU4133 Christian Adult Education in Cultural Context 3</td>
</tr>
<tr>
<td>EDU3113</td>
<td>Competency/Proficiency in Writing 3</td>
<td>EDU3213 Foundations of Educational Psychology 3</td>
<td>MIN3063 The Church's Educational Task 3</td>
</tr>
<tr>
<td>HIS2022 OR HIS2302</td>
<td>The Church: Pent. to the Ref. 2</td>
<td>THE3013 Apologetics 3</td>
<td>MIS3033 The Bible and Missions 3</td>
</tr>
<tr>
<td>BIB3073</td>
<td>The Book of Acts 3</td>
<td>MIS1012 Introduction to Assemblies of God Missions 2</td>
<td>EDU3613 Instructional Media 3</td>
</tr>
<tr>
<td>HIS3123</td>
<td>Assemblies of God History, Missions, and Governance 3</td>
<td>*GUO1002 is not required for A/G credentials but is required to complete a GU 2nd BA</td>
<td></td>
</tr>
</tbody>
</table>

### 2nd B.A. in Intercultural Studies

<table>
<thead>
<tr>
<th>Certified</th>
<th>Total Credits – 53 (A/G credentials require HIS3123 and MIS1012)</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GU1002</td>
<td>Orientation to GU Learning* 2</td>
<td>BIB1073 Paul's Salvation Letters: Galatians and Romans 3</td>
<td>REL2013 People and Their Beliefs 3</td>
</tr>
<tr>
<td>HIS1013</td>
<td>Civilization Past and Present I 3</td>
<td>LIT1213 Old Testament Literature: His Story 3</td>
<td>THE3013 Apologetics 3</td>
</tr>
<tr>
<td>HIS1023 OR HIS1023</td>
<td>Civilization Past and Present II</td>
<td>MIN3043 Preparing and Preaching Bible Messages 3</td>
<td>MIS3033 The Bible and Missions 2</td>
</tr>
<tr>
<td>BIB2043</td>
<td>Principles of Biblical Interpretation 3</td>
<td>LIT1303 New Testament Literature 3</td>
<td>MIS4053 Philosophy of Missions* 3</td>
</tr>
<tr>
<td>HIS2202 OR HIS2302</td>
<td>The Church: Pent. to the Ref. 2</td>
<td>MIS3013 Introduction to Missions 3</td>
<td>COM3103 Cross-Cultural Communications 3</td>
</tr>
<tr>
<td>BIB3073</td>
<td>The Book of Acts 3</td>
<td>MIS1013 Introduction to Assemblies of God Missions 3</td>
<td>EDU4133 Christian Adult Education in Cultural Context 3</td>
</tr>
<tr>
<td>HIS3123</td>
<td>Assemblies of God History, Missions, and Governance 3</td>
<td>MIS1013 Introduction to Assemblies of God Missions 3</td>
<td>*Directed Reading</td>
</tr>
<tr>
<td>MIS3022</td>
<td>Introduction to Islam 2</td>
<td>*GUO1002 is not required for A/G credentials but is required to complete a GU 2nd BA</td>
<td></td>
</tr>
</tbody>
</table>

*GUO1002 is not required for A/G credentials but is required to complete a GU 2nd BA
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.

**STUDY GROUP EXAM SUPERVISOR APPLICATION FORM**

- To request a study group exam supervisor be approved, choose a proctor who meets all the listed criteria, and have them complete and return the Study Group Exam Supervisor Application in Appendix F of this packet.
- The Study Group Facilitator will be notified whether the requested exam supervisor is approved or denied.

**FOR INDIVIDUAL STUDENTS 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 Study Group Final Exam Request Form, Appendix E.
- The Web site contains an online version of the request form (https://www.globaluniversity.edu/student_info/level3/undergrad/print_finalexam.cfm). To request the exam using this form, you must enter an e-mail address that is currently in your student record.
- The request form may also be downloaded from the Web site at www.globaluniversity.edu/pdf/ExamRequest.pdf.
- 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 Study Group Final Exam Request Form, Appendix E).

**TO REQUEST A FINAL EXAM FOR MORE THAN ONE STUDY GROUP STUDENT**

- To request a final exam for more than one study group student, submit the Study Group Final Exam Request Form, Appendix E.
- Indicate on the form whether students will be taking exam on paper or, if the exam is available, online (see below).

**ONLINE EXAMS:** We now have online exams available for a limited number of courses! See page 14 for a list of courses which offer online exams. If the following requirements cannot be met, however, 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, 7.0 or higher

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

---

**IMPORTANT:** **Pretests must be completed before you request your first undergraduate final exam.**

**IF STUDENT HAS ACCESS TO THE INTERNET:** You may request Bible and Theology or General Education pretests or posttests 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 in Appendix F and either scan it and e-mail it to gradingservices@globaluniversity.edu, or fax it to (417) 862-0863. Once the supervisor has been approved and the exam request(s) received, the proctor will be sent an e-mail with instructions for how to administer the online exam. Both tests need not be taken on the same day; however, 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 STUDENT DOES NOT HAVE ACCESS TO THE INTERNET:** Please fill out the Exam Request Form and the Exam Supervisor Application in this packet. Mark either “PRETEST(S)” or “POSTTEST(S)” (proctor unnecessary for posttest) as the “course title.” Once all forms are received and the supervisor is approved, the pretests or posttests will be mailed to your proctor.
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.
CODE OF CONDUCT

“Global University is a Christian education institution aiming to, among other things, equip men and women 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.”

(Undergraduate Studies Academic Catalog 2013, page 12)

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: using unauthorized notes, aids, or information when taking an examination; submitting work done by someone else as a student’s own; copying or paraphrasing someone else’s essays, projects, or other work and submitting it as their own.

2. Plagiarism: submitting someone else’s work and claiming it as their own or neglecting to give appropriate documentation when using any kind of reference materials. Plagiarism, whether done purposefully or unintentionally, 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. Fabrication: falsifying or inventing any information, data, or citation.

4. Obtaining an Unfair Advantage: stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the advisor or to the Global University offices at the conclusion of the examination.

Disciplinary action may range from lowering a grade for a paper to dismissal from the program, depending on the severity of the offense.

MISCELLANEOUS

- Global University faculty and staff are available to assist Study Group facilitators with questions and to respond to areas of concern. Course-specific questions can be e-mailed to asktheprof@globaluniversity.edu.
- A Study Group facilitator functions as the contact person to assist students in their communication with Global University. It is preferred that students contact facilitators prior to contacting Global University; however, since all students are individually enrolled, any student may contact the University directly.
- A request to be withdrawn from a course must be initiated by the student. Global University may not withdraw a student from a course at the request of the Study Group facilitator.
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 components of the requirement must be submitted in order for the student to graduate. See page 22 for further explanation of the Capstone Requirement.

**Change of Program**

Students may change programs by submitting payment and a written request by e-mail to degreeaudit@globaluniversity.edu or fax to (417) 862-0863. Please review the Undergraduate Tuition and Fees Schedule in Appendix G for cost of a Change of Program Fee.

**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**

A Grad Check may be requested by the student when 16 credits remain to be completed, including courses that are in progress. A final Grad Check may be requested when all credits have been completed. To request a Grad Check, submit a written request by e-mail to degreeaudit@globaluniversity.edu or fax to (417) 862-0863. There is no fee for the first Grad Check.

**Original Degree Audit**

An Original Degree Audit will be completed upon receipt of a student's application and official transcripts. If the student did not attend post-secondary education or chooses not to forward official transcripts, he/she may follow the program requirements outlined in the current Global University catalog. An Original Degree Audit will then be completed after a student has successfully completed 16 credits.

**Pretests**

As a means of demonstrating the growth of your knowledge through your studies, all students enrolling in any Global University program (except a certificate program) must complete the Bible and Theology pretest. All students who enroll in a 4-year B.A. program (128 credits) must also complete the General Education pretest. Acceptance into a program does NOT depend on scores on these tests. 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 and general knowledge compared to your knowledge level at the end of your program. These pretests should be completed before you request your first final exam. For instructions on how to take either the pretests or posttests, please see page 18.

**Requested Degree Audit**

An updated degree audit may be requested by the student at any time after an Original Degree Audit has been completed by submitting payment and a written request by e-mail to degreeaudit@globaluniversity.edu or by fax to (417) 862-0863. Please review the Undergraduate Tuition and Fees Schedule in Appendix G for the cost of a Requested Degree Audit.

**Scholarly Resources**

When writing course papers, students are asked to include 3–5 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/authors cannot be used; however, such sources must be evaluated and found to be authoritative. Students 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.
STEPS TO GRADUATION

Step 1 Request a Grad Check (defined on page 13): If the student is within 18 credits of completing course requirements for their degree they may request a Grad Check at no charge. They will receive a degree audit showing what courses need to be completed or confirmation that all course requirements have been met. They 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 the student is within nine (9) credits of completing their degree requirements (excluding 17-credit certificates), they 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. Posttests (General Education and 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 the student has met all course requirements and completed the Capstone Requirements*, they may submit the graduation application with the appropriate fees. Their diploma will be mailed to them and they will receive commencement ceremony information via mail or e-mail.

*Students enrolled in the Three-year BA, Second BA, or diploma programs do not need to complete the general education posttest.

ANNUAL COMMENCEMENT CEREMONY - Make Plans to join us.

The next Commencement ceremony will be held on June 21, 2013 at James River Assembly - West Campus, Springfield, Missouri (west of Springfield).

Students who will have completed their program of study towards a Diploma or Degree with Global University between May 1, 2012 and April 30, 2013 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 e-mail 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
This application is for the following type(s) of study group:

☐ School for Evangelism and Discipleship
☐ Berean School of the Bible Study Center
☐ Undergraduate Study Group

Terms of the Agreement
Global University will:
1. Provide quality study materials.
2. Assist with instructional and administrative guidelines and materials.
3. Allow discounts for course fees and materials as designated in the guidelines for each level of study.
4. Grade each student’s work (Berean, undergraduate, and graduate) according to appropriate academic regulations and standards.
5. Maintain a permanent record of each enrolled student’s completions of study.
6. Issue appropriate certificates and diplomas as specified in the guidelines for each level.

The local study group will:
1. Provide names, student numbers, and other vital student information as required when orders are placed.
2. Protect the identity and integrity of the name of Global University and its various divisions.
3. Protect the copyrights of Global University textbooks, study materials, and examinations.
4. Provide for the selection of qualified facilitators and establishment of proper group and enrollment standards.
5. Provide appropriate facilities for students to meet for study and discussion.
6. Collect all enrollment fees, tuition (as applicable), and materials fees, and remit the total amount due to Global University—even if there is a change in local leadership or if students withdraw without paying.
7. Administer/proctor final examinations and send to Global University for grading (Berean, undergraduate).
8. Bear the costs of distributing promotional materials locally and practical expenses such as postage for course examinations and assignments to Global University.
9. Comply with all regulations stated in the Guidelines for the particular level of study being pursued.
10. Carefully monitor the advertising of the courses to conform to the standards set forth in the Guidelines.

Agreement: We will provide encouragement and facilities for group study for students who enroll in Global University courses. We will comply with all stated policies in the guidelines. We understand that Global University reserves the right to change the stipulations regarding this agreement and that this agreement may be revoked by Global University for non-compliance.

(Signature of Senior Pastor)  (Signature of Coordinator)
(Printed name of Senior Pastor)  (Printed name of Coordinator)

For Office Use Only
(Global University Representative)  (Date)  (Account #)
For District Approval

If you are not affiliated with the Assemblies of God, please fill out this form.

We are required to obtain approval from the Assemblies of God district in which you are located. Please help us expedite that approval by giving us the following information:

Basic doctrinal viewpoint: ______________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Approximate church size: ___________

Expected number of students in your study center: _______

Will your study center/group be limited to your local church? __

**Note:** Your study center/group should not include people from other congregations, unless the local pastor has approved such participation.

Goals for your Study Center/Group:
- Lay ministry training
- Personal enrichment
- Sunday school classes
- Evangelism
- New convert training/discipleship
- Mid-week service
- Other

What is your relationship with the Assemblies of God congregations in your area?

---

For District Use Only

This study center/group is: approved not approved *

__________________________________  __________________________________
Signature of District Official                                                                 Date

*Reason for non-approval
Appendix B

Undergraduate Study Group Academic Records Release Form

Please Print Legibly

Name: _________________________

Address: _________________________________

City: ___________________ State: ______ Zip: ________

Phone: _________________ (Home) _____________________ Ext. ______ (Work)

E-mail: ____________________________________________________________

Birthday: ____/____/____

Male  Female

Social Security Number: _____________________

(Note: These records are kept confidential. You will receive a Student ID number different than your Social Security Number for your protection. However, your social security number is used as verification when checking on grades.)

Refund/Cancellation Policy

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 form the day on which you signed the 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 the 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 of 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.

Academic Release Authorization

I authorize Study Group Leadership from:

____________________________________________________________

(Church or Organization Name)

______________________________  __________________

(City)       (State)

To request academic information from my official student record which is kept with Global University in Springfield, Missouri, until I contact the school and withdraw this authorization in writing. My signature below indicates that I have read and agree to the Global University refund/cancellation policy.

_________________________________   _____________

(Student’s Signature)            (Date)
### Study Group Course Order Log

**Course Name:** ____________________________  **Course Number:** __________

**Invoice Number:** ____________  **Amount:** $________.____

**Purchase Date:** ____/____/________  **Materials Arrived:** ____/____/________

**Expiration Date:** ____/____/________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Number</th>
<th>Study Guide</th>
<th>Text</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: John Student</td>
<td>030-000-000</td>
<td>✓</td>
<td>✓</td>
<td>JS</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix C
Student Course Log

Student Name: ___________________________  Student Number: __________

Course Name: ___________________________  Course Number: __________

Student Amount Owed: $________.____  Invoice Number: __________

Date Student Paid: ____/____/________  Student Received Materials: ____/____/________

Course Enrollment Date: ____/____/________  Course Expiration Date: ____/____/________

Extension Purchased:  □ Yes  □ No  New Expiration Date: ____/____/________

---

Documents | Date Sent | Date Returned | Comments
---|---|---|---
Project | | | 
CRA | | | 
SLR | | N/A |

---

Progress | Date | Study Goals | Lessons Finished | Comments
---|---|---|---|---
2 months | | | | 
3 months | | | | 
4 months | | | |

---

Tracking the Final Exam

Final Exam (FE) request sent to GU: ____/____/________  Project Score: ______

Examination Supervisor received FE: ____/____/________  CRA/CWA Score: ______

Completed FE must arrive back at GU: ____/____/________  Course FGR: ______

Date FE administered: ____/____/________  Time: _______

Examination Supervisor mailed FE to GU: ____/____/________

Final Exam Shipped via: ________________________  Tracking Number: ________________________

CRA—Collateral Reading Assignment;  SLR—Service Learning Requirement;  FE—Final exam;  FGR—Final Grade Report

Appendix D
This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when students are nearing completion of their course. Mail: Global University / Attn: Student Services, FAX: (417) 862-0863, or E-mail: gradingservices@globaluniversity.edu.

Students Will Be Taking Exam: □ On Paper  □ Online (if available); Proctor’s E-mail Address

Student Information: □ Additional Students listed on back or make additional copies of this form.

Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID
Student Name (please print) Student ID

Course Information: (Provide all requested information)
Course Code: Course Title: EDITION: 

Exam Format: □ Print  □ Online (check availability of online exams at http://www.globaluniversity.edu/onlineexamrequest.cfm)

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 the course materials has been processed and the exam supervisor approved. An Exam Supervisor Application Form must be submitted for each exam supervisor. The final exam for the course listed above, must be administered by the exam supervisor indicated on this form.

Exam supervisor’s first and last name (print): Supervisor’s ID Number
Study Group information: City: State: Study Group Acct Number

☐ Check here if the study group information (address, telephone, e-mail, etc.) has changed. Write the new information on the back of this form

Shipping Information:
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 shipped rush delivery, please check the appropriate box. Shipping fees must be paid before the exam will be sent. (Rush delivery not available for PO Box or Military address.) Rush delivery fees will vary depending on the number of students listed above.

Credit Card Number: - - - - - - - Expiration date: / or Check enclosed: #

☐ UPS Next-Business-Day charge: $35 for up to 5 exams  ☐ $10 additional fee for each bundle of 5 exams

Note: Next Business Day shipping ensures that Global University processes the request within two business days; we cannot guarantee that UPS will deliver the exam within 24 hours.

Signature Verification:
I verify that I have read and understand the information and policies herein. I agree that it is my responsibility to provide Global University with documentation of my choice for an Examination Supervisor and that my final exam request will not be processed without this information. I understand that the Examination Supervisor listed on this form is the only authorized person to administer the final exam for the course requested on this form. I understand that all coursework must be submitted to Global University before the final exam will be shipped.

Study Group Facilitator’s Signature  Date

Office Use Only
Shipping Number:
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: Student Services, FAX: (417) 862-0863, or E-mail: gradingservices@globaluniversity.edu.

Study Group Information:

Study Group Name, City and State (please print)  Study Group Account Number

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

Restrictions include:
1. The exam supervisor cannot be a relative of the student
2. The exam supervisor cannot be an active student at Global University or any other college/university
3. The exam supervisor cannot reside at the same address as the student
4. The exam supervisor must be 18 years old or older
5. The exam supervisor must be able to monitor the student during the administration of the final exam
6. Global University reserves the right to disapprove any applicant

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 Role In Study Group

* City, State

* Daytime Telephone

* Zip Code, Country

E-mail

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 and give the student up to 3 hours to complete the exam.
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.
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 via a trackable 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 study group. 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 from Global University.

Exam Supervisor’s Signature  Date

Office Use Only
Date Application Received:  Exam Supervisor ID:  Approved: ☐ Yes  ☐ No
Authorized By:  If Denied, State Reason:

Appendix F
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 of 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.

   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 $15 processing fee.

*less the 20% discount
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.

Contents

Independent-Study Textbook ..................... H-3
Resources (page 8 in your IST) ..................... H-3
Student Packet ............................................. H-4
Undergraduate Writing Assignments (4 pages) ..................... H-4
Project and Collateral Reading Assignment. ..................... H-8
Service Learning Requirement (4 pages) ..................... H-9

GLOBAL UNIVERSITY
Resources (page 8 in your IST)

You will use Course Title, an Independent-Study Textbook by Author as both the textbook and study guide for the course. The Holy Bible is also required. Bible quotations are from the New International Version (NIV), 2011 edition, unless otherwise noted. Most assignments require you to access the Global University Library Web site or other academic resources. Instructions for accessing the Library Web site are provided in the Undergraduate Writing Assignment Guidelines (UWAG) in the Student Packet.
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.

Grading

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content and Organization</td>
<td>40%</td>
<td>8</td>
</tr>
<tr>
<td>Following instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization of assignment and logical thought progression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject matter content quality and accuracy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking Skills</td>
<td>30%</td>
<td>6</td>
</tr>
<tr>
<td>Accurate understanding and evaluation of author’s position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of student’s position with supporting rationale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application and Research</td>
<td>20%</td>
<td>4</td>
</tr>
<tr>
<td>Appropriate plans for applying course concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contextualization of course concepts to the student’s culture or setting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inclusion of research using 3–5 references from the GU Library Web site or other academic sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style, Grammar, Spelling, and Documentation</td>
<td>10%</td>
<td>2</td>
</tr>
<tr>
<td>Syntax (word choice and arrangement), spelling, and grammar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate form and style, including source documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>20</td>
</tr>
</tbody>
</table>

Scholarly Resources

When writing course papers, students are asked to include 3–5 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/authors cannot be used; however, such sources must be evaluated and found to be authoritative.

Students 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.
To Ensure Your Assignment Is Graded Accurately

1. Respond to questions and their subparts in the exact order they appear in the instructions.
2. Type (or copy) each question and its number. Below it type (or write) your response.
3. Respond to all components, clearly labeling and separating your answers to each. Your grader must be able to easily match responses to the corresponding component.

General Directions

Please type your CRA/Project using double-spaced lines. If you are unable to type your assignment, you may neatly write it with an ink pen, but DO NOT USE A PENCIL.

Valuable resources for your writing assignment can be found in the various bibliographic lists at the back of your Study Guides or Independent-Study Textbooks (IST). Additional resources can be found by accessing the Global University Library Web site at http://library.globaluniversity.edu. Here you will find links to full-text journal articles in databases, reference articles in encyclopedias, other scholarly articles in Google Scholar, and Web sites with Web-based articles. Once you access the Global University Library Web site, you must log in with a user ID and a password in the upper right corner of the Web site. For your user ID, type in your Global University student ID number. For your password, type in the first two letters of your first name, the first two letters of your last name, and the last four digits of your GU student ID number. (Use lowercase letters, do not type spaces within the password.) You may search on a topic and also browse by course title.

Once you enter the Global University Library Web site, you can go to an Interactive Tutorial for instructions on how to use the databases on the Library Web site. You can also click on “Browse by Courses” and find links to Web resources appropriate to individual courses.

Document any resources you use in course assignments (or other written work) according to Global University’s Undergraduate Form and Style Guide. This style guide can be downloaded at the Web site, or you can contact the university to purchase a hard copy.

Submitting Assignments

Submit your assignments by e-mail attachment. Templates for the project and CRA are available for download from the Global University Web site: Library Resources for Undergraduate Students. If e-mail is not available, submit assignments by mail or fax.

Terms

The following definitions help you give a better answer to each inquiry within your CRA/project:

- **Analyze** means to divide a complex whole into its individual components for the purpose of revealing how each works together and contributes to the whole.
- **Apply** means to put, or to show how to put, specific principles or concepts to practical use.
- **Compare** means to identify similarities.
- **Contrast, differentiate, and distinguish** mean to identify differences.
- **Critical thinking** is a reflective and systematic process in which you gather information, study it from every angle, and then exercise your best judgment to draw conclusions.
- **Describe, discuss, and explain** mean to give details, examples, illustrations, implications, and reasons to support your answer.
- **Evaluate** means to determine the significance, worth, or condition of something by careful study. This includes identifying the strengths and weaknesses of whatever is being evaluated, whether it is a concept, principle, application, idea, event, opinion, object or product.
Quick Guide to Referencing

Q  Where do I document sources—inside the paper or at the end of the paper?

A  Both. Author, date of publication, and page number must be included as parenthetical references within the text. Titles are not listed in the parenthetical references. A reference list at the end of the paper should list full publication details. Page numbers are not included in the reference list.

Book in Print

In-Text Documentation

When quoting from a book, quotation marks are required at the beginning and end of the quotation. Immediately after the quote and before ending punctuation, insert a parenthetical reference including author’s last name, most recent date of publication, and page number(s).

Biblical context is one of the key factors in interpreting Scripture correctly and there are “three kinds of context: immediate context, remote context, and historical context” (Arnold & Beyer 1999, 29).

A quote longer than four lines is single spaced without quotation marks and indented from the left margin. Insert a parenthetical reference at the end of the quote, following ending punctuation.

Three of the verbs with God as subject are repeated from 2:24–25 (see, hear, know), with a closer specification as to just what it is God sees and knows. God truly sees their affliction. God knows their sufferings. For God to know the people’s sufferings testifies to God’s experience of this suffering, indeed God’s intimate experience. God is here depicted as one who is intimately involved in the suffering of the people. (Fretheim 1991, 36)

When the author’s name is stated in the text, the parenthetical reference lists only the date and page number (the author’s name is not repeated).

Arnold & Beyer note that there are “three kinds of context” (1999, 29). or

Arnold & Beyer (1999, 29) note that there are “three kinds of context.”

Reference List Documentation

Works used in the paper are also listed at the end of the paper in the reference list.


NOTE: In this referencing system, only works actually cited in your paper are to be included in the reference list. (See the Global University Undergraduate Form and Style Guide 2010, page 7.)

Book on the Internet

In-Text Documentation

A full book accessed from the Internet is referenced in the text the same as a printed book.

Scripture attributes varying ministries to each person of the Trinity. “The different functions that we see the Father, Son and Holy Spirit performing are simply outworkings of an eternal relationship” (Grudem 1994, 251).

Reference List Documentation

In the reference list, both the Web site and date of access are listed after the other information.


Consult the GU Undergraduate Form and Style Guide for other examples (journal or magazine articles, books with more than one author, etc.).
Cover and Page Design

Example cover pages for your Project and CRA are included in this packet. It is very important that you place your name, student number, course number, course title, course PN (located on the copyright page), and page number at the top of each additional page (see sample pages below). You are required to clearly mark each part of the answer. Be sure to write legibly, using a computer printer, typewriter, or pen. DO NOT USE A PENCIL.

SAMPLE PROJECT COVER PAGE

PROJECT TITLE
By
Your Name
Student Number
A Project
Submitted to the Faculty
In Partial Fulfillment of the Requirements for
Course Number
Course Title, Edition
Course PN
Global University
Month Year

SAMPLE SECOND PAGE

Student Name, Number Course Number, Title, PN Number

Part 1
Project/CRA Title

SAMPLE THIRD PAGE

Student Name, Number Course Number, Title, PN Number

2

3

It is very important that you place your name, student number, course number, course title, course PN (located on the copyright page), and page number at the top of each page.
Project and Collateral Reading Assignment

Project & CRA Writing Instructions

If you have not already done so, read the Undergraduate Writing Assignment Guidelines on page 15 of this packet and the *Global University Undergraduate Form and Style Guide*.

Your total word length should be approximately 1200–1500 words (5 to 6 double-spaced, typewritten pages). The addition of the cover and reference list could make the completed project 7 to 8 pages. You may use your Bible, IST or study guide, notes, and research material.

You are required to access the Global University Library Web site or other academic sources and find three to five references to include in your Project.

- The references must relate logically to the Project.
- You must explain, describe, interact with, or react to each reference as part of your written responses.
- You must list each online source in your reference list at the end of your Project.

Instructions for accessing the Library Web site are given in the UWAG. If you have a legitimate reason for not having access the Internet or other academic sources, you must include a statement explaining why you are unable to do so.

Submitting Your Assignment

Submit your project by e-mail attachment. A template is available for download from the Global University Web site. If e-mail access is not available, submit by mail or fax with the project title page (which is provided) on the front of your project.

This project is worth 25 percent of your course grade and should be submitted to your enrollment office before you take the final examination.
Service Learning Requirement

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

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.

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.
- May, with advance approval from the faculty member, 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. **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 pray with individuals in need, perhaps 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 Web site: 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.
Service Learning Requirement Report

Please print or type your responses on this form, and submit the form with your project and CRA (if required). If you need to use additional paper, print your name, student number, course number, and course title at the top of each page. Be sure to use correct spelling and write neatly and legibly using complete sentences where possible. Summarize points logically.

Student Name ................................................................. Student Number .................. Date ..........

Description of assignment:

1. Description of assignment: Describe what you did. ..........................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................

Where (location/s)?.................................................................................................................................

To whom (person/s)?.............................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................

What were the ministry results? Use only **NUMBERS** in the appropriate spaces below.

<table>
<thead>
<tr>
<th>Witnessed to</th>
<th>Decision(s) for Christ</th>
<th>Taught/preached to/recipient(s)</th>
<th>Church(es) started</th>
<th>Baptism(s) in the Holy Spirit</th>
<th>Baptism(s) in water</th>
</tr>
</thead>
<tbody>
<tr>
<td>.............</td>
<td>........................</td>
<td>.................................</td>
<td>....................</td>
<td>..................................</td>
<td>........................</td>
</tr>
</tbody>
</table>

List other results with numbers (such as 8 healings, 3 deliverances, 5 calls to ministry, 9 rededications).

| ........................................ |
| ........................................ |
| ........................................ |

2. Content: Summarize in the space below the content of your sermon, lesson, or witness. State the theme and main points or principles. If your assignment was another type of event, summarize the highlights.

| ........................................ |
| ........................................ |
| ........................................ |
| ........................................ |

3. Application: Explain how you applied the course content to yourself and to others. If you preached, taught, or witnessed, explain how you illustrated and applied your presentation.

| ........................................ |
| ........................................ |
| ........................................ |
| ........................................ |

4. Reflection: From this assignment, what did you learn from or about Yourself? .................................................................

| ........................................ |
| ........................................ |
| ........................................ |
| ........................................ |
The Lord? .........................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
The Ministry? ...................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
Others? ..........................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
Time: State how much time you spent in prayer ............ and preparation ............ for this assignment.
Evaluate your time. ............................................................

For Student: By signing below I freely give permission to Global University (and affiliate agencies) to
publish my SLR Report to promote the work of God through Global University.

.................................................................................................................................

Student Signature Date

5. Required feedback from an independent observer (pastor, teacher, or colleague).

What did you like best about the student’s presentation? .........................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
How could the student improve in the way he or she participated? ..................................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
What other words of encouragement do you have for the student? .............................................
......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................
Name of person commenting and his or her relation to the student: .................................................................